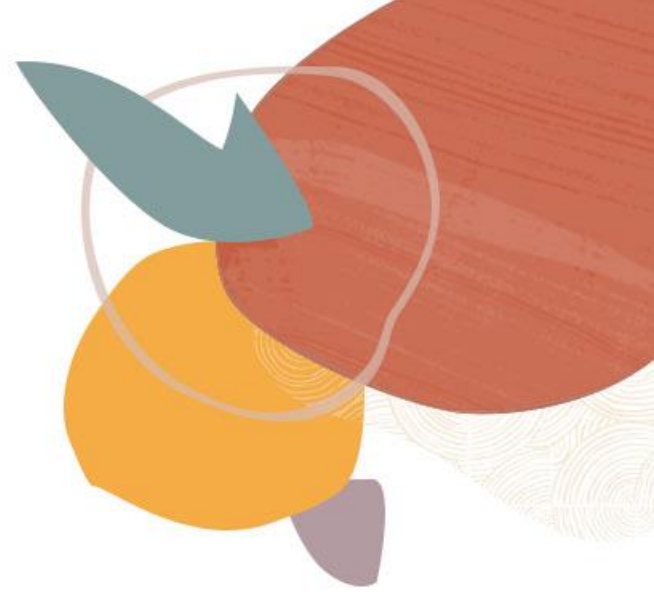




# Oracle America, Inc. NetSuite for Government

## Response to City of Superior, WI

RFP-25-11-FIN-0-2025/JD

Software and Implementation Services for an Enterprise Resource  
Planning (ERP) Software Systems Environment

### Technical Proposal

APRIL 15, 2025



## Attachment A – Proposal Forms

Proposer is to complete each of the Tabs 1 – 8 and submit per the instructions provided in the RFP. Any Exhibits provided by the Proposer are to be inserted at the end of each applicable tab. Proposers are permitted to make changes to the footers, and necessary formatting changes to tables, to optimize the presentation of information.

Proposer is instructed to organize Proposal in a tabbed format, and to insert the completed tab forms (Attachment A) in the corresponding tabs as a part of their Proposal response. In addition to the information captured through the questions and tables in Attachment A, Proposer is requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each tab section. Any such information may be provided in Proposers preferred formatting/branding.

| Proposal Tab No.   | Proposal Section                                                                                                                                                                                       |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tab 1</b>       | Company Introduction and Relevant Experience                                                                                                                                                           |
| <b>Tab 2</b>       | Software Solution, Data Conversion, Architecture, Security, and Hosting                                                                                                                                |
| <b>Tab 3</b>       | Implementation Methodology, Key Personnel, Training Plan, and Testing and Quality Assurance Plan                                                                                                       |
| <b>Tab 4</b>       | Project Schedule                                                                                                                                                                                       |
| <b>Tab 5</b>       | References                                                                                                                                                                                             |
| <b>Tab 6</b>       | Cost Narrative                                                                                                                                                                                         |
| <b>Tab 7</b>       | Sample Contracts and Warranty                                                                                                                                                                          |
| <b>Tab 8</b>       | Exceptions to Project Scope and Contract Terms                                                                                                                                                         |
| <b>Tab 9</b>       | Please insert the response to Attachment B, Functional and Technical Requirements, following Attachment A in the electronic submittals as a consolidated PDF Technical Proposal.                       |
| <b>Supplements</b> | Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as Supplements to the Proposal in a separately marked "Supplements" tab of the proposal. |

# Tab 1 – Company Introduction and Relevant Experience

## I. TRANSMITTAL CERTIFICATION

By signature on the Proposal, the Proposer certifies-represents that it complies with:

1. The laws of the State of Wisconsin to the extent that such laws, by their terms, are expressly applicable to Oracle's provision of the Services under a resulting agreement and impose obligations directly upon Oracle in its role as an information technology services provider with respect to the Services, and is licensed or qualified to conduct business in the State of Wisconsin
2. All applicable local, state, and federal laws, codes, and regulations to the extent that such laws, codes, and regulations by their terms, are expressly applicable to Oracle's provision of the Services under a resulting agreement and impose obligations directly upon Oracle in its role as an information technology services provider with respect to the Services.
3. A condition that the Proposal submitted was independently arrived at, without collusion
4. A condition that the offer will remain open and valid for the period indicated in this solicitation; and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest

If the Proposer fails to comply with the provisions stated in this paragraph, the City of Superior (City), reserves the right to reject the Proposal, terminate the contract, or consider the Proposer in default.

These representations are made to the best of the knowledge of the Oracle team responding to this RFP as of the time of submission.

**Table 1-01: Transmittal Certification and Primary Contact Information**

| Field                                        | Response                                                                                                                                     |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Proposer Representative          | Matt Sorrell                                                                                                                                 |
| Title                                        | Application Sales Representative                                                                                                             |
| Name of Company                              | Oracle America, Inc.                                                                                                                         |
| Address                                      | 500 Oracle Parkway<br>Redwood Shores, CA 94065                                                                                               |
| Telephone Number                             | +1 (262) 385-8474                                                                                                                            |
| Email Address                                | <a href="mailto:Matt.Sorrell@oracle.com">Matt.Sorrell@oracle.com</a>                                                                         |
| Signature of Authorized Officer of the Firm* | <div>DocuSigned by:</div>  <div>06AF8E97AFC2471...</div> |



| Field | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <p><i>A signature provides the City with the Proposer's acknowledgement and acceptance of the RFP <del>terms, requirements</del> <u>subject to the General Terms and Conditions for Oracle's Proposal document and Oracle Cloud Services Agreement, and conditions, and the execution of same during the discharge of any succeeding contract</u></i></p> <p><i><u>*The above signatory is an authorized representative of Oracle America, Inc. ("Oracle") and not in his individual capacity.</u></i></p> |



## II. TRANSMITTAL LETTER

A Transmittal Letter, printed on letterhead, shall be submitted and signed by an authorized representative of the Proposer, such as the owner, partner, or in the case of a corporation, the President, Vice President, Secretary, or other corporate officer(s) that address the following:

- a. A statement naming the Proposer (legal name and if corporation, whether corporation has corporate seal) and stating the type of entity for the Proposer and any joint Proposer or subcontractor (e.g., corporation, limited liability company, partnership, sole proprietor, etc.); a statement identifying, in summary, the name of the proposed software solution and any third-party partners included as part of the proposal; a statement of acknowledging that all addenda to this Request for Proposal have been reviewed by the Proposer; and a statement disclosing whether or not the proposal contains confidential information, trade secrets or other proprietary data the Proposer does not want to be subject to public inspection.

500 Oracle Parkway  
Redwood Shores, CA 94065  
Phone: 650.506.7000



April 15, 2025

City of Superior  
1316 N. 14<sup>th</sup> Street  
Superior, WI 54880

Dear Evaluation Committee,

On behalf of Oracle America, Inc. ("Oracle") and the Oracle Local Government team, I am pleased to submit the enclosed proposal for your consideration in response to the City of Superior ("City") Request for Proposal dated February 26, 2025 ("RFP"). We are very excited to work with you on this project.

After carefully reviewing your agency's specific challenges, needs, and priorities outlined in your RFP, we are confident that our cloud-based Oracle NetSuite for Government ("NetSuite for Government") software-as-a-service ("SaaS") is a great fit for your agency. NetSuite for Government supports Finance professionals with capabilities built to streamline processes, to improve visibility/transparency, and to optimize the skills and strengths of your workforce. We know NetSuite for Government will increase your team's performance and success across entities, that it will be up and performant, and that we'll be here to serve your unique and evolving needs.

NetSuite for Government is better for your agency and your people:

- Better **Decisions**, Faster: Tailored and decluttered access means everyone who uses NetSuite for Government gets their own experience and insights, and they're right where you need them when you need them. Automated fund balancing plus visibility across funds and grants ensure the accurate spending of funds and smooth closings.
- Oracle NetSuite is a major player in **Artificial Intelligence (AI)** for ERP. Oracle-powered AI automates key processes such as Bank Reconciliation, Bill Payments, Budget Modeling, and Report Writing. With Oracle's significant AI investment, your workload is most streamlined and your workforce most enabled with NetSuite for Government.
- We invest in **Security**, so you don't have to: Trusted by 1,200+ Federal, State & Local Agencies of all sizes and complexity, our zero-trust architecture provides encryption at every level, with real-time telemetry & observability tools. No one else in the market has their own Infrastructure, their own Cloud, and their own SaaS applications, which means you don't have to build on top of anything, lease storage space from another provider, or question where your data is and how it got there.
- Eliminate **IT Maintenance** and upgrade cost: NetSuite for Government is the first ERP designed and built to run in the cloud – this means minimal IT lift for your agency in implementation and ongoing maintenance. We're focused on providing value, not looking to drive services revenue, so we keep our pricing, capabilities, and product plans upfront and transparent.
- Our customers are actually **Referenceable**: Our customers are willing to vouch for our success – because they've experienced it firsthand. True Tier 1 support is available 24 hours a day, 7 days a week, 365 days a year. We want you running smoothly on an ERP you love using, all the time.

Our mission is to equip your agency with unparalleled tools for the job, ensuring that NetSuite for Government enhances the lives of your civil employees and boosts the success of the communities you serve. I look forward to our potential partnership and seeing the City thrive.



500 Oracle Parkway  
Redwood Shores, CA 94065  
Phone: 650.506.7000



Oracle America, Inc. is a corporation with a corporate seal. We are not submitting this proposal jointly or utilizing subcontractors.

Oracle America, Inc. acknowledges receipt of Addendum 1, dated March 25, 2025, and Addendum 2, dated March 27, 2025.

Oracle's proposal may contain confidential and proprietary information that is exempt from disclosure under the Wisconsin Law Wis. Stat. § 19.36. Where appropriate, Oracle has inserted a marking identifying any information that contains or consists of its confidential or proprietary information. Specifically, the marking states, "Oracle Confidential – Trade Secret Information".

The enclosed response contains Oracle's NetSuite for Government proposal. Submitted under a separate cover is a product proposal from a third-party product vendor, ADP. Each proposal, Oracle's and ADP's, is a standalone proposal with separate contract terms and conditions. Neither party makes any representation regarding the other party, its content and product functionalities.

Oracle expressly disclaims any responsibility for the content of ADP's product responses and any resulting contract for the provision of their products shall be between the City and ADP. In the event that you elect to award an Oracle NetSuite for Government contract as a result of Oracle's proposal, you would contract directly with Oracle for its NetSuite for Government offering as described in Oracle's response. In the event that you elect to award an ADP contract as a result of their proposal, you would contract directly with ADP for its product offering as described in ADP's response.

If you have any questions or would like further information, contact Matt Sorrell at [matt.sorrell@oracle.com](mailto:matt.sorrell@oracle.com) or +1 (262) 385-8474. I can be reached at +1 (858) 705-3858, or via email at [steve.seoane@oracle.com](mailto:steve.seoane@oracle.com).

Sincerely,

Steve Seoane  
SVP and GM, Oracle Local Government

**DocuSigned by:**  
  
06AE8E97AFC2471...

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Authorized Representative



# Response Guidelines

## Corporate Entity

This response is being made by Oracle America, Inc., a wholly owned subsidiary of Oracle Corporation. All responses reflect information concerning Oracle America, Inc. ("Oracle"), except where otherwise indicated as being information of Oracle Corporation.

## Definition

Throughout this Response, the term solution refers to and is interchangeable with approach or system. Solution is not intended to contractually bind Oracle to solve any issues or problems. It is intended to express the concept that an approach to your project has been well thought out and is the result of the use of our products, methods, and experience.

Throughout this Response, the term partner refers to and is interchangeable with ally or collaborator. Partner is not intended to contractually or legally bind Oracle to any third party.

## Reference to Third-Party Proposals

The enclosed response contains Oracle's NetSuite for Government proposal. Submitted under a separate cover is a product proposal from a third-party product vendor, ADP. Each proposal, Oracle's and ADP's, is a standalone proposal with separate contract terms and conditions. Neither party makes any representation regarding the other party, its content and product functionalities.

Oracle expressly disclaims any responsibility for the content of ADP's product responses and any resulting contract for the provision of their products shall be between the City and ADP. In the event that you elect to award an Oracle NetSuite for Government contract as a result of Oracle's proposal, you would contract directly with Oracle for its NetSuite for Government offering as described in Oracle's response. In the event that you elect to award an ADP contract as a result of their proposal, you would contract directly with ADP for its product offering as described in ADP's response.

## Response Validity

This Response shall remain valid until October 05, 2025 unless otherwise mutually agreed, in writing, by Oracle and the City of Superior ("City").





# Executive Summary

Oracle Local Government is pleased to respond to the City's request for proposal. We understand that the City is interested in improving efficiencies by leveraging a configurable SaaS that is able to meet its business needs with minimal modifications. We have the organizational, functional, and technical capabilities that match the functionality and features identified in your RFP.

By implementing NetSuite for Government, the City will have a powerful, intuitive, user-friendly, SaaS platform that automates core processes and provides real-time visibility into financial data. Our Local Government implementation team uses our streamlined implementation approach and pre-configured templates to help ensure a faster, more efficient implementation experience, making sure that the City goes "live" on-time and on budget, to realize value sooner.

By replacing your current legacy financial system with NetSuite for Government, you will quickly realize the value of using a modern ERP with personalized dashboards, customizable workflows, and user-friendly reporting, that can be created in the moment by members of your team. The City will always have the latest and greatest software through seamless updates at no additional cost, all while being hosted on the most secure cloud available in the market today.

## Mitigating Your Risk

For over 40 years, Oracle Corporation has been both a pioneer and a leader in technology. Today, Oracle Corporation is the second largest software provider in the world. Oracle Corporation's revenue for the year ending May 31, 2024, was \$53 billion; and we have 159,000 full-time employees to help support 430,000 customers in 175 countries. Oracle Corporation spends nearly \$8.9 billion annually in research and development, ensuring that its products are using the latest and greatest technology.

It's not just scale that sets us apart, it's security. Oracle Corporation has been the leader in data and database security for over 40 years; no company maintains cloud security better than Oracle. We are the only vendor whose cloud does not leverage other platforms; our cloud is end-to-end Oracle, from the database to the middle tier, to the applications. We manage, maintain, and own every key component of our cloud environment including implementation and support.

## The Oracle NetSuite Platform

The Oracle NetSuite platform has been implemented in 40,000 organizations worldwide, making it the #1 Cloud ERP software in the world, and 6,000 customers have joined Oracle NetSuite in the past twelve months alone. With 25 years maturity, Oracle NetSuite was one of the very first cloud offerings in the market. It is tried, true, and tested, and remains as innovative as it was at its inception.

## Oracle NetSuite for Government

Oracle Local Government was launched to meet the specific needs of small to mid-sized governmental agencies' financial functionality requirements. We enhanced the world's leading ERP system, Oracle



NetSuite to include an overlay of specialized functionality benefiting governmental organizations. Examples of these specific enhancements include more flexible charts of accounts, GASB reporting, encumbrance accounting, dashboards, security, and approval wizards.

## Why You Should Consider NetSuite for Government

Small- and medium-sized government agencies deserve an ERP of their own; one that is designed and built specifically to provide optimum performance for their unique needs in the cloud. NetSuite for Government is offered as a multi-tenant, software as a service ("SaaS"). With multi-tenancy, all customers access the same solution from the same cloud which provides continuous and instantaneous access to the latest product version with scalability and security built-in at no extra cost. Customers do not need to be concerned with managing any infrastructure such as servers, operating systems, storage, or time-consuming upgrades. The service is accessible via a web browser or mobile app. We focus on the following six (6) areas to ensure a great customer experience for the agencies with whom we work.

- **Cloud Security** – Our enterprise-class security alleviates your concerns about data privacy, data management, security, and availability. With NetSuite for Government security controls, operational practices, application security practices and policies you reduce risk and ensure your critical financial system is secure and accessible from anywhere.
- **Performance** – Our products run on and are developed on the Oracle stack (end-to-end Oracle), our solutions run faster and more efficiently than the competition. They are "tuned" by Oracle for Oracle products.
- **Ease of use** – With a state-of-the-art interface and drag and drop features, our products are easier to use, administer, and upgrade than any others on the market. Access to continuous innovation and an intuitive experience means you accomplish what you need to faster.
- **Lower Cost of Ownership** – Moving to the cloud lowers the cost of managing and maintaining on-premises legacy systems. Using NetSuite for Government SaaS also means no more costly server or software upgrades like traditional on-premises vendors require.
- **Speed of Deployment** – Streamlined processes executed by an experienced implementation team with preconfigured setup and data migrations pave a clear path to success and deliver rapid value.
- **Application and Implementation Support** – Our Oracle Local Government team believes a positive customer support experience is an integral part of our relationship. Our Customer Support team is comprised of knowledgeable NetSuite for Government engineers who are available 24 hours a day, 7 days a week. In addition to this Customer Support, Oracle will assign you a Customer Success Manager. You will work closely with a designated Customer Success Manager who will be your trusted advisor and liaison within Oracle to ensure the City has an excellent experience and lasting success.

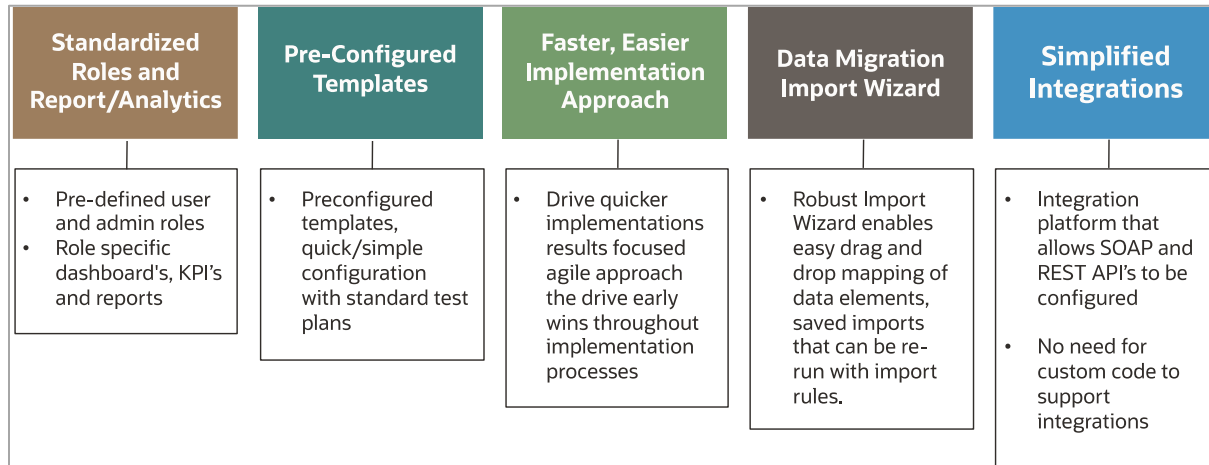
In addition, NetSuite for Government's software architecture is designed for best in-class application integration. This flexibility allows the City to choose best-in-class, quality services that align with their unique business needs. For the Payroll and HRIS portion of our response, we refer you to the ADP



proposal, bundled under separate cover. Please refer to ADP's proposal, submitted as a standalone proposal under separate terms and conditions for specific details regarding their offering.

## A Faster, Easier Implementation Approach

The Oracle Local Government implementation team takes a flexible approach to ensure real wins and progress at a faster rate and lower cost than the traditional ERP vendors. Our implementation team's approach coupled with NetSuite for Government's ease of use at a user, administrative, and configuration level makes implementation less complex and more timeline friendly.



## Summary

NetSuite for Government is specifically tailored for your business needs, and offers the most secure, cloud-based, mobile-enabled product on the market. Our dynamic, easy-to-use, easy-to-configure platform provides access from any device at any time. Implemented by our highly experienced team, we are able to implement faster, with fewer surprises, and at a lower cost. Oracle Local Government looks forward to the opportunity to work with you.



### III. COMPANY BACKGROUND AND HISTORY

- i. Proposer to provide a comprehensive history statement of the firm, including any mergers, assignments, or other corporate changes during the past 10 years.

#### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Originally organized in June 1977, Oracle Corporation provides products and services that address all aspects of corporate information technology environments. Products offered include database and middleware software, application software, cloud infrastructure software and hardware systems, along with support and related services. Throughout its history Oracle has proved it can build for the future on the foundation of its innovations and its knowledge of customer challenges and successes analyzed by the best technical and business minds in the world.

Oracle also offers implementation, training, and technical support services to assist our customers and partners to maximize the performance of their Oracle purchases. Providing choice and flexibility to Oracle customers as to when and how they deploy Oracle applications and infrastructure technologies is an important element of our corporate strategy. We believe that offering customers broad, comprehensive, flexible, and interoperable deployment models for Oracle applications and infrastructure technologies better addresses customer needs relative to our competitors, many of whom provide fewer offerings, more restrictive deployment models, and less flexibility for a customer's transition to cloud-based IT environments.

In 2021, Oracle Local Government was launched to address the specific requirements of local governmental financial functionality. We enhanced the world's leading ERP system, Oracle NetSuite, to include an overlay of specialized functionality benefiting governmental organizations. Examples of these specific enhancements include more flexible charts of accounts, GASB reporting, encumbrance accounting, dashboards, security, and approval wizards.

Our selective and active acquisition program is another important element of our corporate strategy. Historically, we have invested billions of dollars to acquire a number of complementary companies, products, services, and technologies. As compelling opportunities become available, we may acquire companies, products, services, and technologies in furtherance of our corporate strategy.

A complete listing and additional information about acquisitions is available at <https://www.oracle.com/corporate/acquisitions/index.html>.

- ii. Proposer shall complete the Company Background and History Table as provided below.

**If a partnership with third-party company is a part of the Proposal, the Company Background and History table shall be provided for each entity.** It is expected that all points shall be addressed for each company involved in the Proposal, prime or third party. Proposer to copy the table as needed for each Partner/Third-Party Firm proposed and fill out for each.

**Table 1-02: Company Background and History**

| Metric                                                                                      | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Proposer:                                                                           | Oracle America, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <i>(Copy form and Complete if applicable for each)</i><br>Name of Partner/Third-Party Firm: | N/A.<br>Oracle is not partnering or subcontracting a third-party for our proposal.                                                                                                                                                                                                                                                                                                                                                                             |
| Total number of employees                                                                   | As of May 31, 2024, Oracle employs approximately 159,000 full-time employees.                                                                                                                                                                                                                                                                                                                                                                                  |
| Type and number of employees committed to the product and support being proposed            | Oracle Local Government comprises over 200 people dedicated to NetSuite for Government.                                                                                                                                                                                                                                                                                                                                                                        |
| Office locations (City and State)                                                           | Oracle is a worldwide organization with offices and resources on nearly every continent. Each office provides specific services to Oracle customers, from sales and consulting to education and support.<br><br>Oracle Corporation has over 30 offices throughout the United States, a listing of which can be found <a href="#">here</a> . Our headquarters is in Redwood Shores, CA.                                                                         |
| Total number of active clients                                                              | Oracle Corporation has 430,000 customers in 175 countries.                                                                                                                                                                                                                                                                                                                                                                                                     |
| Total number of active Private Sector ERP clients                                           | Our large community of more than 11,000 Oracle Fusion Cloud ERP customers and 38,000 Oracle NetSuite customers trust Oracle to run their mission-critical business functions.<br><br>As a publicly traded company, Oracle is required by the SEC to report on certain metrics and does not report on the specific customer metrics you are requesting.<br><br>Upon your request, we are happy to provide you a hard copy of the latest 10K report which is the |

| Metric                                                                                                                       | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                              | official document that reports on Oracle's financials and client/staffing numbers, or you may access it online at:<br><a href="https://investor.oracle.com/financials/default.aspx">https://investor.oracle.com/financials/default.aspx</a> .                                                                                                                                                                                                                                                                           |
| Total number of active Government Sector ERP clients                                                                         | 40+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Total years offering proposed software systems                                                                               | Oracle Corporation was founded in 1977 and our very first customer was in the public sector. Oracle NetSuite was founded in 1998 and acquired by Oracle in 2016. The NetSuite for Government SaaS was launched in 2021.                                                                                                                                                                                                                                                                                                 |
| Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system | As a publicly traded company, Oracle is required by the SEC to report on certain metrics and does not report on the specific customer metrics you are requesting.<br><br>Upon your request, we are happy to provide you a hard copy of the latest 10K report which is the official document that reports on Oracle's financials and client/staffing numbers, or you may access it online at:<br><a href="https://investor.oracle.com/financials/default.aspx">https://investor.oracle.com/financials/default.aspx</a> . |
| Total number of completed implementations of the proposed product and version                                                | 40+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Total number of active government clients using the proposed product version                                                 | 40+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Largest and smallest active government installation                                                                          | As a publicly traded company, Oracle is required by the SEC to report on certain metrics and does not report on the specific customer metrics you are requesting.<br><br>Upon your request, we are happy to provide you a hard copy of the latest 10K report which is the official document that reports on Oracle's financials and client/staffing numbers, or you may access it online at:<br><a href="https://investor.oracle.com/financials/default.aspx">https://investor.oracle.com/financials/default.aspx</a> . |

## IV. RELEVANT EXPERIENCE

- i. Please describe your relevant experience working with Wisconsin entities (Counties, Municipalities, etc.)

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

In 2021, Oracle Local Government was launched to address the specific requirements of local governmental financial functionality. We enhanced the world's leading ERP system, Oracle NetSuite, to include an overlay of specialized functionality benefiting governmental organizations. Examples of these specific enhancements include more flexible charts of accounts, GASB reporting, encumbrance accounting, dashboards, security, and approval wizards. We are proud that we continue to contract with new municipalities like yours throughout the U.S. As of providing this response we have more than forty agencies that are live or implementing NetSuite for Government nationwide.

- ii. Please describe any relevant experience working with similarly situated municipalities, including any unique factors that arise during the implementation process.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please see Tab 5 for Oracle's relevant experience implementing our solution with agencies that are similar in size and scope to the City.

In general, implementation unique factors may be related to the following:

- a. Changes to organizational structure
- b. Changes to definitions
- c. Changes in project personnel
- d. Changes to scope
- e. Scheduling conflicts

Mitigation of these issues occurs largely through detailed planning at the beginning of the project and close adherence to our implementation methodology. In those rare cases in which challenges emerge, the Project Manager apprises the customer of the resolution process and any changes to the schedule.

Daily project management and weekly status review meetings with the client are parts of our active project management. We identify any risks to the project plan, develop contingency plans accordingly. Oracle has adequate resources to apply additional engineering, quality assurance, training, and consulting resources as required.



- iii. Identify two recent project implementations that are most comparable to the City's proposed implementation, and provide a project profile for each, including: scope of modules; project duration; any unique requirements or circumstances that were a part of, or came up during, the project; the legacy system converted from; etc.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

We have provided six references for the NetSuite for Government in Tab 5 of our response.

While Oracle understands and appreciates your interest in Oracle's customer implementations, Oracle maintains contractual confidentiality and/or 'no publicity' standards with all customers that may prohibit disclosing additional customer information. For information regarding Oracle Customer Successes, please visit <https://www.netsuite.com/portal/industries/government-erp.shtml#customers>.

- iv. What sets the product(s) and services that your firm proposes apart from competitors' products and services? Why should the City select your firm to partner with?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government is a software-as-a-service (SaaS) solution built on the secure Oracle NetSuite platform. The SaaS employs Oracle database infrastructure for the underlying account data storage. Oracle NetSuite is the dominant small to mid-size cloud ERP product, and now Oracle offers that same modern, robust, proven, secure platform with software-as-a-service to local government.

NetSuite for Government is a dynamic, easy-to-use secure platform designed for all users across the organization – accessed via any device at any time. The most secure, cloud-based, mobile-enabled solution on the market, the system provides built-in business intelligence to provide real-time insights into key business performance indicators, continual innovation improves agility with software that is up-to-date and continuously enhanced to support the organization as it evolves over time.

NetSuite for Government will provide deeper financial insights for the City and:

- **Strengthen financial management and ensure compliance:** NetSuite for Government delivers full governmental financial functionality, including statements that meet GASB reporting requirements for governmental accounting compliance.
- **Improve productivity and lower total cost of ownership:** NetSuite for Government's system brings transformational cloud computing to local governments. As aging on-premises ERPs burden municipalities with high costs and limited scalability, those who take advantage of the cloud are realizing the benefits of high-availability architecture and experiencing improved cost of ownership and productivity. NetSuite for Government customers are always on the most current version, taking advantage of the latest enhancements including innovative features, performance tools and security advancements.
- **Experience enterprise-class security:** Alleviate concerns about data privacy, data management, security, and availability. With NetSuite for Government, security controls and





operational and application security practices and policies reduce risk and ensure your critical financial system is secure and accessible from anywhere, with proven, guaranteed availability.

- **Achieve faster time to value with industry-leading implementations:** Streamlined processes, accelerated implementations with preconfigured setup, and data migrations pave a clear path to success and deliver rapid value. Our focus on configuration over customization means adapting the system to your unique processes while always in step with the most current version. You no longer need to manage downtime or costly new implementation projects when upgrading to the latest offering.
- **Transform community interactions with local government:** Deliver smarter services and improve the constituent experience with a real-time, comprehensive view of accounts and balances.
- **End-to-end Oracle experience:** Our unique value add is Oracle's modern infrastructure and leading security features not available with any other vendor in the local government sector. We are the only vendor who owns your entire experience. From the data centers to the cloud infrastructure where your database is maintained, to the cloud-native platform the NetSuite for Government application is run on. Only Oracle does not leverage other platforms; our cloud is end-to-end Oracle. We manage, maintain, and own every key component of your cloud environment as well as the implementation of your project, integrations, and support.
- **Artificial Intelligence (AI) technology:** Oracle is investing in the delivery of many automated tasks in NetSuite for Government. Recurring invoices and journal entries, customized purchase order rules, and invoice matching to name just a few are examples of Robotic Process Automation (RPA). Automatic Vendor Bill Capture, is an Oracle differentiator that will streamline invoice capture and records management, saving employees hours of manual data entry.

## V. USE OF SUBCONTRACTORS

- i. The Proposer shall identify any of the required Services that are proposed to be subcontracted, if any. This table is to be copied and filled out for each proposed subcontractor.

**Table 1-03: Subcontractor Questions**

| Question                                                                                                | Response                                                                                                     |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Does your firm complete the implementations of the product being proposed or is this effort outsourced? | Yes, Oracle Local Government completes the implementations of NetSuite for Government and is not outsourced. |
| Has or will any portion of the proposed work be completed by subcontractors or contract employees?      | No. Oracle Local Government does not use subcontractors for NetSuite for Government implementations.         |
| <b>This below portion of the table is to be copied and filled out for each proposed subcontractor.</b>  |                                                                                                              |
| Name of subcontractor and address                                                                       | N/A                                                                                                          |
| Summary of Service and estimated percentage of Work the subcontractor will be providing.                | N/A                                                                                                          |
| Reasons for subcontracting                                                                              | N/A                                                                                                          |
| Experience                                                                                              | N/A                                                                                                          |
| Detailed subcontractor responsibilities                                                                 | N/A                                                                                                          |
| Previous history of projects using the named subcontractor                                              | N/A                                                                                                          |
| Any additional relevant information                                                                     | N/A                                                                                                          |

The City reserves the right to request a copy of the prime contractor/subcontractor contract verifying the prime contractor has the sole responsibility for any and all Services under this RFP and is financially liable, without exception, to the City for all Services contracted by the Proposer and the subcontractor under this RFP.

The City reserves the right to request additional information regarding the subcontractor(s) as it relates to references, history of the firm, and other relative information that has been required of the Proposer to submit in this RFP.

The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the City.

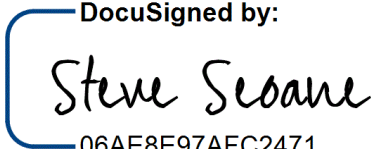
- ii. By signature (electronically or via ink) below on the Certification of Subcontractors/Partners, the Proposer and the Subcontractor/Partner certify that the Proposer has received the permission of the third-party to include the scope of software and services under the cover of the submitted proposal.



Table 1-04: Certification of Subcontractors/Partners

| Entity                                | Company Name                | Representative Name | Title                                   | Telephone Number         | Email Address                  |
|---------------------------------------|-----------------------------|---------------------|-----------------------------------------|--------------------------|--------------------------------|
| Proposer                              | <u>Oracle America, Inc.</u> | <u>Matt Sorrell</u> | <u>Application Sales Representative</u> | <u>+1 (262) 385-8474</u> | <u>Matt.Sorrell@oracle.com</u> |
| Partner/Third-party software provider | _____                       | _____               | _____                                   | _____                    | _____                          |
| Partner/Third-party software provider | _____                       | _____               | _____                                   | _____                    | _____                          |

Proposers are instructed to return a copy of this Certification table signed by an authorized firm agent as part of proposal responses.

DocuSigned by:  
  
X \_\_\_\_\_06AE8E97AFC2471...

\*The above signatory is an authorized representative of Oracle America, Inc. ("Oracle") and not in his individual capacity.

## VI. ACKNOWLEDGEMENT OF ADDENDUMS:

**Addenda:** The City will post an Addendum to the City's procurement website. Proposer shall acknowledge the Addendum by signing and including it within this Tab 1 of the Technical Proposal.

| ADDENDUM NO. | DATE ISSUED           |
|--------------|-----------------------|
| <u>1</u>     | <u>March 25, 2025</u> |
| <u>2</u>     | <u>March 27, 2025</u> |



## **Addendum No. 1 – March 25, 2025**

### **Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning Software Systems Environment**

**UPDATED Due Date and Time: Tuesday, April 15, 2025 by 2:00 pm CT**

---

A Pre-Proposal Vendor Teleconference was held on March 6, 2025 at 11:00 a.m. (CT). The Pre-Proposal Teleconference was facilitated by the City and the City's consulting partner, BerryDunn. The Pre-Proposal Vendor Conference was held via teleconference.

Attendance at the Pre-Proposal Vendor Teleconference was **not** mandatory.

The following vendors identified themselves as being in attendance via phone:

| <b>Company</b>     | <b>Representative</b> |
|--------------------|-----------------------|
| Andrews Technology | Jamie Blundell        |
| BS&A               | Max Bisschop          |
| ClearGov           | Tyler Bridges         |
| Crowe              | Glendon Haney         |
| Gravity            | Megan Gonyo           |
| Oracle NetSuite    | Matt Sorrell          |
| PDS                | Darrell Vandergriff   |
| ProLim             | Ashif Bagalkoti       |
| ProLim             | Aditya Kulkarni       |
| Right Solutions    | Madhu Navale          |
| Right Solutions    | Jainy Varghese        |
| Strada             | Matt Friedman         |
| Strada             | Peg Daneau            |
| TCP Software       | Dana Nance            |
| Tyler Technologies | Alban Michaud         |
| UKG                | Danny Spencer         |
| Univerus           | Tom Glassco           |

***Please find below questions received prior to and during the March 6, 2025, Pre-Proposal Teleconference, and responses from the City.***

1. Would the City consider accepting email submissions of the proposal and waiving the requirement for a mailed hard copy/USB to support environmental sustainability?

**City Response:** No.

2. Has a budget range been identified for the current project - Implementation cost, Annual cost, and number of years? If so, is it possible to share?

**City Response:** Refer to Section 2.9 of the RFP Specifications document.

3. How many administrative roles will be required for both Financial and HR departments?

**City Response:** Approximately 5 individuals.

4. The City is currently using Time Clock Plus, does the City wish to interface with Time Clock Plus or replace it?

**City Response:** The City is open to review what is available in the marketplace and proposing vendors' best practices.

5. Will scheduling for the City's Fire and Police remain in place? Do they use Time Clock Plus?

**City Response:** No, the Fire and Police Departments do not use Time Clock Plus. The City is only open to reviewing what is available in the marketplace for the general government staff for time and attendance.

6. How many City employees does the City anticipate using time and attendance?

**City Response:** Approximately 300.

7. Does the proposal have to include all the functional areas?

**City Response:** Refer to Section 2.2 of the RFP Specifications document.

8. Demo Logistics – Our Sales team has a mandatory all-hands business meeting from June 9-11, 2025, and if we are down-selected for a demo, we would not be available during those dates. Would it be possible to schedule the demo the following week instead? Also, could you confirm whether the demo will be virtual or on-site?

**City Response:** The City may be able to accommodate demonstration dates and will make a determination at the time of shortlist if the demonstrations will be held onsite or virtually. The City reserves the right to determine when the demonstration dates will be at the time of shortlisting.

9. Employee Count Breakdown – Could you provide a breakdown of the City's employee counts, including Full-time employees, Part-time employees, and Seasonal/temporary employees.

**City Response:**

Full-time employees: 300

Part-time employees: 8

Seasonal/temporary employees: 56

10. Contract Term – How long does the City anticipate the contract term to be with the selected vendor? Do you have a preferred contract duration in mind?

**City Response:** The City reserves the right to determine contract term length during the contract negotiations process.

11. Given the many detailed requirements necessary for this response, will the city consider a 2-week extension to enable the best responses from vendors?

**City Response:** The City will grant a one (1) week extension to the due date. The proposal submission due date is now Tuesday, April 15, 2025 by 2:00 pm CT.

12. Can the agency extend the response deadline.

**City Response:** See response to question #11.

Respondents are instructed to return a copy of this addendum form signed by an authorized firm agent as part of proposal responses.

DocuSigned by:

Steve Seane

06AE8E97AFC2471...

SIGNATURE The above signatory is an authorized representative of Oracle America, Inc. ("Oracle") and is signing this Addendum on behalf of Oracle and not in his/her individual capacity.

Oracle America, Inc.

COMPANY

April 15, 2025

DATE



## **Addendum No. 2 – March 27, 2025**

### **Request for Proposals for Software and Implementation Services for a Enterprise Resource Planning Software Systems Environment**

Updated Due Date and Time: Tuesday, April 15, 2025 by 2:00 pm CT

1. How many total employees need to be tracked on the system (full time, part time, and seasonal combined)? (please consider the City's busiest month of the year when answering) does the 350 number provided in the RFP include all part time and seasonal?

**City Response:** Full-time employees: 300  
Part-time employees: 8  
Seasonal/temporary employees: 56

2. How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

**City Response:** Approximately 5 individuals.

3. How many time clocks should we include in our proposal?

**City Response:** 1

4. Is it desired for the time clocks to be Biometric Finger, Biometric Facial Recognition, or HID proximity (Card Swipe)?

**City Response:** The City is open to reviewing what is available in the marketplace.

5. If proximity is preferred will the new Vendor provide the HID cards? or will we be asked to work with the City's existing HID cards?

**City Response:** The City is open to reviewing what is available in the marketplace

6. Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)

**City Response:** No.

7. If Advanced scheduling is needed. how many employees will need to be licensed for it?

**City Response:** N/A

8. Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?

**City Response:** Refer to Attachment B, Tab 12. Time Entry, TE.29, TE.104, and TE.141.

9. Is it desired for employees to punch in/out from a computer or smart phone?

**City Response:** The City is open to both.

10. Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto populate based on their schedules? (these groups of employees would not punch in/out)

**City Response:** Yes.

11. Is it desired for employees to request time off electronically at a computer or smart phone?

**City Response:** Yes.

12. Do employees need to be able to view timesheets, view schedules, or request time off from the time clock? or will the ability to do these functions at a computer /smartphone suffice?

**City Response:** The City is open to reviewing what is available in the marketplace.

13. Is there a need to support multiple languages at the time clock?

**City Response:** Yes.

14. Do employees need to be restricted (locked out) from punching too early before their scheduled start time at the time clock? or restricted from punching too late after their scheduled end time at the time clock? Example: employees can only punch in up to X number of minutes before their scheduled start time, anything earlier then that means the employee is locked out at the time clock and would require a manager override.

**City Response:** The City is open to reviewing what is available in the marketplace.

Respondents are instructed to return a copy of this addendum form signed by an authorized firm agent as part of proposal responses.

DocuSigned by:

Steve Seoane

06AE8E97AFC2471...

SIGNATURE \*

Oracle America, Inc.

COMPANY

April 15, 2025

DATE

\*The above signatory is an authorized representative of Oracle America, Inc. ("Oracle") and is signing this Addendum on behalf of Oracle and not in his/her individual capacity.





## Tab 2 – Software Solution, Data Conversion, Architecture, Security, and Hosting

### I. SUMMARY DESCRIPTION OF EACH FUNCTIONAL AREA

Proposer to provide a summary description of the capabilities for **each functional area** contained in the RFP, in narrative format (**minimum two well-developed paragraphs per functional area**). The purpose of this summary is so that the City has a high-level understanding of the proposed solution. The narrative should be written for an audience of the end-user community. Descriptions should be included for any products proposed by third parties to meet the capabilities described in the Functional and Technical Requirements in Attachment B.

Marketing materials should not be submitted on the proposed functionality.

#### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Oracle software as a service (SaaS) is our delivery model for NetSuite for Government in which Oracle is the cloud provider, developing and maintaining the NetSuite for Government cloud application software, providing automatic software updates, and making the software available via a current internet browser on a subscription basis. Oracle manages all the hardware and traditional software, including middleware, application software, and security thereby removing that burden from the City. As a SaaS there are no infrastructure necessities other than a compatible web browser.

As a unified business management suite encompassing ERP/Financials and Planning and Budgeting, NetSuite for Government provides a single source of data enabling users to do their individual jobs more effectively. One chart of accounts and a fully integrated general ledger flow your financial data through the accounting modules without the need for duplicate data entry. Shared customer and vendor records are accessed throughout the modules, as are budgets, assets, projects, and grants, delivering a wide range of automated processes, connecting the associated transactional data, and providing real time accessibility to data across the organization through a variety of reporting functions with seamless integrations to your third-party applications.

The following describes in summary each of the modules which make up NetSuite for Government and form the basis of this proposal:

| Module Overviews          |                           |
|---------------------------|---------------------------|
| General Ledger/Accounting | Vendor Maintenance        |
| Accounts Payable          | Purchase Cards            |
| Accounts Receivable       | Travel/Expense Management |
| Cash Management           | Grants Management         |
| Purchasing/Procure-to-Pay | Contract Management       |
| Bank Reconciliation       | Project Management        |



|                             |                     |
|-----------------------------|---------------------|
| Fixed Assets/Capital Assets | Inventory           |
| Planning and Budgeting      | Customer Management |
| Financial Reporting         | Document Management |

## General Ledger/Accounting

The NetSuite for Government General Ledger (GL) module can be accessed directly from Dashboard KPI's or through any transaction drill down and designed to maximize efficiency and quality of business processes across all functions. By applying transaction-based accounting techniques to the general ledger, NetSuite for Government maintains real-time access to all levels of a transaction.

NetSuite for Government adheres to GAAP and GAAFR compliance standards. NetSuite for Government produces reports consistent with the GASB and GAAP reporting.

Beyond these standards, our pre-defined segmentation for customer chart of accounts gives customers financial statements, dashboards, KPIs and budgeting. Users can create tiered relationships for roll-up and drill-down functionality simplifying the number of segments required.

- Hierarchical rule segmentation allows users to perform reporting-only functionality for financial and operational requirements without cluttering up the chart of accounts.
- Line level GL selections on standard transactions, such as invoices and vendor bills, across single or multiple accounting books, eliminate the need for manual journal entries.
- GL line values for entities such as vendors and customers, can be set in both primary and secondary accounting books.
- Custom segments allow for agency specific needs. Classify records defining segments appropriately, filtering and grouping data based on specific categories.
- Accounting entries are always balanced for the organization. NetSuite for Government balances entries for other dimensions or categories, such as funds or business units.

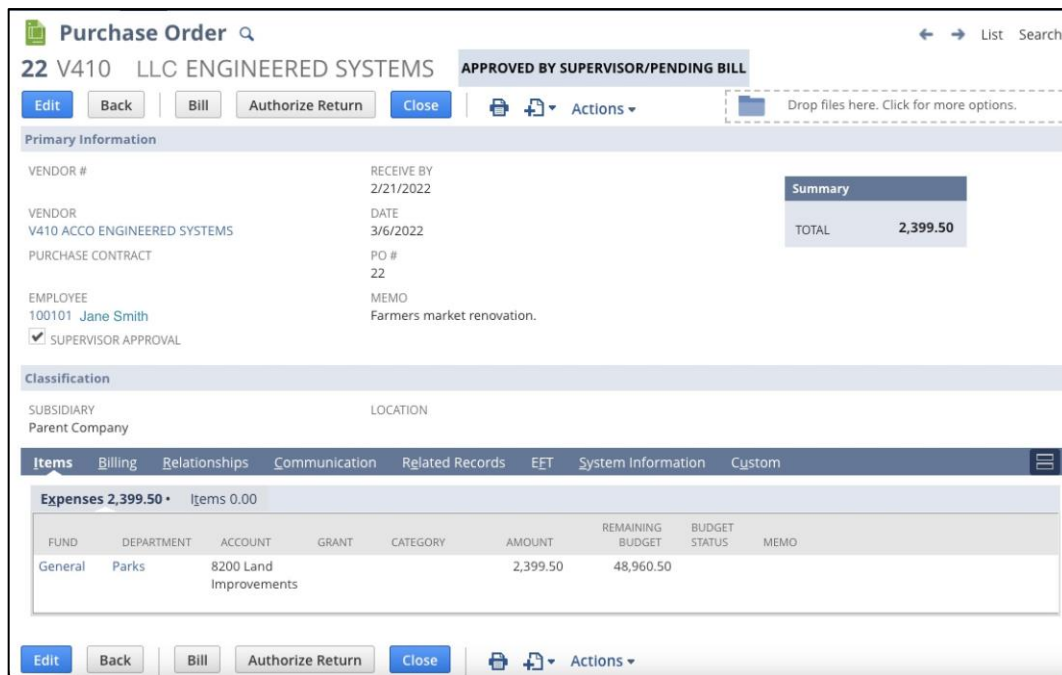
## Accounts Payable

This is the functionality for matching purchase order, vendor invoice, and receipt together. Pay vendors and taxes via electronic funds transfer (EFT) directly from NetSuite for Government. As a result, business processes are streamlined, and we eliminate the need to print and sign checks manually. See Figure 1 Accounts Payable

### Key Highlights:

- Easy entry of purchase requisitions and purchase orders with approval workflows, to streamline the payment process and reduce delays.
- Save data entry time by increasing p-card usage and transparency around p-card data.
- Reduce external subsystem management of expenses.
- Establish better relationships with your vendors by offering timely, efficient payment, as well as support for EFT.
- Fully automated payment processing leads to greater efficiency and better cash management.
- Visibility into each purchase order (PO), receipt and invoice. By calling up a PO, you can see its entire transactional history and verify proper billing.

- Check the status of payments directly on your Dashboard to ensure relevant discounts have been applied—and that payments are made on time.
- Real-time encumbrances to effectively manage your budgets.
- Use workflows to ensure the approval process is auditable.
- Intuitive approval workflows
- Eliminate manual data entry and automate your entire invoice capture process with NetSuite for Government Bill Capture.
- The ability to email or drag-and drop vendor invoices directly into NetSuite for Government means increased data input accuracy and efficiency.



**Purchase Order** 22 V410 LLC ENGINEERED SYSTEMS **APPROVED BY SUPERVISOR/PENDING BILL**

Buttons: Edit, Back, Bill, Authorize Return, Close, Actions, Drop files here. Click for more options.

**Primary Information**

|                                                         |                            |                                         |
|---------------------------------------------------------|----------------------------|-----------------------------------------|
| VENDOR #                                                | RECEIVE BY                 | <b>Summary</b><br>TOTAL <b>2,399.50</b> |
| VENDOR                                                  | DATE                       |                                         |
| PURCHASE CONTRACT                                       | PO #                       |                                         |
| EMPLOYEE                                                | MEMO                       |                                         |
| 100101 Jane Smith                                       | Farmers market renovation. |                                         |
| <input checked="" type="checkbox"/> SUPERVISOR APPROVAL |                            |                                         |

**Classification**

SUBSIDIARY: Parent Company LOCATION:

Items Billing Relationships Communication Related Records EET System Information Custom

Expenses 2,399.50 • Items 0.00

| FUND    | DEPARTMENT | ACCOUNT                | GRANT | CATEGORY | AMOUNT   | REMAINING BUDGET | BUDGET STATUS | MEMO |
|---------|------------|------------------------|-------|----------|----------|------------------|---------------|------|
| General | Parks      | 8200 Land Improvements |       |          | 2,399.50 | 48,960.50        |               |      |

Buttons: Edit, Back, Bill, Authorize Return, Close, Actions

Figure 1 Accounts Payable

## Bill Capture

Eliminate manual data entry and automate your entire invoice capture process with NetSuite for Government Bill Capture. The ability to email or drag-and drop vendor invoices directly into NetSuite for Government means increased data input accuracy and efficiency. Our Bill Capture system utilizes AI-based document detection and optical character recognition (OCR) technologies to leverage insights from previous vendor invoices. This intelligent data recognition automatically populates bill record fields during your invoice capture process and automatically matches bills with associated purchase orders and receiving documents for quicker invoicing with fewer errors.

## Accounts Receivable

NetSuite for Government Accounts Receivable module will help you simplify functions such as reporting, billing, and collection and increase visibility and flexibility with the creation of on-demand, standardized



and customized reports. Automated accounts receivable eliminates redundancies, reduce errors, improve efficiencies, cut costs, and speed payment.

Departments without a specialized billing system can use NetSuite for Government for miscellaneous billing, aging, cash receipts, and reporting. For departments with a detailed billing system (permits, business license, etc.), the system offers API integrations to interface to third-party systems so that all accounts receivable can be aggregated in one system.

#### Key Highlights:

- Create, send, and manage invoices electronically for efficiency.
- Receive data imports from third party revenue systems to manage and report on receivables.
- Gain visibility with the creation of on-demand reports according to the date, categorization, fund, department, or other parameters.
- Set up accounts receivables according to specific accounting rules.
- View either summary or detailed reporting, enabling users to see the level of data most appropriate for their job function.
- Process EFT payments online easily and quickly.
- Aid with Cash Management and predictive cash analysis.

Accounts Receivable is fully integrated with NetSuite Pay features for “Pay Now” invoice payment links and QR codes. Accept credit card payments online, over the phone, at the point of sale, or through another digital payment method, all with PCI-compliant data security. NetSuite for Government maintains a complete record of the full payment transaction lifecycle, giving you a 360-degree view of your customer transaction history and detailed audit tracking while maintaining the security of payment card data.

Complete payment processing with a partner-provided chip card reader to benefit from both NetSuite for Government integration and card-present transaction rates. No-touch, Near Field Communication-supporting options are available, including Apple Pay. With pre-negotiated rates and fees, you can quickly establish your merchant account and take advantage of additional support, enhanced reconciliation for invoices, and guidance. (Underwriting and merchant service is required through Versapay. Additional fees apply.)

## Cash Management (Treasury Management)

NetSuite for Government provides cash management for full treasury functionality. This includes the ability to manage all aspects of cash disbursements and cash receipts including the associated bank account reconciliation.

The system supports pooled cash processing as well as multiple bank accounts across various funds. Reconciliation and reporting are available for both supported methods to ensure all financial and bank activity is captured and validated. Cash receipting provides client-defined payment methods including cash, check, EFT and more. Disbursements may also be made with various bank accounts and payment types including checks, and EFT payments.

#### Key Highlights:

- Intelligent bank reconciliation auto-matching that learns overtime to produce better results with each match.



- Integrated bank reconciliation
- Comprehensive audit trail of all cash transactions
- Cash flow management
- Cash fund position

## Purchasing/Procure to Pay

Our fully integrated and automated procure-to-pay workflow allows for both centralized and de-centralized purchasing activities. You can streamline the entire lifecycle of a transaction. Purchasing requisitions are tightly integrated with accounts payable allowing users to create purchase orders directly from requisitions with encumbrances integral to the process. You can process multiple purchase orders from one requisition or multiple requisitions into one purchase order, with a single or multiple vendors. See **Error! Reference source not found..**

### Key Highlights:

- Self Service Portal for employees to initiate requisitions.
- Easily transform a requisition to a PO, a PO to a vendor invoice.
- Pre-encumbrances and encumbrances are tracked from requisition through PO stage and to payment.
- Workflow approvals to ensure purchasing compliance at every step of purchase.
- Set up triggers, alerts, and automated exception reports.
- Understanding fund position and cash flow management is made simpler with robust reports on purchases.

The screenshot displays the 'Encumbrance' management interface. At the top, there are buttons for 'Edit', 'Back', and 'Actions'. A 'Drop files here' area is also present. The main section shows details for a requisition: 'REQUISITION Requisition #1049', 'DATE 6/13/2022', and 'ENCUMBRANCE BALANCE 2,500.00'. Below this, a tabbed interface shows 'Encumbrances', 'Notes', 'Files', and 'Workflow'. The 'Encumbrances' tab is active, displaying a table with columns: EDIT, ID, VENDOR, FUND, DEPARTMENT, ACCOUNT, AMOUNT, RECEIVED DATE, REMAINING ENCUMBRANCE, and REMOVE. Two encumbrance lines are listed: one for 'Public Works : Operations and Maintenance : Fleet : Central Garage' with an amount of 0.00, and another for 'General Government : Administrative Services : Finance' with an amount of 2,500.00.

| EDIT | ID   | VENDOR | FUND    | DEPARTMENT                                                         | ACCOUNT                                                                                 | AMOUNT   | RECEIVED DATE | REMAINING ENCUMBRANCE | REMOVE |
|------|------|--------|---------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------|---------------|-----------------------|--------|
| Edit | 5244 |        | General | Public Works : Operations and Maintenance : Fleet : Central Garage | 7190 7000 Operating Expenses : 7100 Materials & Supplies Expenses : 7190 Other Supplies | 0.00     |               | 0.00                  | Remove |
| Edit | 5245 |        | General | General Government : Administrative Services : Finance             | 7200 7000 Operating Expenses : 7200 Purchased Services                                  | 2,500.00 |               | 2,500.00              | Remove |

**Figure 2 Procure to Pay**

Requisitions and encumbrances are tightly integrated with accounts payable.



## Bank Reconciliation

Our Bank Reconciliation function provides for efficiencies in bank, credit card, and cash management through the automation of matching bank data with transactional ERP financial data. This feature provides for the automatic matching of checks and deposits, and adjustment transactions for all bank accounts in use by the organization on a periodic basis, including daily reconciliation. Additionally, integration with the bank is provided through modern APIs to bank data with just a few clicks, alleviating the manual effort to download from the bank and upload into NetSuite for Government.

### Key Highlights:

- Rules engine to automatically match transactions to bank records.
- Reconciliation Reports show matched and outstanding records for an accurate cash position reconciling.
- Balance with simple csv imports or pre-built integrations with major banks and easy integration setup for others.

## Fixed Asset Management

Fixed Asset Management eliminates spreadsheets and manual effort from the asset management processes. Track and report on the complete asset lifecycle from creation to depreciation, revaluation, and retirement. Use standard depreciation methods or build a custom method of your own. Easily manage depreciating and non-depreciating assets, maintenance schedules, leases, and insurance. Additionally, you can use APIs to access third party asset management data to assist with the coordination of your asset list.

### Key Highlights:

- Track all assets in one easy-to-manage system, providing a single source of truth for assets.
- Track both capitalized and non-capitalized assets by department, fund and location.
- A flexible fixed asset calculation engine with complete asset reporting and seamless integration with the core accounting functionality.
- Completely integrate asset management with accounting, eliminate the need for tracking assets in spreadsheet.
- Create assets in the procurement process, accompanied by corresponding workflows.

## Planning and Budgeting

Planning and Budgeting can facilitate both organization-wide and departmental fund planning with modeling capabilities, approval workflows, and reporting within one scalable and collaborative module. Revenues and operationally driven strategic plans can be linked to long-term and near-term financial plans. The planning and budgeting function uses a powerful calculation engine which can accommodate a wide range of business logic with fast in-memory aggregation and instant analysis and reporting. Planning and Budgeting saves time and effort through automated set-up of allocation rules, so each month you can ensure accurate and consistent allocations are run based on the latest information from your actual accounts. See **Error! Reference source not found..**

### Key Highlights:

- Strategic Budget Modelling – One click to build a new financial multi-year plan from your own data model.
- Predictive Forecasting Analysis – in year budget to actuals predictions to produce forward looking financial positions based on criteria and historical inputs.
- Capital Project Planning - Prioritize capital projects based on planning models, criticality, and funding sources.
- Intuitive, role-based web and MS Office interfaces allow users to navigate versions and details in Excel without losing track of versions.
- Flexible driver-based what-if modeling capabilities give users full ad-hoc and free-form analysis capabilities.
- Built-in financial intelligence and spreading logic.
- Built-in commentary and annotation capabilities.
- Flexible workflow and plan management capabilities.
- Robust reporting and ad-hoc analysis with formatting and charting support.
- Dashboards provide users with easy access to information.
- Track budget vs actuals in real-time as transactions are completed.
- Robust modelling, predictive analytics, multiple what-if scenarios, and rolling forecasts let users create unique data perspectives to help contribute to planning.
- Mobile-ready user and intuitive interface combines task lists, instructions, dashboards, and graphical reports.
- Departmental level edits can be made in templates and imported in for consolidation.

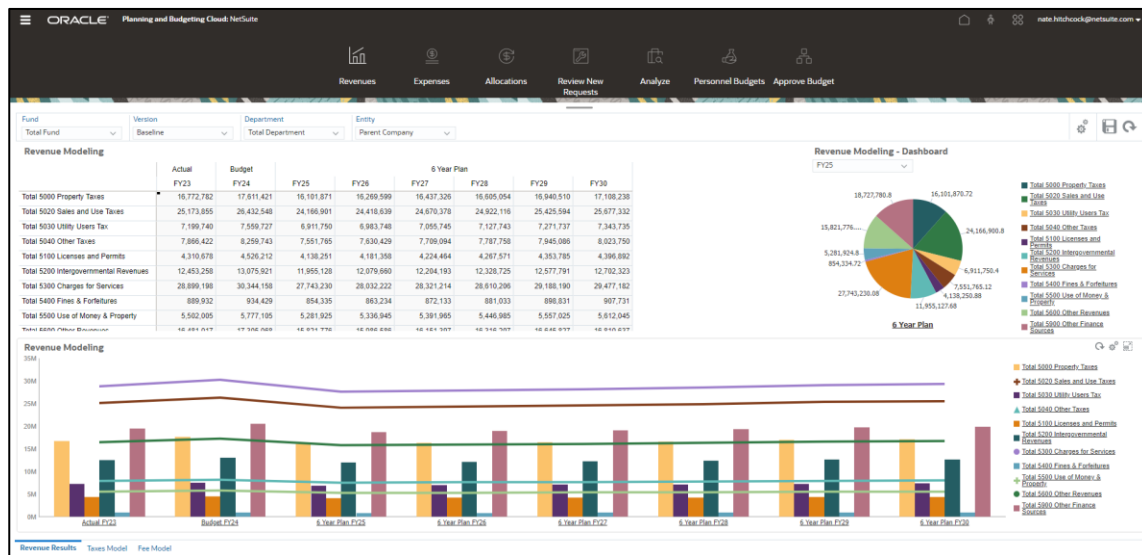


**Figure 3 Planning and Budgeting**  
World class application with market-leading functionality.

## Financial Reporting

Financial Reporting is a robust function of NetSuite for Government. It provides the power of built-in, real-time reporting, and analysis across all the unified processes within our suite. You have real-time visibility to identify issues, trends, and opportunities, and can instantly drill down to the underlying transaction.





The system provides a variety of reporting capabilities and hundreds of standard reports that can be used to retrieve, present, and analyze real-time business results. Access to reports depends on the permissions assigned to a user's role, the center to which a user logs into, and the features enabled in a user's NetSuite for Government account.

Reports can be exported as a CSV, Excel, or PDF file. For long-running reports, usually those with a significant amount of data, a popup option allows you to run the report in the background and be alerted when the report is completed. Users can schedule reports to run at specific times for additional flexibility.

#### Key Highlights:

- Real-time transparency into performance across all business functions — from summary level to transaction level.
- A single version of the truth with all data residing in a single source.
- A self-serve, personalized experience with easy-to-use reporting tools without requiring programming or technical resources.
- On-the-go access via web browser and mobile device.

#### Standard Reports

Standard reports are prebuilt report definitions that users will run to review, present, and analyze your account's data. Many standard reports include both summary (roll-up) and detailed versions. In many cases, you can navigate to the detailed version of a report by first running the summary version. Standard reports can be run as is, or modified by setting per-user preferences, selecting per-report viewing options, or defining custom reports in the Report Builder tool.

#### Ad Hoc Reports

You can use the ad hoc reporting feature to create personalized reports to fit the specific needs of their department. Select the type of data to report on, the format of the report, and how to subtotal and group the information shown on the report for a completely customizable user report.

#### Customizing Reports

NetSuite for Government also provides a specialized Financial Report Builder to customize financial statements. You can modify the appearance of a report and the information it presents to meet your specific needs. The Report Builder's user-friendly intuitive format allows you to view the changes you have made before saving the report. Run the saved report at any time to quickly access the information you need in the format that is most useful to you.

#### Vendor Management

Providing vendors with an online portal for self-service of related financial information will increase efficiencies for both the vendor and the organization, while providing transparency and open communication between parties.

#### Key Highlights:

- Track associated items and pricing.
- Track addresses for a vendor's locations and offices.
- Track financial data and purchasing transactions.





- Track balance of prepayments.
- Track CRM information like contacts, notes, messages, and marketing campaigns.
- Attach and track files.
- Give online access to enable vendors to see your orders.

Vendor records are also created for tax agencies. You can then use the tax agency records to pay sales tax that you have collected. Likewise, you can create vendor records as payroll items to withhold and pay tax and insurance on behalf of your employees.

## Purchase Card Transaction Processing

NetSuite for Government provides key tracking and reporting capabilities for purchasing card transactions within expense reports. Once the purchasing card statement is imported into the system, users may update the purchasing card information and attach a receipt prior to statement approval and general ledger impact.

### Key Highlights:

- Automated reconciliation using rules and process tracking.
- Save time and effort with P-Cards for all transactions under the approval threshold.

## Travel and Expense Management

NetSuite for Government travel and expense management automates and simplifies the entire expense cycle, including reporting, submission and invoicing. By managing the entire process is a single solution, it becomes easy to seamlessly track and submit expenses for rapid reimbursement and client billing.

### Key Highlights:

- Create and submit expense reports via web or mobile app – on any device, from anywhere.
- Customize workflows and approval processes to meet your unique needs.
- Single point of data entry.

## Grants Management

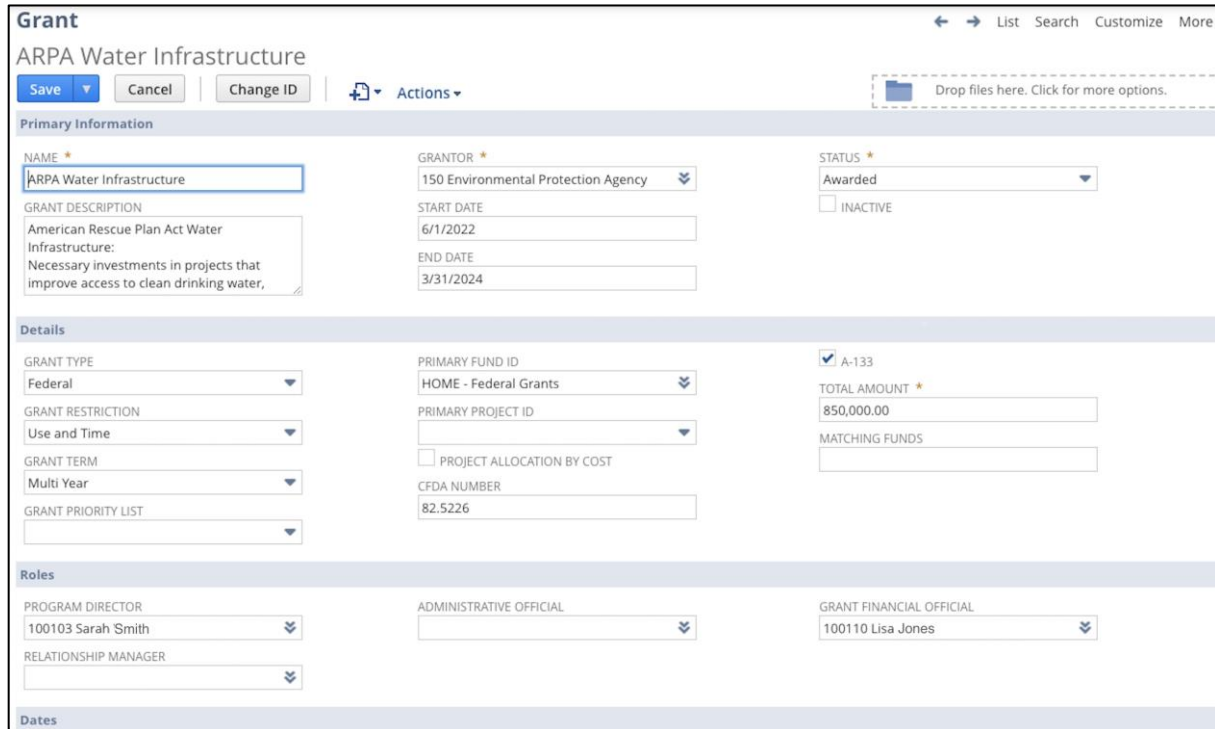
Grants Management elevates efficiency and visibility into the grant lifecycle with the ability to track opportunities, status, terms and conditions, projects to grants, and manage expenses across multiple years. Grants in NetSuite for Government maintain all relevant milestones so that vital information is in a single unified system. See Figure 4 Grants Management.

NetSuite for Government can remove the need for the City to track grants using spreadsheets.

### Key Highlights:

- Correlate many grants to many projects and funds.
- Use drill-down reporting into all grants-related transactions, including journal entries, vendor bills and expense reports.
- Track against all expenses, vendors, subcontractors, and employees.
- Use one system to manage funding source data from receivables and revenue transactions, simplifying A/R aging, financial reporting, metrics, and reconciliation.

- Set up GL segment combination codes to automate data entry of transactions against a grant.
- View revenue-to-date and invoicing requirements by funder and grant/award requirements.
- Use date or period filters for invoicing requirements by funder or grant.



**Grant** ARPA Water Infrastructure

Save Cancel Change ID Actions

Drop files here. Click for more options.

**Primary Information**

NAME \* ARPA Water Infrastructure

GRANTOR \* 150 Environmental Protection Agency

STATUS \* Awarded

GRANT DESCRIPTION American Rescue Plan Act Water Infrastructure: Necessary investments in projects that improve access to clean drinking water.

START DATE 6/1/2022

END DATE 3/31/2024

☐ INACTIVE

**Details**

GRANT TYPE Federal

PRIMARY FUND ID HOME - Federal Grants

☒ A-133

GRANT RESTRICTION Use and Time

PRIMARY PROJECT ID

TOTAL AMOUNT \* 850,000.00

GRANT TERM Multi Year

☐ PROJECT ALLOCATION BY COST

MATCHING FUNDS

GRANT PRIORITY LIST

CFDA NUMBER 82.5226

**Roles**

PROGRAM DIRECTOR 100103 Sarah Smith

ADMINISTRATIVE OFFICIAL

GRANT FINANCIAL OFFICIAL 100110 Lisa Jones

RELATIONSHIP MANAGER

**Dates**

**Figure 4 Grants Management**  
Vital information is in a single unified system

## Contract Management

The Contract Management feature enables purchasing managers and buyers to use contracted terms, pricing, and delivery schedules when purchasing materials for an organization. For example, instead of having terms and pricing based only on a specific purchase order being placed, buyers can automatically take advantage of quantity-based terms and discounts based on an annual volume of goods or services purchased.

To ensure the best pricing, the City can use contracts to specify the detailed negotiated terms, pricing, and delivery schedules for purchases within a defined period. Purchase orders that identify a vendor contract will automatically include the contracted terms and pricing based on the effective period of the contract which can reduce errors resulting from manually determining correct pricing. Ongoing purchases using contracts are tracked for reporting and analytical purposes. They maintain tiered pricing with potential total purchase amount discounts.

### Key Highlights:

- Reduce procurement spending by taking advantage of quantity discounts.
- Manage spending by requiring purchases to be made only through contracted vendors.



- Improve buyer efficiency and accuracy to reduce effort and errors that can be associated with numerous vendor communications for each purchase.
- Pricing is automatic instead of manual and based on sporadic negotiation.

## Project Management

Enabling both project managers and financial analysts with capabilities to manage various aspects of Project Management and Accounting. Users have a dashboard giving an actionable 360 view around project tasks/reminders, milestones, work breakdown and budget. Additionally, financial reporting for all related transactions is available within the project/grant ledger detail transactions sourced from procurement, disbursements, and revenue collections modules.

### Key Highlights:

- Allow multiple grants to roll into one project, with the ability to track each separately.
- Attach files or images to a project file.
- Utilize workflow for the project management process that can flow across other system modules/applications.
- Supports parent/child relationships for projects.
- Control project budgets by project revenues from a project.
- Ability to retrieve and apply labor rates from the payroll module.

## Inventory

Provides a single, real-time view of inventory and non-inventory type items across multiple locations and departments, allowing government to optimize inventory on hand to free up cash while avoiding stockouts and ensuring product availability. Utilize non-inventory items for fee schedules, and inventory items for traceability and easy maintenance. See Figure 5 Current Inventory Snapshot.

### Key Highlights:

- Ability to accommodate multiple inventory item types.
- Merge multiple inventory items into a new or existing inventory item without losing history.
- Automatically generate notifications of reorder points.
- Automate the cycle count process by providing lists of items that need to be counted using predefined criteria.

| Current Inventory Snapshot |                                                              |                                     |             |                       |         |          |           |          |            |             |                       |         |            |
|----------------------------|--------------------------------------------------------------|-------------------------------------|-------------|-----------------------|---------|----------|-----------|----------|------------|-------------|-----------------------|---------|------------|
| ITEM                       | DESCRIPTION                                                  | PREF. VENDOR                        | Reorder Pt. | Preferred Stock Level | STORES  |          |           | To Order | In Transit | Reorder Pt. | Preferred Stock Level | TOTAL   | In Transit |
|                            |                                                              |                                     |             |                       | On Hand | On Order | Committed |          |            |             |                       | On Hand | On Order   |
| Inventory Item             |                                                              |                                     |             |                       |         |          |           |          |            |             |                       |         |            |
| 204760                     | HP728 300ML Black                                            |                                     | 3           | 5                     |         |          |           | 5        |            | 3           | 5                     | 0       | 0          |
| 204768L                    | HP 728 130-ml Matte Black Designjet Ink Cartridge, 3W025A    |                                     | 2           | 5                     |         |          |           | 5        |            | 2           | 5                     | 0       | 0          |
| 20476C                     | HP728 130ML Cyan                                             |                                     | 3           | 5                     |         |          |           | 5        |            | 3           | 5                     | 0       | 0          |
| 20476M                     | HP 728 130-ml Magenta Designjet Ink Cartridge, F9J66A        |                                     | 25          | 35                    |         |          |           | 35       |            | 25          | 35                    | 0       | 0          |
| 20476Y                     | HP728 130ML Yellow                                           |                                     | 20          | 30                    |         |          |           | 30       |            | 20          | 30                    | 0       | 0          |
| 20755                      | PerrinjetUSA Wall-Art Matte 170 Wallpaper (24" x 96.4" Roll) |                                     | 2           | 4                     |         |          |           | 4        |            | 2           | 4                     | 0       | 0          |
| 20W50                      | Synthetic Motor Oil                                          |                                     | 50          | 200                   |         |          |           | 200      |            | 50          | 200                   | 0       | 0          |
| 37.01                      | Adding Machine Rolls, 2 1/4 Inch                             |                                     | 50          | 75                    | 100     |          |           |          |            | 50          | 75                    | 100     | 0          |
| 40502                      | Fuel/Gasoline                                                |                                     |             |                       |         |          |           |          |            | 0           | 0                     | 0       | 0          |
| 55734                      | Oil Filter                                                   |                                     | 10          | 20                    |         |          |           | 20       |            | 10          | 20                    | 0       | 0          |
| 82.00                      | Batteries, AA, 4/PACK                                        |                                     | 100         | 125                   | 100     |          |           | 25       |            | 100         | 125                   | 100     | 0          |
| 82.01                      | Batteries, AAA, 4/PACK                                       |                                     | 125         | 150                   | 100     |          |           | 50       |            | 125         | 150                   | 100     | 0          |
| 82.02                      | Batteries, 9 Volt                                            |                                     | 150         | 150                   | 125     |          |           | 25       |            | 150         | 150                   | 125     | 0          |
| 82.04                      | Batteries, D Alkaline                                        |                                     | 100         | 125                   | 100     |          |           | 25       |            | 100         | 125                   | 100     | 0          |
| 82.05                      | Batteries, C Alkaline                                        |                                     | 100         | 125                   | 100     |          |           | 25       |            | 100         | 125                   | 100     | 0          |
| 84.01                      | Bags, Padded Shipping #5                                     |                                     | 200         | 225                   | 200     |          |           | 25       |            | 200         | 225                   | 200     | 0          |
| 87.00                      | Badge Holders, Clip Style, Top Loading, 50/BX                |                                     | 150         | 175                   | 150     |          |           | 25       |            | 150         | 175                   | 150     | 0          |
| 87.01                      | Badge Holders, Neck Lanyard                                  |                                     | 75          | 100                   | 75      |          |           | 25       |            | 75          | 100                   | 75      | 0          |
|                            | Tires, 265/75R17                                             | V112 MUNICIPAL MAINTENANCE EQUIPMEN | 10          | 20                    | 5       |          |           | 15       |            | 10          | 20                    | 5       | 0          |
| Total - Inventory Item     |                                                              |                                     |             |                       | 1,055   |          |           | 544      |            |             | 1,055                 | 0       | 0          |
| Total                      |                                                              |                                     |             |                       | 1,055   |          |           | 544      |            |             | 1,055                 | 0       | 0          |

**Figure 5 Current Inventory Snapshot**  
Inventory with all the vital information at a glance

## Customer Management

The Customer Management module of NetSuite for Government has inherent CRM features including tracking of contacts for both individuals and businesses, and scheduling tasks and events. Maintaining customer related financial, order, payment, and communications information in one screen increases efficiencies for the customer and the agency. See Figure 6 Customer Communications.

### Key Highlights:

- Support multiple contacts and multiple addresses for each customer.
- Designate customers to a primary location.
- Log and track communications with date/time/type dropdowns and ability to record notes.
- Schedule tasks on the customer record by priority with start date and due date.
- Schedule events on the customer record with reminders to your dashboard.
- Attach files, images, emails, and record notes associated to the customer.
- Set up customer financial information including EFT info.
- Create specific customer pricing by group or item.
- Create a Case for communications and issue tracking.
- Cases utilize an automated workflow for ease and efficiency.

| Address                                                                                         | Relationships | Communication | Financial | Preferences       | Custom    | System Information | Access | Bank Payment Details (Debit) | Bank Payment Details (Credit) |
|-------------------------------------------------------------------------------------------------|---------------|---------------|-----------|-------------------|-----------|--------------------|--------|------------------------------|-------------------------------|
| Messages Activities Files User Notes                                                            |               |               |           |                   |           |                    |        |                              |                               |
| VIEW STATUS ACTIVITY TYPE                                                                       |               |               |           |                   |           |                    |        |                              |                               |
| Default - All - - All -                                                                         |               |               |           |                   |           |                    |        |                              |                               |
| New Task Log Task New Phone Call Log Phone Call New Event Log Event View History Customize View |               |               |           |                   |           |                    |        |                              |                               |
| EDIT                                                                                            | TITLE         | DATE          | TIME      | OWNER             | STATUS    | ASSIGNED TO        | TYPE   |                              |                               |
| Edit                                                                                            | Art festival  | 11/9/2022     | 8:00 am   | 100110 Lisa Jones | Confirmed | 100110 Lisa Jones  | Event  |                              |                               |

**Figure 6 Customer Communications**  
Log and track all incoming and outgoing events



## Document Management

The File Cabinet function within Document Management is used to store and organize your business documents in much the same way as you store any files on your computer. You can store files that you receive or plan to send by email. Also, you can attach files stored in the File Cabinet to records in NetSuite for Government, such as customer records, transactions, and vendors. Most File Cabinet folders can be restricted either by the folder owner or an administrator.

## II. SOFTWARE DOCUMENTATION FEATURES AND FUNCTIONS

Proposer to provide a summary of their software documentation that describes the features and function of the proposed application software. Identify what makes your documentation user friendly and useful to the end user and technical user of the software.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

As a part of a NetSuite for Government ERP implementation project, Oracle Local Government leverages standard collateral that is provided to customers as reference, including but not limited to: Quick Reference Guide(s), Course Catalog (provides session pre-requisites and agendas) and standard training material.

The following documentation and training materials are available to you and all customers:

| Type of Documentation                       | Description/Explanation/Optional                                                                                                                                                                                              |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quick Reference Guides                      | Context-sensitive online help is available on every screen and can be printed as necessary.                                                                                                                                   |
| Online Support                              | Self-service support site is open to all users at no additional charge and offers a searchable knowledge center rich with support articles, best practices, help topics, and training videos.                                 |
| Help Desk Support                           | NetSuite for Government engineers are available 24 hours a day, 7 days a week through a login to our Oracle Service Cloud Portal with the option of telephone support including after-hours availability for critical issues. |
| User Group Community Resources              | Government specific user groups will be formed over time.                                                                                                                                                                     |
| Annual User Conferences                     | SuiteWorld is the NetSuite annual user conference.                                                                                                                                                                            |
| Videos                                      | Training videos are included in the self-service support site.                                                                                                                                                                |
| Custom User Guides/Manuals                  | User guides are included in the self-service support site. They are not customized.                                                                                                                                           |
| Other: NetSuite Learning Cloud Support Pass | Customer Learning Cloud Support pass is included in your subscription. The hub of NetSuite for Government online learning resources.                                                                                          |

## III. PROPOSED SOFTWARE MODULES TABLE

Proposer to complete the table below. Proposed modules that are required to satisfy the requirements associated with the functional areas identified below cannot be proposed as complementary or optional.

**Table 2-01: Proposed Functional Areas/Modules**

| Proposed Software Information                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Product Component/Suite<br>(Name and Version of the Proposed Software Solution)                                                                  | <b>Oracle NetSuite for Government<br/>Version: 25.4.1</b>                                                                                                                                                                                                                                                                                                                       |
| Time on Market                                                                                                                                   | 3-Years                                                                                                                                                                                                                                                                                                                                                                         |
| Release Date of Most Current Version                                                                                                             | April 8, 2025                                                                                                                                                                                                                                                                                                                                                                   |
| Next Major Release Date                                                                                                                          | September, 2025                                                                                                                                                                                                                                                                                                                                                                 |
| Next Minor Release Date                                                                                                                          | May 8, 2025                                                                                                                                                                                                                                                                                                                                                                     |
| Was the product proposed originally developed by your firm, or, was the product acquired from another developer/entity?                          | NetSuite for Government was built by Oracle on the Oracle NetSuite platform.                                                                                                                                                                                                                                                                                                    |
| If the proposed product was acquired, what was the date of acquisition?                                                                          | N/A                                                                                                                                                                                                                                                                                                                                                                             |
| What is the future roadmap for the proposed product? Is there an end of sales or support date for the product?                                   | NetSuite for Government functionality will continue to be driven by the specific needs of local government agencies and address the five pillars of our design philosophy: security, performance, usability, making it faster to deploy and train, and ultimately providing a lower TCO.<br><br>There is no planned end of sales or support dates for NetSuite for Government.  |
| Does your company have plans to release a differing product that offers the same or similar functionality in the next 5-10 years?                | No                                                                                                                                                                                                                                                                                                                                                                              |
| Licensing                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                 |
| Describe how the software is licensed (e.g., named user, concurrent users, enterprise/site, power user) and the options available for licensing: | Pricing for Oracle NetSuite for Government is based on the number of users for the Finance and Planning/Budgeting Modules.<br><br>Oracle does not license our product but provides you a subscription based on Named Users. Each unique email address assigned in the system constitutes a named user. A user can have multiple roles assigned to a single email address login. |
| How many licenses have been proposed for each license type?                                                                                      | Oracle is proposing a subscription to the NetSuite for Government SaaS platform. We have included the following in our pricing:                                                                                                                                                                                                                                                 |

| Proposed Software Information                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                        | <p>No. of Finance General Users: 45</p> <p>No. of Enterprise Performance Management Premium: 15</p> <p>No. Of Self Service Users: 55</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Are the same licenses required for all users, or, would some users (e.g., those only accessing employee self-service) have a different license type than other users (e.g., Human Resources Director)? | <p>Different user licenses are available dependent on the module(s) that a user needs access to complete their daily job responsibilities. Roles are then assigned to each user which further grants or deny access to data tables within each module.</p> <p>Types of User Licenses included in this proposal:</p> <p>The <i>General User</i> named user has access to:</p> <ul style="list-style-type: none"> <li>NetSuite for Government Cloud Service, Standard Edition excluding Enterprise Performance Management Premium.</li> </ul> <p>The Enterprise Performance Management Premium named user has access to:</p> <ul style="list-style-type: none"> <li>Enterprise Performance Management Premium module within Oracle NetSuite for Government Cloud Service, Standard Edition.</li> </ul> |
| How are new users added to the system? Are there incremental costs per user?                                                                                                                           | <p>Additional users beyond the number of users included in your contract can be quickly provisioned by your Customer Success Manager at an additional cost. Keep in mind, however, that user subscriptions become available again when the status of a user changes from “active” to “inactive”, as would be the case for any user that leaves the organization, for example. Deactivated users do not count against your subscription user count under contract, and therefore can be re-assigned by the System Administrator to a new user, at no additional cost.</p>                                                                                                                                                                                                                             |



| Proposed Software Information                                                                                                                                                                                                        |                                         |                                                                                                                                   |                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| If an existing user separates from service at the City, may their license be re-assigned to a new staff member, or, must a license remain assigned to that staff member in order to maintain employee records/retiree benefits/etc.? |                                         | Yes, deactivated user subscriptions may be re-assigned. All historical user data associated to the deactivated user is preserved. |                                                                                  |
| Deployment Model                                                                                                                                                                                                                     |                                         |                                                                                                                                   |                                                                                  |
| Deployment Model Proposed to the City<br><i>(Corresponding Attachment C Cost Worksheets shall be completed for deployment model proposed)</i>                                                                                        | City-Hosted<br>(Perpetual License)      | Proposer-Hosted<br>(Perpetual License)                                                                                            | Software-as-a-Service<br>(Subscription)                                          |
|                                                                                                                                                                                                                                      | <input type="checkbox"/>                | <input type="checkbox"/>                                                                                                          | <input checked="" type="checkbox"/>                                              |
| Summary of Modules Proposed                                                                                                                                                                                                          |                                         |                                                                                                                                   |                                                                                  |
| No.                                                                                                                                                                                                                                  | Functional Area                         | Name of Proposed System Module(s) to Address Requested Functional Area                                                            | Previous Third-Party Partnerships and/or Solutions Successfully Integrated* With |
| 1                                                                                                                                                                                                                                    | General Ledger and Financial Reporting  | NetSuite for Government                                                                                                           |                                                                                  |
| 2                                                                                                                                                                                                                                    | Budgeting                               | NetSuite for Government                                                                                                           |                                                                                  |
| 3                                                                                                                                                                                                                                    | Capital Asset Accounting                | NetSuite for Government                                                                                                           |                                                                                  |
| 4                                                                                                                                                                                                                                    | Purchasing                              | NetSuite for Government                                                                                                           |                                                                                  |
| 5                                                                                                                                                                                                                                    | Accounts Receivable                     | NetSuite for Government                                                                                                           |                                                                                  |
| 6                                                                                                                                                                                                                                    | Accounts Payable and Cash Receipts      | NetSuite for Government                                                                                                           |                                                                                  |
| 7                                                                                                                                                                                                                                    | Project Accounting and Grant Management | NetSuite for Government                                                                                                           |                                                                                  |
| 8                                                                                                                                                                                                                                    | HR and Personnel Management             |                                                                                                                                   | ADP                                                                              |
| 9                                                                                                                                                                                                                                    | Applicant Tracking                      |                                                                                                                                   | ADP                                                                              |
| 10                                                                                                                                                                                                                                   | Benefit Administration                  |                                                                                                                                   | ADP                                                                              |
| 11                                                                                                                                                                                                                                   | Time Entry                              |                                                                                                                                   | ADP                                                                              |
| 12                                                                                                                                                                                                                                   | Payroll                                 |                                                                                                                                   | ADP                                                                              |
| 13                                                                                                                                                                                                                                   | Compensation                            |                                                                                                                                   | ADP                                                                              |
| *Successful integration should include only those instances where both the software and the client are in production environments.                                                                                                   |                                         |                                                                                                                                   |                                                                                  |

## IV. OPTIONAL AND COMPLEMENTARY MODULES

What other system modules or products, not included in the scope of your proposal, would the Proposer recommend to be complementary or optional to the Project Scope?

**Table 2-02: Optional and Complementary Modules**

| No. | Module Name                                                                         | Narrative Description of Functionality Provided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Oracle NetSuite for Government Utility Billing Module (Optional at additional cost) | <p>The Oracle NetSuite for Government Utility Billing (UB) module simplifies the management of utility customer account management, customer service, and billing operations. By providing a robust data management platform to manage meters, customers, accounts, premises, services, rates, bills and payments, NetSuite for Government maintains real-time access to all aspects of a utility customer's account and service.</p> <p>Key highlights:</p> <ul style="list-style-type: none"> <li>• Detailed "V" data model that maps complex relationships between a customer's account, premise, and service points and maintains the integrity of these relationships with data validation rules</li> <li>• Support for multiple services and rates including flexible tiers, flat rate services, and multiple customer classes such as residential, commercial, etc.</li> <li>• Credit and collections workflows for severance processes, collections agency referrals, and payment arrangements <ul style="list-style-type: none"> <li>• Support for landlord-tenant relationships and parent/child relationships between multiple premises</li> </ul> </li> <li>• Integrated end-consumer portal for self-service bill view and payments</li> <li>• Cashiering features for recording in office cash and check payments against outstanding account balances</li> <li>• Service order management for work orders related to utility service requests for start / stop / transfer</li> </ul> |

| No. | Module Name | Narrative Description of Functionality Provided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |             | <ul style="list-style-type: none"> <li>· Meter read estimation and validation capabilities to identify anomalous meter reads prior to bill creation</li> <li>· Standardized guided workflows for common start / stop / transfer service requests</li> </ul> <p>Oracle NetSuite for Government Utility Billing is available for purchase as an integrated module of Oracle NetSuite for Government or as a standalone application independent of Oracle NetSuite for Government. It is not included in our proposal pricing at this time.</p> |
| 2   |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## V. PARTNERSHIPS/THIRD-PARTY PRODUCT RELATIONSHIP

- i. Proposer to fill out the below table for each of the Partnership/Third-Party software product proposed.

N/A – Not applicable, no Partnership/Third-Party software proposed

**Table 2-03: Partnership and/or Third-Party Product Identification**

| Name of Partnership/Third-Party Software Firm                                                                                                                                                                                                           | Name of Software Product | Name of existing Clients using Proposer's system and the Partnership/Third-Party Software | Number of years Client has been using the two products together |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Not applicable. Oracle Local Government is vendor agnostic and will integrate with any other third- party vendor which also allows integration to its platform and solutions. This proposal is being submitted without a formally declared partnership. |                          |                                                                                           |                                                                 |

- ii. For each product proposed as a Partnership/Third-Party product, detail the options available to the City as it relates to contracting relationship between the City and the Partnership/Third Party.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

**Not applicable.**

- iii. Proposer to provide the approach and responsibilities for managing the implementation and acceptance testing for each of the proposed Partnership/Third-Party products.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

**Not applicable.**

- iv. Proposer to provide the approach and responsibilities for the SLA/maintenance related to the Partner/Third-Party provider.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

**Not applicable.**

- v. Proposer to submit six references and qualification statements for each of the proposed Partners/Third-Party firms and attach as an Exhibit to Tab 2 (see Tab 5 for References instructions).

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

**Not applicable.**



- vi. Proposer shall indicate if the proposed approach utilizes a systems integrator or consulting firm as the third-party.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

**Not applicable.**

## **VI. General**

- i. Proposer shall fully describe the integration/interface/data exchange capabilities of the proposed system, including available API's, middleware, web services, etc.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government provides strong integration capability through its standard SuiteCloud Integration Platform. This platform uses industry standards for building reliable and scalable integrations that extend NetSuite for Government into any business process while providing a secure exchange of data. This allows you to simplify and speed up many processes by bringing transactions into NetSuite for Government and folding them quickly into your standard reports and processes. No custom code is required for these integrations. They are built on a platform that can be easily configured and maintained post implementation. Critical security is also provided through certificate-based encryption and API-level security ensuring that data flowing in and out of your account is kept secure.

As part of your implementation, our Implementation Services team will review the integration requirements for each proposed interface and define an integration strategy for an end-to-end service delivery.

Depending on the data needs, NetSuite for Government can connect your business data with virtually any external system or third-party application simply and cost effectively through CSV export/import via an easy-to-use interface, or for applications that require access to NetSuite for Government data and business processes, SuiteTalk Web Service is available and provides access via SOAP, RESTlets, and/or REST APIs.

- ii. For available API's, does the proposed pricing include access to the entire API library? What functionality is exposed in the systems' APIs?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Each interface will be assessed on an individual basis along with the exposed functionality to ensure the most optimum end-to-end service delivery.

NetSuite for Government allows you to import CSV and fixed length files via an easy-to-use interface. Import formatting can be saved to help facilitate recurring imports. For



applications that require access to NetSuite for Government data and business processes, SuiteTalk Web Service, included with NetSuite for Government, provides access via SOAP and/ or REST APIs.

Please refer to detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City, located as an Appendix to the Cost Proposal.

- iii. Proposer shall describe available hardware options to support cash register/drawer functionality the City will consider these on an optional basis, and costs shall not be included in the technical proposal.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government does not currently support cash register/drawer functionality however it can interface to a third-party cashiering application through an API.

- iv. Proposer shall describe available time clock options to support time capture functionality the City will consider these on an optional basis, and costs shall not be included in the technical proposal.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government does not currently support physical time clock functionality however it can interface to a third-party time clock application through an API. NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services.

- v. Describe your proposed reporting features native to the system, and how the City staff will be trained to develop and configure their own reports.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government provides a variety of reporting capabilities and hundreds of standard reports that can be used to retrieve, present, and analyze real-time business results. Beyond the standard reports, NetSuite for Government provides ad hoc reporting features to create personalized reports to fit the specific requirements of their department, a specialized Financial Report Builder to customize financial statements, and saved searches - queries of NetSuite for Government data that allow advanced data filtering, sorting and totaling options. Saved searches support more complex data manipulations than reports.

When you log in to NetSuite for Government via a web browser or mobile application, it provides you a personalized and customizable dashboard where you can display key



performance indicators (KPIs), access frequently used reports, features and screens, and schedule tasks and reminders. Dashboards are role based and can be configured to your daily requirements.

KPIs transform raw data into critical business metrics that you can see right on your dashboard in the formats you choose. Some KPIs are prebuilt from standard reports, or you can create custom KPIs from saved searches. NetSuite for Government includes over 75 prepackaged KPIs based on standard reports, including summaries of forecasts, pipeline, orders, cases, and financial data.

Access to reports and reporting functions depends on the permissions assigned to a user's role, the center to which a user logs into, and the features enabled in a user's NetSuite for Government account.

Reports can be exported as a CSV, Excel, Word, or PDF file. For long-running reports, usually those with a significant amount of data, a popup option allows you to run the report in the background and be alerted when the report is completed. Users can schedule reports to run at specific times for additional flexibility.

- vi. What strategic decisions or direction is your firm taking or making related to the product being proposed today?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The strategic direction for NetSuite for Government is to provide an Oracle end-to-end experience encompassing Oracle's technology stack and Oracle resources from sales, product design and development, implementation through to support.

Oracle's cloud SaaS has long been a leader in the industry for security and performance and consistently adheres to and advances our security standards throughout our vast customer base.

Oracle is continually optimizing and improving the performance of our NetSuite for Government environments with regular updates and enhancements including changes to accounting practices and regulations, innovative features, performance tools and security advancements to provide customers with industry leading availability and peace of mind for your mission critical ERP data.

Oracle's fully integrated implementation model ensures services, sales, engineering, and post go-live support are all aligned with a single common goal, making every customer successful and happy. Each member of our team has years of experience working in their specific area of expertise, as well as within the public sector domain. This wealth and breadth of knowledge, commitment and experience will be felt in every facet of your project's lifecycle.

- vii. What are the 3 – 5 most innovative and unique features or functionality that your software offers that would, from your firms' perspective, drive process improvement for an organization such as the City? For example, use of Artificial Intelligence/Machine Learning, automated invoice scanning/voucher creation, etc.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The NetSuite for Government design philosophy is defined by our belief that all governments, regardless of size, deserves affordable enterprise software that provides visibility, scalability, control, and industry leading data protection which is affordable, quick to implement, and user friendly. Oracle is continually optimizing and improving the performance of our NetSuite for Government environments with regular updates and enhancements including innovative features, performance tools and security advancements. A few of those innovative features are as follows:

Intelligent bank reconciliation auto-matching that learns overtime to produce better results with each match.

- Intelligent bank reconciliation auto-matching that learns overtime to produce better results with each match.
- Strategic Budget Modelling – One click to build a new financial 5 year plan from your own data model.
- Predictive Forecasting Analysis – in-year budget to actuals predictions to produce forward looking financial positions based on criteria and historical inputs.
- Capital Project Planning - Prioritize capital projects based on planning models, criticality and funding sources.
- Automated Bill Capture – optical character recognition to read vendor bills getting faster and smarter with every bill read.
- Text Enhance – Generative AI to help write and improve business content including item purchase descriptions, email messages for employees, and internal communications.
- Narrative Reporting for ACFR and other external or internal report creation.
- Purchase Order change request - propose, review and approve modifications to existing POs while maintaining an audit trail of changes.





## VII. DATA CONVERSION APPROACH

Proposer to detail their approach to developing and implementing the data conversion plan, and what processes will be undertaken by the Proposer's project team to convert existing data, as well as to interface with identified source systems. Include methods of quality control and testing that will be utilized specific to data conversion.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Migrating your data from your legacy system to NetSuite for Government is an important part of your implementation project. This allows you to pull in all the key elements you will want to carry forward such as vendors, employees, and customers and to migrate necessary financial transactions for regulatory and audit purposes. NetSuite for Government uses standard tools to streamline this important process and ensure that it does not hinder your project timeline.

The tools used by the Oracle Local Government implementation team are user friendly with smart mapping that allow customers to also migrate their own data both during and post implementation. This tool allows you to upload an Excel CSV file from your stored local or network location to your NetSuite for Government environment and automatically map the data items based on matching the CSV column headings to the database column names. You will be able to adjust these mappings, create new mappings, default in values, and have overall control of the data mapping for any given table. You will be able to store these mappings for future uploads.

Data types that include core tables like Employees, Vendors, Customers, etc., will be migrated during the early stages of the project (Focus Phase). This will allow you to use these tables during your testing and parallel processing.

Transactional data will be converted and verified during the Refine phase. Final transactions and balances will be captured at go live to ensure that all data is in NetSuite for Government. The final cutover dates will be carefully coordinated with the entire implementation team.

The Oracle team may have some familiarity with your legacy products, nonetheless you shall remain responsible for being the business process specialist in these areas and for extracting data from these applications.

Describe your organization's recommended approach toward retention of legacy data. Please describe what options are available, and supported, within your proposed solution. Also, please provide any relevant references of organizations that have successfully addressed legacy data with your solution.



#### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle NetSuite for Government is a data processor and not a data controller. Customers are the sole owners of their data and manage their own data retention policies. All application data is perpetually stored in the customer database; we retain all customer data for as long as the customer is in good standing. We do not archive customer data, but our solution does provide features for deactivating and re-activating older or unused transaction and relationship data.

Oracle's Local Government implementation team will work closely with the City to ensure data migration addresses your reporting and auditing requirements. The City will be responsible for extracting the data from legacy system(s), providing it in the format specified by Oracle, and assisting Oracle resources to complete data cleansing and mapping within the time frame specified in the project plan. Oracle has estimated time in this response to assist you with data cleansing and mapping.

Please see Tab 5 References for organizations that have successfully addressed legacy data with NetSuite for Government.

## **VIII. ROLES AND RESPONSIBILITIES**

The Awarded Proposer will assist the City in the conversion of both commercially available software-based data, and any applicable data maintained in Microsoft Excel and Access, in to the new system as further described in the sources identified in Attachment B, Data Conversion tab.

It is expected that the City will be responsible for data extraction from current systems and data scrubbing, and that the Awarded Proposer shall be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new system(s). Awarded Proposer should plan to have converted data ready for the User Acceptance Testing (UAT) phase of the Project.

As part of the resulting Project, the Awarded Proposer shall develop and provide a detailed Data Conversion Plan that describes how files will be converted to the proposed system (e.g., through software conversion aids/utility programs or special programs that must be written, the actual conversion procedures). A conversion schedule should identify planned conversion steps, estimated hours, and what resources will be required (by the City or Awarded Proposer) for all pertinent legacy data.

- i. Proposer to confirm their proposal includes providing the services identified in this Section (Item VIII Roles and Responsibilities) and provide any additional services that are also provided as part of your Data Conversion Plan/Program.

#### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**



Yes, Oracle's proposal includes the services identified in this section.

- ii. Proposer to specify or provide the format in which legacy system data should be extracted and provided to the Proposer for conversion activities.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The NetSuite for Government implementation team will provide the format in which legacy system data should be extracted and provided to Oracle for conversion activities.

## IX. RESPONSIBILITY OF DATA CONVERSION ACTIVITIES

Proposer to provide detailed explanation of the roles and responsibility for the data conversion methodology and approach.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The implementation team will work closely with you to ensure your data migration addresses your reporting and auditing requirements. The City will be responsible for extracting the data from your legacy system(s), providing it in the format specified by Oracle, and assisting Oracle resources to complete data cleansing and mapping within the time frame specified in the project plan. Oracle has estimated time in this response to assist you with data cleansing and mapping. Below are the assumed roles and responsibilities around data conversion.

### Responsibility Of Data Conversion Activities

#### Definition Of Roles

| Role        | Summary                                                   |
|-------------|-----------------------------------------------------------|
| Lead        | The party ultimately responsible for the activity.        |
| Assist      | The party provides active assistance for the activity.    |
| Participate | The party provides passive assistance for the activity.   |
| Share       | Both parties share equal responsibility for the activity. |
| None        | The party has no role in the activity.                    |



#### Responsibility of Deliverables

| No | Data Conversion Activity                                                      | Proposer Role | City Role   |
|----|-------------------------------------------------------------------------------|---------------|-------------|
| 1  | Perform Conversion Analysis of Existing Legacy Data                           | Lead          | Participate |
| 2  | Perform Crosswalk Development of Legacy Data From Legacy System to New System | Lead          | Participate |
| 3  | Provide Conversion Data                                                       | None          | Lead        |
| 4  | Provide File Layouts/Data Maps of Existing System                             | None          | Lead        |
| 5  | Proof Data Provided                                                           | Assist        | Lead        |
| 6  | Analysis of Data to be Converted                                              | Lead          | Assist      |
| 7  | Developing and Testing Conversions                                            | Lead          | None        |
| 8  | Review and Correct Errors                                                     | Share         | Share       |
| 9  | Load Converted Data Into Training Database                                    | Lead          | Participate |
| 10 | Confirmation of Converted Data in Training Database                           | None          | Lead        |
| 11 | Approval/Signoff of Converted Data in Training Database                       | None          | Lead        |
| 12 | Load Converted Data Into Live Database                                        | Lead          | Participate |
| 13 | Confirmation of Converted Data Into Live Database                             | None          | Lead        |
| 14 | Approval/Signoff of Converted Data in Live Database                           | None          | Lead        |

## X. GENERAL APPLICATION ARCHITECTURE OVERVIEW

Proposer to provide a description of the proposed system and application architecture for the proposed application.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Oracle NetSuite for Government is offered as software-as-a-service (SaaS). The application is accessible via a web browser or mobile app. Unlike on-premise software, NetSuite for Government customers do not have to be involved with managing the underlying cloud infrastructure including servers, operating systems, storage, and application upgrades. What differentiates NetSuite for Government is that it is designed and built specifically to provide optimum performance in the cloud. It's multi-tenant, meaning it has a single instance of the application and allows each tenant to make configurations that are rendered to their unique dashboards. All customers access the same solution from the same cloud. Multi-tenancy gives customers continuous and instantaneous access to the latest product version with scalability and security built in at no extra cost.

## XI.SYSTEM AND APPLICATION ARCHITECTURE QUESTIONS

- i. What is the source language(s) of the product?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government uses JavaScript as the programming language for development. We are also using SuiteScript which is a framework that is built by Oracle. Oracle SQL is also being used on saved searches.

- ii. How many environments are available with your proposed solution at no additional cost (e.g., test, training, production)?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Our pricing proposal includes a live production and a sandbox for testing and training. Multiple Sandbox environments can be associated to each Production environment. See proposal pricing for cost details.

- iii. List all browsers that are certified for use with the application and describe any required browser add-ons, function enablement, etc.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government supported browsers are detailed below.

| Browser                            | Versions                                                                                   |
|------------------------------------|--------------------------------------------------------------------------------------------|
| Google Chrome                      | Two most recent stable major versions.                                                     |
| Microsoft Edge<br>(Chromium-based) | Two most recent stable major versions.                                                     |
| Mozilla Firefox                    | Two most recent stable major versions.<br>The latest stable Extended Support Release (ESR) |
| Safari                             | Two most recent stable major versions.                                                     |

- iv. The underlying architecture of the application design is important to the City. Please describe your system architecture model and explain the capabilities and features of this model that led to your use of it in developing this system.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**



NetSuite for Government is a SaaS multi-tenant solution. The NetSuite for Government application runs on a three-tiered architecture (web, application, persistence tiers) supported by additional specialized services. All tiers are highly scalable and support multi-data center deployment. As part of the SaaS subscription, all deployments, operations, and maintenance are managed by NetSuite for Government. Customers use the internet to access the applications where data exchange and transactions are processed in a real-time environment.

- v. Please describe how data privacy and security compliance is supported within your proposed software solution. Is the system HIPAA compliant?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government application and operational security blocks unauthorized network and service connections while allowing customers convenient access to the system from anywhere, with complete confidence. Security starts with strong encryption, role-based access controls, and robust password policies. NetSuite for Government adds layers of additional protection, including multi-factor end-user authentication, and token-based application authentication. Oracle's round-the-clock monitoring and dedicated and tenured security team — backed by advanced tools, controls, and policies — ensures the strongest operational data center security.

While NetSuite for Government is not HIPAA compliant, it does have an extensive compliance model. We have not sought HIPAA compliance as the financial solution is not recommended for PHI (Protected Health Information examples: Employee Medical Chart, X-rays, Scans, Doctor Communication, Medication Usage, Illness Condition, etc.) is stored.

Oracle has implemented a comprehensive risk management process modelled after the National Institute of Standards and Technology's (NIST) special publication 800-30 and the ISO 27000 series of standards. Periodic audits are carried out to help ensure that personnel performance, procedural compliance, equipment serviceability, updated authorization records and key inventory rounds address (or exceed) industry standards. Oracle has the certifications and for regulatory, operational and compliance requirements. Personally identifiable information and credit card data are always secure. Oracle is externally audited to SOC 1 Type 2 and SOC 2 Type 2 (SSAE18 and ISAE 3402) standards while maintaining ISO 27001 and 27018, PCI DSS and PA-DSS compliance.

- vi. Describe your approach to ensure scalability of the product. This includes transaction growth, upgrades, and replacements of components of the architecture, technology, and application.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**



NetSuite for Government is ever evolving from an application/feature and technology perspective with a regular cadence of upgrades to expand the breadth and depth of the system's functionality driven by the specific requirements of local government agencies and addressing the five pillars of our design philosophy: security, performance, usability, making it faster to deploy and train, and ultimately providing a lower total cost of ownership.

Our architecture is a completely Oracle technology stack in the cloud and in the data center. Our stack of products gives our customers complete deployment flexibility and the unmatched benefits of application integration, powerful performance, high availability, scalability, advanced security, energy efficiency, and low total cost of ownership.

NetSuite for Government offers several different service tiers which provide options for transaction lines per month, additional concurrencies for APIs, as well as GB of file cabinet storage for document management. As your operational data needs expand, additional service tiers are available to ensure your system resources are robust enough to address your processing and scalability requirements.

- vii. List all hardware/operating system/database/mobile platforms upon which the product is supported.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle NetSuite for Government is offered as a SaaS solution. The application is accessible via a web browser or mobile app and is hardware and operating system agnostic.

## **XII. GENERAL SECURITY OVERVIEW**

Proposer to provide a description of the proposed application security features/functionality as well as the underlying technology used to support hosting and access to the software by clients.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

We understand data security and availability are primary concerns. Oracle's cloud SaaS has long been a leader in the industry for security and performance and consistently adheres to and advances our security standards throughout our vast customer base. Oracle has implemented a comprehensive risk management process modeled after the National Institute of Standards and Technology's (NIST) special publication 800-30 and the ISO 27000 series of standards and has defined its Information Security Management System in accordance with NIST 800-53 and ISO 27000 series standards.



Oracle issues reports upon the completion of periodic SOC 1 Type II audits and is certified for PCI DSS and ISO 27001:2013. Independent third-party auditors prepare and conduct SOC 1 Type II audits.

Data access is managed with strong encryption, role-based access controls, and robust password policies. NetSuite for Government adds layers of additional protection, including multi-factor end-user authentication, and token-based application authentication. The system can integrate with Active Directory for single sign on through SAML v2.0 specifications. This feature allows users who have logged in to an external application to go directly to NetSuite for Government. Users do not need to log in separately to NetSuite for Government, because authentication from the same IdP is used for login to both the external application and NetSuite for Government.

### **XIII. SECURITY QUESTIONS**

Proposer to respond to the following questions related to system security and access controls.

- i. Is Active Directory integration and/or single sign-on supported? Please provide applicable diagrams and/or details to substantiate the level of integration and compliance with published internet standards (i.e., LDAP and DNS).

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Yes. NetSuite for Government can integrate with Active Directory via SAML (cloud based). The NetSuite for Government SAML Single Sign-on feature is based on the Security Assertion Markup Language (SAML) v2.0 specifications. Any SAML 2.0-compliant application can serve as the IdP for SAML access to NetSuite for Government.

The SAML Single Sign-on (SSO) feature supports inbound single sign-on access to NetSuite for Government using authentication from a third-party IdP. This feature allows users who have logged in to an external application to go directly to NetSuite for Government. Users do not need to log in separately to NetSuite for Government, because authentication from the same IdP is used for login to both the external application and NetSuite for Government. A user who accesses NetSuite for Government using SAML SSO is directed to their NetSuite for Government home page. Administrators can use role-based permissions to control which users have SAML SSO access.

- ii. Proposer shall detail the ability of the proposed system(s) to integrate with Active Directory Domain Services implemented in accordance with published internet standards such as Lightweight Directory Access Protocol (LDAP) and Domain Name System



(DNS). If such integration is not offered, Proposer shall explain the identify management solution that is provided.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Yes. NetSuite for Government can integrate with Active Directory via SAML (cloud based). The NetSuite for Government SAML Single Sign-on feature is based on the Security Assertion Markup Language (SAML) v2.0 specifications. Any SAML 2.0-compliant application can serve as the IdP for SAML access to NetSuite for Government.

The SAML Single Sign-on (SSO) feature supports inbound single sign-on access to NetSuite for Government using authentication from a third-party IdP. This feature allows users who have logged in to an external application to go directly to NetSuite for Government. Users do not need to log in separately to NetSuite for Government, because authentication from the same IdP is used for login to both the external application and NetSuite for Government. A user who accesses NetSuite for Government using SAML SSO is directed to their NetSuite for Government home page. Administrators can use role-based permissions to control which users have SAML SSO access.

- iii. Describe how the SaaS application/service provides two-way user and group synchronization with Active Directory (AD). (e.g., As users and groups are added to and removed from AD, these changes are reflected in the SaaS applications). Would the City AD be able to push, and the SaaS applications able to receive, user profiles and groups?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

SAML does not facilitate two-way user and group synchronization with AD. Changes will need to be polled using an API.

- iv. When a user is added to AD, are the proposed solutions automatically provisioned and, conversely, when a user is removed from AD, access is automatically revoked?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

This may be facilitated through an API.

- v. Are users able to sign on to the Windows network once, and then easily gain access to the proposed applications without having to enter an additional set of credentials?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

This may be dependent on the set up of AD, your IdP and SAML.

- vi. The City has external auditors that may require access, or benefit from having access, to the core ERP system for annual audits. Please describe how access for auditors can be provisioned within the proposed system, particularly for this type of “user” that is not set-up within the City’s Active Directory.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

An auditor role and user can be set up and assigned directly in NetSuite for Government. This is a named user and will require a subscription.

- vii. Will Proposer require remote access to the City systems/network to provide support/management of the solution either during implementation or post go-live? If yes, please describe in detail what type of access is required.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle Local Government Implementation and Support teams may gain remote access to your environments when explicitly granted by you, generally for purposes of configuration or support.

For support access, Customer Success will provide remote access through Zoom only and only while the customer is on the call – with their permission to view or take control.

- viii. If any access, remote or physical, is required for accessing the City’s systems/network, will Proposer agree to reviewing and having applicable staff consent to follow applicable the City Security Policies?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle’s security policies cover the management of security for both Oracle’s internal operations and the services Oracle provides to its customers, and apply to all Oracle personnel, such as employees and contractors. These policies are aligned with the ISO/IEC 27002:2013 (formerly known as ISO/IEC 17799:2005) and ISO/IEC 27001:2013 standards and guide all areas of security within Oracle.

Please refer to Oracle's Corporate Security Programs at:

<https://www.oracle.com/corporate/security-practices/corporate/objectives.html>

- ix. Will Proposer staff resources be accessing the City systems/network remotely from outside the United States? If yes, please describe in detail the reasoning and how security will be managed.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

No subcontractors or third-party providers will be used for this implementation.

### XIII. SOFTWARE HOSTING QUESTIONS

Proposer to respond to the following questions regarding their software hosting platform proposed for the City.

- i. Where are the data center and storage facilities?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The NetSuite for Government service is restricted to data centers in the United States. Data Center locations include Seattle, Santa Clara, Phoenix, Chicago, Boston, and Ashburn.

Each data center has a counterpart that provides data mirroring, disaster recovery and failover capabilities in its region in case any data center becomes non-operational.

- ii. What availability and response time do you guarantee?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

A Service Level Commitment is 99.7% uptime (outside scheduled service windows) for the NetSuite for Government production application for all customers. Availability is maximized by operating multiple geographically separate data centers, employing data replication and disaster recovery, to ensure the application is available whenever you require it.

- iii. How many instances of unplanned outages have any of your customers experienced within the past five years? Describe the nature of any such outages, including the mitigating steps that have been established to minimize repeat outages. What has been the duration and scope of such unplanned outages?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Availability is achieved through an enterprise-grade redundant infrastructure and proven processes, that deliver availability averaging 99.96% over recent months. A publicly available status page is provided to display the system status at all times which includes quantitative current and historic uptime metrics as well as up-to-the minute announcements during disruptions.

A global team of dedicated operations personnel proactively monitors the health of the entire system with industry leading alert and trend-based tools designed to identify and resolve events before they impact the live site. This team provides 24x7 coverage to respond to any incident with automated recovery procedures.

The global cloud event response team is dedicated to expediting responses and resolutions while establishing communications and regular updates during service-impacting events.

- iv. What are the standard relief schedules for unplanned system downtime/outages? In how many instances has your firm had to pay client relief for unplanned outages?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Agencies may receive Service Credits in the event that the Target Service Availability Level or Target Service Uptime for Oracle Cloud Services that was purchased under their order is below the defined Target Service Availability Level or Target Service Uptime applicable to such Services. Service Credits are defined in the Cloud Service Pillar documentation or Service Description applicable to your purchased Oracle Cloud Services.

Oracle does not publish information about how many instances, if any, we have paid for unplanned outages. Our availability averaged 99.96% over recent months.

- v. What is your process for notification of standard maintenance and downtime?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government uses e-mails and in-account notifications displayed when you log in, to communicate important and time sensitive service impacting information. By default, all notifications are presented to all account administrators. However, you can configure in-account notifications beyond the default settings to select the users who you want to receive notifications, and to view information about when and by whom notifications have been confirmed.

- vi. What data security and system redundancy capabilities are available at Proposer's data center and storage facilities?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The NetSuite for Government round-the-clock monitoring and dedicated and tenured security team – backed by advanced tools, controls, and policies –ensures the strongest operational data center security.

Data is replicated in near real-time across data centers, from each primary data center to its designated recovery data center. Each data center has a counterpart that provides data mirroring, disaster recovery and failover capabilities in its region in case any data center becomes non-operational. The NetSuite for Government service is natively multi-tenant and leverages cloud infrastructure designed around multiple layers of redundancy.

- vii. Will data be encrypted at rest, and in transit? Please explain any applicable protocols.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Yes. Data in transit is encrypted using TLS encryption with Advance Encryption Standard (AES).

Data at rest, such as records identified as sensitive, are encrypted by the NetSuite for Government application by default using AES, before being stored in the database.

The Transport Layer Security (TLS) protocol is an established method for ensuring private, trustworthy, and reliable communication between computer programs over a network. Each new version of the TLS protocol enhances these qualities. Versions TLS 1.2 and TLS 1.3 are currently supported for use in NetSuite for Government.

Computer programs use the TLS protocol to establish communication with each other. The TLS protocol is used for computer programs that connect using URLs that begin with https:// (the s indicates secure). URLs that begin with http:// are not subject to the TLS protocol.

SSL/TLS uses both asymmetric and symmetric encryption to protect the confidentiality and integrity of data-in-transit. Asymmetric encryption is used to establish a secure session between a client and a server, and symmetric encryption is used to exchange data within the secured session.

- viii. Provide relevant documentation related to any recent certifications pertaining to the Proposer's hosting technical and operation capabilities or that of their subcontracted provider for these services.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle Hosting and Delivery policies and all relevant information related to hosting technical and operational capabilities can be found here:

<https://www.oracle.com/assets/ocloud-hosting-delivery-policies-3089853.pdf>

- ix. Provide detailed information on the way(s) in which the City will access the software if deployed in a SaaS or hosted environment. Such information should include how the software is accessed when on or off the City network, as well as any additional hardware/software that may be required for accessing the software.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government is a software-as-a-service solution and, as such, no software dependencies exist other than a compliant web browser for accessing the native service functionality. The service is hardware agnostic operating on a web browser on desktop, tablet and mobile devices.

NetSuite for Government is available for mobile deployment on any compliant browser with full access to the system functionality and with the same role-based security access. Mobile apps for both iPhone and Android are also available. With the mobile apps, users can access many of the core functions including saved searches, reminders, KPIs, and report snapshots. Users can search using global search, can manage calendar activities (events, tasks, calls), can log phone calls, expense reports and track time (both timesheets and time tracking features).

- x. How is data stored? Would the City data be physically or logically segmented from other client data?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Customer application data resides in Oracle RDBMS and direct user access to the underlying database is prohibited. NetSuite for Government runs on a three-tiered architecture where data isolation between customers is ensured at either the persistence layer or application layer. Customers are restricted to their account and data related to that account. We also encrypt customer data at rest using Transparent Data.

- xi. Please describe the database storage capacity of the proposed solution. Are there limits on the amount of data that can be stored in the proposed solution? If applicable, what tiers of storage are offered in the hosted/SaaS environment?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The service employs a full end-to-end Oracle technology stack including Oracle database infrastructure for the underlying account data storage. All application data is perpetually stored in the customer database and NetSuite for Government retains all customer data for as long as the customer is in good standing. There are no practical limits to the amount of data that can be stored.

NetSuite for Government file/document data storage capacity is addressed through Service Tiers which are designed to align with your needs and provide an optimal experience at different levels of scale. Each service tier includes support up to maximum limits for users, file storage, and monthly transaction lines processed. All tiers except Standard include a sandbox instance. The table below summarizes the service characteristics of the NetSuite for Government Service Tiers.



| Service Tier | Users | File Storage (GB) | Monthly Transactions |
|--------------|-------|-------------------|----------------------|
| Standard     | 100   | 100               | 200,000              |
| Premium      | 1,000 | 1,000             | 2,000,000            |
| Enterprise   | 2,000 | 2,000             | 10,000,000           |

- xii. What disaster recovery services are provided under your standard hosting agreement? If not standard, is there a separate agreement/cost associated with disaster recovery?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Disaster recovery services are provided under the standard agreement. Oracle has a comprehensive continuity of business (COB) program that is designed to enable the continuity of internal operations in the event of natural or manmade disasters. The COB addresses emergency response, crisis management, business process continuity, and technology recovery, among other elements. The COB is implemented as part of Oracle's company-wide security policies, which are based on the ISO 27000 Family of Standards.



## Tab 3 – Implementation Methodology, Key Personnel, Training Plan, and Testing and Quality Assurance Plan

### I. PROJECT APPROACH

Proposer to provide a description of the proposed approach for providing the Scope described in the RFP, including a comprehensive description of the proposed implementation methodology for the Project. The description should include how the Proposer has developed this methodology to both incorporate lessons learned from experiences as well as to meet the needs described in the RFP.

#### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Effective project management requires close teamwork and communication between Oracle and City Project Managers as well as a regularly updated comprehensive Project Management Plan and project work plan with accurate time and resource estimates. Routine checkpoints and sign-offs are critical, as are prompt resolution of issues, tight scope control, identification of risks and continuing executive management support.

Oracle's Global Standard Operating Procedures are a set of standards designed to help Oracle implementation Project Managers effectively perform their jobs and deliver successful projects and engagements. It defines requirements for delivering Oracle implementation services, in accordance with Oracle's business practices, corporate policies, and global project management methods.

This method has proven to be highly effective in all cloud implementation timeframes. Key services for the delivery of Project Management during the implementation of Oracle NetSuite for Government are:

- Communication Management
- Issue Management
- Risk Management
- Work Management, Resource Management, and Quality Management

Oracle Local Government's implementation methodology is Oracle's True Cloud Method (TCM) implementation approach which is specifically geared to maximize effectiveness when deploying our Cloud solutions. Our implementation team approaches a project using the principle of minimal configuration to reduce risk and total cost of ownership.





The Oracle TCM approach allows you to visualize the cloud application through iterative, focused, process playbacks, where you can see how NetSuite for Government will operate within the organization.

A combination of pre-defined processes and a working configured cloud application, demonstrated early in the project, allows the customer to fully visualize the cloud application and identify business adoption impacts.

There are five (5) distinct TCM phases: 1) Engage, 2) Focus, 3) Refine, 4) Enable, 5) Live - Operate

### Engage (pre-project)

The purpose of this phase is to understand the business challenges and drivers for the project and to inspire the customer with new innovative solutions and outline the solution footprint with a focus on the desired business outcomes. Furthermore, it is important that prior to commencing the project, the customer has a clear understanding of what the implementation requires in terms of readiness, i.e., project sponsorship, buy-in into following best practice, resource commitment with clearly defined roles and required skills, rapid decision making as well as an understanding of the True Cloud Method approach.

### Focus

The objectives of this phase are to provide everyone involved in the project with the mandate required at the very start to execute the project, confirm scope, and capture key and long lead-time decisions. The key principles to be applied along the implementation journey are confirmed, favoring a solution-led approach where appropriate, but also championing innovation where beneficial. An initial impact assessment will be completed to help the customer create a clear plan on how to manage change during the project.

### Refine

The objective of this phase is to allow the customer to make business driven configuration and/or design choices, for Oracle to assemble the solution, so that the customer can then visualize how it will operate within their business context, and for the customer to confirm that the Oracle solution meets their business needs. The Refine phase is iterative and recommends more than one cycle to fine-tune the solution. The joint project management team manages interdependencies, performs operational enduring capabilities, maintains the solution architecture, and undertakes decision making and related project governance activities.

### Enable

During this phase the transition plans are executed, and the team works together to transition the solution into a production (live) state, ensuring that the business is ready and that it is prepared to adopt and own the solution. Final data conversion and technology configuration are applied into the Production environment, and system administrators are enabled to manage the solution on an ongoing, business as usual, basis.

## Live-Operate

The objective of the Live-Operate phase is to manage the Oracle solution and by doing so, support the City in addressing your business drivers. The project will be closed and ongoing activities to strengthen ownership of the solution and continuous innovation will be performed post go-live.



- i. Based on information provided in this RFP and experience in working with other localities, what is the Proposer's perspective on the most significant risks to this Project, and how do you plan to mitigate these risks?

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Implementation problems and risks may be related to the following:

- Changes to organizational structure
- Changes to definitions
- Changes in project personnel
- Changes to scope
- Scheduling conflicts

Key risks are identified at the beginning of the project. Risks are managed mutually and continuously though the project. Risk mitigation items are implemented to minimize risk. Our team develops a Risk Management Log as a component of the overall project management plan. The Risk Management Log documents our joint approach to risk management, which is critical to the success of the project. The



Risk Management Log focuses on proactive continuous identification, assessment, and mitigation of risks.

Mitigation of these issues occurs largely through detailed planning at the beginning of the project and close adherence to our implementation methodology. In those rare cases in which challenges emerge, the Project Manager apprises the customer of the resolution process and any changes to the schedule.

Daily project management and weekly status review meetings with the client are parts of our active project management. We identify any risks to the project plan, develop contingency plans accordingly. Oracle has adequate resources to apply additional engineering, quality assurance, training, and consulting resources as required.

Through previous cloud implementations, we have identified key traits of a cloud culture and encourage our end users to embody them as they transition from an on-premises solution, throughout implementation:

- **Acceleration:** We increase the pace across all things we do, from decision making to product releases and more
- **Transparency:** We increase transparency across all stakeholders – Business, Operations, IT, and more
- **Simplicity:** We drive simplicity across all things we do to reduce ongoing maintenance and run costs
- **Empowerment:** We empower team members to manage their business, making decisions based on a well-defined set of criteria
- **Versatility:** We develop adaptable resources who can move seamlessly across roles
- **Innovation:** We create an environment that fosters creativity and human-centered innovation to address industry trends
- **Collaboration:** We enable collaboration to drive rapid decision-making

- ii. With what frequency will Proposer's Project Team staff be on-site at the City during implementation? Will staff be on-site for full or partial weeks? Has this approach been standard for other implementations?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Major milestones (i.e., Kick Off and Go-live) may be completed on-site, as mutually agreed. Most of the project will be completed remotely and will require participation from the organization's stakeholders and business process leads. Following Oracle



Local Government's standard implementation approach, staffing will be all onshore, will be shared with other projects, and will work remotely as much as possible.

- iii. Describe in detail the approach to developing interfaces/integrations/data exchanges. What is the division of responsibility between the City and Proposer project teams? What technical skills are required of the City staff for this work?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle provides strong integration capability through its standard SuiteCloud Integration Platform. This platform uses industry standards for building reliable and scalable integrations that extend NetSuite for Government into any business process while providing a secure exchange of data. This allows you to simplify and speed up many processes by bringing transactions into NetSuite for Government and folding them quickly into your standard reports and processes. There is no custom code for these integrations. They are built on a platform that can be easily configured and maintained post implementation. Critical security is also provided through certificate-based encryption and API-level security ensuring that data flowing in and out of your account is always kept secure.

City and Oracle staff will share responsibility for interfaces/integrations/data exchanges. Oracle will configure the integrations and add the configuration details in the implementation Configuration Workbook. City staff will be responsible for managing any third-party relationships with vendors and assisting Oracle staff in getting details for the data elements being integrated. They will also assist in testing and verification of the interfaces.

No technical skills are required by the City for configuration of interfaces. Oracle staff will own the technical components. It's most important for the City to understand the details of the process and the data elements being passed. Oracle is willing to train staff on the technical aspects as part of the configuration, if desired.

- a. Following go-live of the software, what is the role of the Proposer in supporting the ongoing maintenance of developed interfaces/integrations/data exchanges?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

There is no custom code for the proposed integrations. They are built on a platform that can be easily configured and maintained post implementation.



- iv. Describe in detail the approach to configuration and set-up activities. Will the Proposer team complete the majority of the configuration based upon information gathered from the City subject matter experts, or will the City be expected to perform much of the configuration?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Our implementations simplify projects by utilizing pre-configured roles, dashboards, permissions, templates, and reports to jump start your project. These pre-configurations have been developed to meet common requirements of small to mid-size government agencies and are designed to minimize the number of decisions that need to be made, thereby expediting the time to a production environment.

- v. Describe any additional assumptions made in the Proposal, not already identified in detail. These should include any assumptions related to the current the City technical environment, staffing, project management approach, and the City resources available during implementation and support phases.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

We have included a complete list of assumptions made which can be found in the Oracle NetSuite for Government Professional Services Budgetary Estimate for the City, attached as an appendix to the Price Proposal.

## **II. GO-LIVE AND ONGOING SUPPORT**

Proposer to describe what level of pre- and post-go-live support is available under the proposed fee structure. If varying levels of support are available, this section of the RFP response should clarify these potential support services and highlight the level of support that has been proposed. Proposer shall use Attachment C, Cost Worksheets, to clearly identify the varying fees based on the varying levels of support that are available.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

The Oracle implementation team will provide technical and functional services to assist with enablement of your cloud service prior to go-live. Our professional services consultants will assist you throughout your implementation and transition to the Customer Support team prior to the final phase of 'go-live' and for the duration of our relationship.

This pre- and post-go-live support is an integral part of your NetSuite for Government experience and included in your subscription at no extra cost. There is one level of support available to ensure all our NetSuite for Government customers have the ideal experience



as you transition from your legacy systems to Oracle's modern ERP. Our Customer Support team is made up of knowledgeable NetSuite for Government engineers that are available 24 hours a day, 7 days a week through a login to our Oracle Service Cloud Portal and the option of telephone support including after-hours availability for critical issues. In addition to this Customer Support, you will also have a designated Customer Success Manager. This is a trusted advisor and liaison to help ensure your success well into the future.

Oracle has estimated time for post go-live assistance as described on Slide 4 of the Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City, located as an Appendix to the Price Proposal.

- i. What are the standard hours that support is offered, and through what means (telephone, web ticket submission, etc.)? Are afterhours and weekend support offered, and if so, is this part of the standard support offering or part of a different tier/offering?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Our Customer Support team is made up of knowledgeable NetSuite for Government engineers that are available 24 hours a day, 7 days a week through a login to our Oracle Service Cloud Portal and the option of telephone support including after-hours availability for critical issues. In addition to this Customer Support, you will also have a designated Customer Success Manager. This is a trusted advisor and liaison to help ensure the City's success well into the future.

- ii. Describe the support that is offered to assist in potential situations where the City is unable to conduct certain mission-critical processes, such as processing payroll, due to emergency situations.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle will provide support for finance modules outlined in this proposal. Support requests for HR modules being proposed separately will be supported by third party. We have assigned severity levels and prioritized issues based on the impact on your business and commit to resolving issues as quickly as possible and responding within the case severity time frames.

| Severity Level                                                                                                                                                                                             | Response Time |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Severity 1                                                                                                                                                                                                 | 15 minutes    |
| Your production use of the Oracle Cloud Services is stopped or so severely impacted that you cannot reasonably continue work. You experience a complete loss of service. The impacted operation is mission |               |



critical to the business and the situation is an emergency. A Severity 1 service request has one or more of the following characteristics:

- Data corrupted
- A critical documented function is not available
- Service hangs indefinitely, causing unacceptable or indefinite delays for resources or response
- Service crashes, and crashes repeatedly after restart attempts

Oracle will use reasonable efforts to respond to Severity 1 service requests within fifteen (15) minutes. Oracle will work 24x7 until the Severity 1 service request is resolved, a reasonable work-around is put in place, or as long as useful progress can be made. You must provide Oracle with a technical contact during this 24x7 period to assist with data gathering, testing, and applying fixes. Use Severity 1 with care to ensure that resources are allocated appropriately.

|                   |               |
|-------------------|---------------|
| <b>Severity 2</b> | Two (2) hours |
|-------------------|---------------|

You experience a severe loss of service. Important features of the Oracle Cloud Services are unavailable with no acceptable workaround; however, operations can continue in a restricted fashion.

|                   |                      |
|-------------------|----------------------|
| <b>Severity 3</b> | One (1) business day |
|-------------------|----------------------|

You experience a minor loss of service. The impact is an inconvenience, which may require a workaround to restore functionality.

|                   |                       |
|-------------------|-----------------------|
| <b>Severity 4</b> | Two (2) business days |
|-------------------|-----------------------|

You request information, enhancement, or documentation clarification regarding the Oracle Cloud Services, but there is no impact on the operation of such service. You experience no loss of service.

- iii. Is product support offered by Proposer, through the software developer/provider, or sub-contracted?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Support for NetSuite for Government is provided by Oracle.

- iv. Are there optional, “enhanced” support tiers or offerings above and beyond what has been proposed?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government Service Tiers are designed to align with your data and transaction requirements and provide an optimal experience at different levels of scale. There are two additional service tiers available based on user count, which provide additional storage. For a typical customer of your size and project scope, as reflected in this solicitation, we are proposing the NetSuite for Government Standard Edition.

Selecting the right service tier will ensure your system resources are robust enough to address your processing and scalability requirements. Further discussion



regarding suitable service levels and related pricing can be performed during the Engage (discovery) phase of implementation.

- v. How often are releases provided, how is advance notification provided to customers of upcoming releases, and what is the process to test each release? Would the City be able to test releases in a test environment prior to pushing updates to a live environment?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle performs two major automated updates per year. For all major releases, customers should opt in to the Release Preview account, which is a temporary and isolated test account running the new version of NetSuite for Government software. Release Preview accounts are available ~ 30 days before the upgrade window where each client can review and test new functionality with their existing configurations.

- vi. Does the system have the ability to roll back updates should challenges or bugs be encountered?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

As a SaaS, all customers are on the same base code and are required to upgrade.

The NetSuite for Government service is restricted to data centers in the United States. Data is replicated in near real-time across data centers, from each primary data center to its designated recovery data center. Each data center has a counterpart that provides data mirroring, disaster recovery and failover capabilities in its region in case any data center becomes non-operational. The NetSuite for Government service is natively multi-tenant and leverages cloud infrastructure designed around multiple layers of redundancy.

Oracle data centers use archival backups to support data restores for 30 days. All backups are encrypted using AES 256 Encryption. NetSuite for Government application and operational security blocks unauthorized network and service connections while allowing customers convenient access to the system from anywhere, with complete confidence. Oracle's round-the-clock monitoring and dedicated and tenured security team — backed by advanced tools, controls, and policies — ensures the strongest operational data center security.

Oracle has a comprehensive continuity of business (COB) program that is designed to enable the continuity of internal operations in the event of natural or manmade disasters. The COB addresses emergency response, crisis management, business





process continuity, and technology recovery, among other elements. The COB is implemented as part of Oracle's company-wide security policies, which are based on the ISO 27000 family of standards.

- vii. Are there future costs associated with upgrade processes? For example, costs associated with purchasing licensing for upgrades, professional services costs associated with implementing upgrades, etc.? Proposer to describe the frequency of upgrades and any price ranges for anticipated upgrades.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

No. Oracle NetSuite for Government is a SaaS – all costs associated with the upgrades are included in the Subscription fees.

Oracle manages all deployment, maintenance, and upgrades and performs two major automated updates per year. Minor updates occur throughout the year and are seamlessly deployed with minimal to no impact to service.

- viii. What is the role of the City in providing ongoing support and maintenance of the system proposed? How many FTE are typically required to support the system on the client-side, and what tasks are entailed?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

As part of the SaaS subscription, all deployments, operations, and maintenance are managed by Oracle. Communication on each major release is presented to all account administrators on the dashboard of the application upon log in approximately 30 days before the upgrade window where each client can opt in to review and test new functionality.



### III. STATUS REPORTING

Proposer to detail their approach to providing status reports throughout the course of the Project. This section should include an example of the recurring status report and identify the expected delivery mechanism that will be used to provide the report to the City.

#### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Our implementation team will provide weekly status documents via email, or by a mutually agreed alternate delivery method. Our status reporting approach keeps you informed about all aspects of the project, and apprised of progress against program baselines, including cost and schedule. Our status reporting process prevents surprises by gathering status at the lowest activity levels and rolling these inputs into a summary report that highlights all program progress, issues and expected achievements of the following reporting period. Our standard status content is described below and can be revised to align with City standards.

- **Risks and Issues:** The team identifies risks and issues and proposes mitigations for review.
- **Schedule:** The team tracks progress against defined milestones and measures overall schedule performance.
- **Delivery:** The team tracks actuals, Estimated to Completes (ETCs), and Estimated At Completion (EAC) to measure progress to the planned work.

Key risks are identified at the beginning of the project. Risks are managed mutually and continuously through the project. Risk mitigation items are implemented to minimize risk. Our team develops a Risk Management Log as a component of the overall project management plan. The Risk Management Log documents our joint approach to risk management, which is critical to the success of the project. The Risk Management Log focuses on proactive continuous identification, assessment, and mitigation of risks.

### IV. RESOURCE HOURS

Proposer to provide a breakdown of the anticipated resource levels for the City Implementation Project Team and the Proposer Implementation Project Team based on typical project role. This section should include any comments related to phase-specific involvement, and other assumptions should be noted here.

#### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Development of an accurate timeline and resources required to support specific project delivery services are scheduled and planned in accordance with the requirements of a specific Statement of Work (SOW). In a process that begins during pre-sales and discovery, the Oracle Local Government project manager develops estimates for the specific SOW and identifies the



required roles and skill sets required for the anticipated project. This process provides the Oracle project manager with a listing of consultants that could be available for staffing the project along with access to resumes for further review.

| Anticipated Hours by Project Role                                                    |                                                         |                                                                                                          |
|--------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| City Project Role<br>(e.g., Project Sponsor,<br>Project Manager,<br>Conversion Lead) | Estimated hours per<br>month (ranges are<br>acceptable) | Estimated number of individuals required for<br>role                                                     |
| <b>Project Sponsor</b>                                                               |                                                         |                                                                                                          |
| <b>Executive Steering<br/>Committee</b>                                              | <b>3 to 4</b>                                           | City should have key leadership across<br>departments represent the Executive Steering<br>Committee.     |
| <b>Project Manager</b>                                                               | <b>1</b>                                                | .5 FTE                                                                                                   |
| <b>Functional Lead</b>                                                               | <b>4 to 6</b>                                           | Should have 1 lead per functional area i.e.<br>Purchasing, Fixed Assets, Inventory,<br>GL/Budgeting etc. |
| <b>Subject Matter Expert</b>                                                         | <b>4 to 6</b>                                           | Typically, the same as the Functional Lead. City<br>may have additional SME's per Functional area        |
| <b>System Administrator</b>                                                          | <b>1</b>                                                |                                                                                                          |
| <b>Data Conversion Lead</b>                                                          | <b>1 to 2</b>                                           | Normally we see Functional Leads participating<br>along with a technical resource from the City          |
| <b>Integration Lead</b>                                                              | <b>1</b>                                                | Normally we see Functional Leads participating<br>along with a technical resource from the City          |
| <b>Training Lead</b>                                                                 | <b>1</b>                                                |                                                                                                          |
| <b>Support Specialist</b>                                                            | <b>1 to 2</b>                                           |                                                                                                          |
| <b>Organizational Change<br/>Management Lead</b>                                     | <b>1</b>                                                | Customer Project Manager normally leads the<br>Change Management efforts                                 |
| <b>Training Lead</b>                                                                 | <b>4 to 6</b>                                           | Functional Leads normally lead testing for their<br>specific functional area                             |
| <b>Other Vendor-Defined<br/>Roles (list below)</b>                                   |                                                         |                                                                                                          |



| Anticipated Work Effort Division                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                                                           | City Project Team                                                                                                                                                                                                                                                                                                                                                                                                                                          | Vendor Project Team |
| Estimated number of individuals required for Project Team | 10 to 15                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4 to 6              |
| Approximate Percentage of Work Effort Owned               | 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 70%                 |
| General Comments                                          | <p>The City project team should reflect leadership and subject matter experts from all key departments including technology. The number of staff will depend on the number of departments and who the City deems a subject matter expert.</p> <p>The Vendor Project team consists of a Project Manager, Functional Consultant lead, Integration lead, and Data Migration lead. We may also add additional staff to the project depending on the scope.</p> |                     |

## V. IMPLEMENTATION PLAN

Proposer to provide their overall objectives and approach to the City's implementation. Discuss timing as being chronological, in parallel, etc., for all of the modules proposed.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Using Oracle's True Cloud Method (TCM) implementation approach, Oracle's objectives for this implementation are to:

- Empower users with dashboards and easy-to-configure custom reports
- Streamline business processes through automation, integration, and workflows
- Provide a comprehensive, integrated solution to manage business functions and eliminate manual processes
- Offer an extensive training library to your employees, available on-demand
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility to, and presentability of, data
- Eliminate redundant data entry



The high-level timelines in Tab 4 are representative samples of an implementation schedule for the Oracle Financial application. The specific timeline for the entirety of your project will be confirmed during the Engage Stage of your implementation.

Proposer shall submit a Sample Implementation Plan as an Exhibit to Tab 3.

Exhibit submitted Yes ☒ No

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please see the following pages for the Sample Implementation Project Plan.

## Begin Oracle Confidential – Trade Secret Information

| Phase              | Task No.                                                                             | Engagement Name                                                 | Engagement Description                                        | Module                                      | Resource Name                   | Resource Role     | Planned Hours | Week     | Internal / Customer | Customer Requirement/Prerequisites                    |
|--------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|---------------------------------|-------------------|---------------|----------|---------------------|-------------------------------------------------------|
| Project Initiation |                                                                                      | Sales to Services Knowledge Transfer Meeting                    | Handoff customer relationship                                 |                                             |                                 | Sales, PS Team    | 1             | 1        | Internal            | Ensure all sales collateral is routed to Project Team |
|                    |                                                                                      | Send Welcome Letter                                             | PM Send Welcome Letter Email Template to customer             |                                             |                                 | PM                | 1             | 1        | Both                |                                                       |
|                    |                                                                                      | Intro Call w/ Customer- Schedule Kick Off                       | PM Call customer to schedule Kick Off Meeting                 |                                             |                                 | PM                | 1             | 1        | Both                |                                                       |
|                    |                                                                                      | SOW Review & Kick Off Planning                                  | Project Scoping and review of contract, KOM Planning          |                                             |                                 | PM                | 4             |          | Internal            |                                                       |
|                    |                                                                                      | <b>Project Kickoff Meeting</b>                                  | <b>Project Kickoff Call (PM, Consultants)</b>                 |                                             |                                 | <b>PM</b>         | <b>2</b>      | <b>2</b> | <b>Both</b>         | <b>Key stakeholders need to attend</b>                |
|                    |                                                                                      | Assigning LCS Learning                                          |                                                               |                                             |                                 |                   |               |          |                     |                                                       |
|                    |                                                                                      | Send Approval Workflow Outline                                  | PM Send Getting Started Guide after KOM                       |                                             |                                 | PM                | 1             |          | Customer            | Complete "Getting Started Guide"                      |
|                    |                                                                                      | Create Project Plan                                             | PM create Project Plan                                        |                                             |                                 | PM                | 2             |          | Internal            |                                                       |
|                    |                                                                                      | Install Bundles & Enable SDF                                    | Install Bundles and Enable Suite Developer Framework          |                                             |                                 | Provisioning      | 4             | 2        | Internal            |                                                       |
|                    |                                                                                      | NSPB Integration                                                | Configure NSPB for integration with NetSuite                  |                                             |                                 | Provisioning      | 1             | 2        | Internal            | COA                                                   |
|                    |                                                                                      | Set up System Administrator                                     | Configure Customer System Admin and Core Users                |                                             |                                 | Provisioning      | 1             | 2        | Internal            | Provisioned environment                               |
|                    |                                                                                      | Initial Dashboard Configuration                                 | Final Adjustments to dashboards                               |                                             |                                 | Provisioning      | 2             | 2        | Internal            |                                                       |
|                    |                                                                                      | Verify NetSuite Provisioning                                    | Verify NetSuite Provisioning - Log Into Accounts              |                                             |                                 | PM                | 1             | 3        | Internal            | Provisioned environment                               |
|                    |                                                                                      | Review Approval Workflow Outline- Internal                      | Consultant review BPO and prep for client meeting             |                                             |                                 |                   | 4             |          |                     |                                                       |
|                    |                                                                                      | <b>Approval Workflow Outline Review Session</b>                 | <b>Review 'Getting Started Guide' responses with customer</b> |                                             |                                 | <b>Consultant</b> | <b>2</b>      | <b>4</b> | <b>Both</b>         | <b>Complete "Getting Started Guide"</b>               |
|                    |                                                                                      | <b>Initial Data Migration Strategy Session</b>                  | <b>Review 'Data Migration Guide' responses with customer</b>  |                                             |                                 | <b>Consultant</b> | <b>4</b>      | <b>4</b> | <b>Both</b>         |                                                       |
|                    |                                                                                      | Final Project Plan Sign Off                                     | PM present Project Plan to customer and get final sign off    |                                             |                                 | PM                | 1             | 4        | Both                |                                                       |
|                    |                                                                                      | Milestone Sign Off                                              | PM send milestone completion form to client and archive       |                                             |                                 | PM                | 1             | 4        | Both                | Customer Sign Off on Milestone Agreement              |
|                    |                                                                                      |                                                                 |                                                               |                                             | Milestone 1- Project Initiation |                   | 33            |          |                     |                                                       |
| Configuration      |                                                                                      |                                                                 |                                                               |                                             |                                 |                   |               |          |                     |                                                       |
|                    | <b>Configuration Workshop: Administration</b>                                        |                                                                 |                                                               | <b>Organization Configuration (Company)</b> |                                 | <b>Consultant</b> | <b>4</b>      | <b>6</b> |                     |                                                       |
|                    | Configure Company Pages                                                              | Configure primary company info based on 'Getting Started Guide' |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 4             | 6        | Internal            |                                                       |
|                    | Establish Fiscal Year Configuration                                                  | Establish customer's fiscal years in NS & NSPB                  |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 1             | 6        | Internal            |                                                       |
|                    | Load Departments                                                                     | Load in Departments                                             |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 1             | 6        | Internal            | List of departments                                   |
|                    | Import Employees                                                                     | Import primary NetSuite users as employees                      |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 4             | 6        | Internal            | List of employees                                     |
|                    | Create users, verify license numbers are correct, assign roles and validate accuracy | Adjust default roles to meet customer needs                     |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 4             | 6        | Internal            | List of roles                                         |
|                    | Create/Import Locations(if applicable)                                               | Set up customer Locations                                       |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 2             | 6        | Internal            | List of locations                                     |
|                    | Import Tax Tables/Configure Taxes (if applicable)                                    | Configure Taxes based on jurisdictions                          |                                                               | Organization Configuration (Company)        |                                 | Consultant        | 2             | 6        | Internal            | Export of taxes                                       |
|                    | <b>Configuration Workshop: COA &amp; Fund Management</b>                             |                                                                 |                                                               | <b>Fund Accounting</b>                      |                                 | <b>Consultant</b> | <b>4</b>      | <b>7</b> | <b>Both</b>         |                                                       |
|                    | Configure Accounting Configuration                                                   | Configure all of the Accounting Set up Pages                    |                                                               | Fund Accounting                             |                                 | Consultant        | 2             | 7 & 8    | Internal            | Completed 'Getting Started Guide', COA                |
|                    | Review/Adopt Leading Practices COA                                                   | Review Leading Practices COA with current COA                   |                                                               | Fund Accounting                             |                                 | Consultant        | 8             | 7 & 8    | Both                | COA Structure Document                                |
|                    | COA Data Mapping                                                                     | Data mapping of old to new COA                                  |                                                               | Fund Accounting                             |                                 | Consultant        | 16            | 7 & 8    | Both                | COA Data Mapping Document                             |
|                    | ACFR Categorization                                                                  | Configure ACFR Categorizations                                  |                                                               | Fund Accounting                             |                                 | Consultant        | 1             | 7 & 8    | Internal            | List of categorizations                               |
|                    | Load Accounts                                                                        | Load in Accounts (Object Codes)                                 |                                                               | Fund Accounting                             |                                 | Consultant        | 2             | 7 & 8    | Internal            | List of accounts, COA                                 |
|                    | Load Funds                                                                           | Load Funds                                                      |                                                               | Fund Accounting                             |                                 | Consultant        | 1             | 7 & 8    | Internal            | List of funds                                         |
|                    | Fund Validation                                                                      | Configure or Load Fund Validation                               |                                                               | Fund Accounting                             |                                 | Consultant        | 4             | 7 & 8    | Internal            | List of validation                                    |
|                    | Load Opening Balances                                                                | Load the Opening Balances                                       |                                                               | Fund Accounting                             |                                 | Consultant        | 8             | 7 & 8    | Internal            | Balances, Tasks 26-28                                 |
|                    | Load Prior Year Journal Entries                                                      | Load Journal Entries (Summarized - 1 Year)                      |                                                               | Fund Accounting                             |                                 | Consultant        | 4             | 7 & 8    | Internal            | Journal Entry Transactions, Tasks 26-29               |
|                    | Close Out of Prior Year Balances                                                     | Year End Close Out (Required for each year of Imports)          |                                                               | Fund Accounting                             |                                 | Consultant        | 4             | 7 & 8    | Internal            | Year End Balances, Tasks 26-29                        |

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|                                                |                                                             |                                  |                   |          |             |          |                                                         |
|------------------------------------------------|-------------------------------------------------------------|----------------------------------|-------------------|----------|-------------|----------|---------------------------------------------------------|
| Load Current Year Transactions                 | Load transactional data for current year (JE Records)       | Fund Accounting                  | Consultant        | 4        | 7 & 8       | Internal | Transactional data                                      |
| Final Reconciliation Review                    | Verify all data has been properly loaded/reconciled         | Fund Accounting                  | Consultant        | 4        | 7 & 8       | Both     | Reconciliation with Legacy Reports                      |
| <b>Configuration Workshop: Procurement</b>     |                                                             | <b>Procurement</b>               | <b>Consultant</b> | <b>4</b> | <b>9</b>    |          |                                                         |
| Configure Vendor Categories                    | Configure customer Vendor Categories                        | Procurement                      | Consultant        | 4        | 9           | Internal | Vendor Categories                                       |
| Import Vendors                                 | Import clean list of customer Vendors                       | Procurement                      | Consultant        | 8        | 9           | Internal | List of Vendors                                         |
| Review Procurement Leading Practices           | Review Leading Practices for Procurement                    | Procurement                      | Consultant        | 2        | 9           | Both     |                                                         |
| Configure Requisition Approval Workflows       | Configure workflows based on customer needs                 | Procurement                      | Consultant        | 16       | 9           | Internal | Workflow rules                                          |
| Import Transactions                            | Import in year transactions                                 | Procurement                      | Consultant        | 4        | 9           | Internal | Transactional data                                      |
|                                                |                                                             | <b>Accounts</b>                  |                   |          |             |          |                                                         |
|                                                |                                                             | <b>Receivable/Cash</b>           |                   |          |             |          |                                                         |
|                                                |                                                             | <b>Receipts</b>                  | <b>Consultant</b> | <b>4</b> | <b>10</b>   |          |                                                         |
|                                                |                                                             | Accounts                         |                   |          |             |          |                                                         |
|                                                |                                                             | Receivable/Cash                  |                   |          |             |          | List of Customers                                       |
| Import Customers                               | Import clean customer list into NetSuite                    | Receipts                         | Consultant        | 4        | 10          | Internal |                                                         |
|                                                |                                                             | Accounts                         |                   |          |             |          |                                                         |
|                                                |                                                             | Receivable/Cash                  |                   |          |             |          | Item List                                               |
| Import Items                                   | Import Items to be used for both Invoicing/Purchasing       | Receipts                         | Consultant        | 4        | 10          | Internal |                                                         |
|                                                |                                                             | Accounts                         |                   |          |             |          |                                                         |
|                                                |                                                             | Receivable/Cash                  |                   |          |             |          | Transactional data                                      |
| Import Transactions                            | Import in year transactions                                 | Receipts                         | Consultant        | 4        | 10          | Internal |                                                         |
|                                                |                                                             | Accounts                         |                   |          |             |          |                                                         |
|                                                |                                                             | Receivable/Cash                  |                   |          |             |          | Full fee schedule                                       |
| Review Receivable Leading Practices            | Review Leading Practices for Receivables                    | Receipts                         | Consultant        | 2        | 10          | Both     |                                                         |
| <b>Configuration Workshop: Fixed Assets</b>    |                                                             | <b>Fixed Assets</b>              | <b>Consultant</b> | <b>4</b> | <b>11</b>   |          |                                                         |
| Configure Asset Types                          | Append pre-configured asset types                           | Fixed Assets                     | Consultant        | 2        | 11          | Internal | Completion 'Getting Started Guide'                      |
| Load fixed asset data                          | Import fixed assets                                         | Fixed Assets                     | Consultant        | 8        | 11          | Internal | List of fixed assets                                    |
| Load Net Book Value (NBV) transactions         | Import historical transactions for current NBV              | Fixed Assets                     | Consultant        | 8        | 11          | Internal | Transactional data                                      |
| Review Fixed Assets Leading Practices          | Review Fixed Assets Leading Practices                       | Fixed Assets                     | Consultant        | 2        | 11          | Both     |                                                         |
| Final Reconciliation Review                    | Verify all data has been properly loaded/reconciled         | Fixed Assets                     | Consultant        | 8        | 11          | Both     |                                                         |
|                                                |                                                             | <b>Planning and Budgeting</b>    |                   |          |             |          |                                                         |
|                                                |                                                             | <b>Budgeting</b>                 | <b>Consultant</b> |          |             |          |                                                         |
|                                                |                                                             | Planning and Budgeting           |                   |          | 12, 13 & 8  | 14       | Internal                                                |
| Load Metadata                                  | Import all metadata from NetSuite (Need NetSuite completed) | Budgeting                        | Consultant        |          |             |          |                                                         |
|                                                |                                                             | Planning and Budgeting           |                   |          | 12, 13 & 16 | 14       | Internal                                                |
| Load Actuals Data                              | Import all NetSuite actual data (need NetSuite completed)   | Budgeting                        | Consultant        |          |             |          |                                                         |
|                                                |                                                             | Planning and Budgeting           |                   |          | 12, 13 & 8  | 14       | Internal                                                |
| Load Budget Data                               | Import budget data - 1 Year                                 | Budgeting                        | Consultant        |          |             |          | Historical, current and future budget data              |
|                                                |                                                             | Planning and Budgeting           |                   |          | 12, 13 & 40 | 14       | Internal                                                |
| Financial Statements, approvals and versioning | Financial Statements, approvals and version control         | Budgeting                        | Consultant        |          |             |          | Tasks 43 - 50                                           |
|                                                |                                                             | Planning and Budgeting           |                   |          | 12, 13 & 20 | 14       | Internal                                                |
| Year Over Year Balancing and Analysis          | Year Over Year Balancing and Analysis                       | Budgeting                        | Consultant        |          |             |          | Historical, current and future budget data, Tasks 43-40 |
|                                                |                                                             | Planning and Budgeting           |                   |          | 12, 13 & 2  | 14       | Both                                                    |
| Review Planning & Budgeting Leading Practices  | Review Planning & Budgeting Leading Practices               | <b>Integrations</b>              | <b>Consultant</b> |          |             |          |                                                         |
| <b>Configuration Workshop: Integrations</b>    |                                                             |                                  |                   |          |             |          |                                                         |
| Integration Scope and Planning                 | Analysis of specifications and planning of integrations     | Integrations                     | PM                | 20       | 6-14        | Internal | Integration Requirements Provided                       |
| Payroll Integrations                           | Process for uploading payroll posting transactions          | Integrations                     | Consultant        | 40       | 6-14        | Both     | Sample payroll journal entries for 1 payroll system     |
|                                                |                                                             |                                  |                   |          |             |          | Sample integration files for up to 4 integrations       |
| 3rd Party Revenue Integrations                 | Create integration points for 3rd Party Integrations        | Integrations                     | Consultant        | 80       | 6-14        | Both     | Sample data files for 1 bank                            |
| Bank Reconciliation Integrations               | Import bank statements for reconciliation                   | Integrations                     | Consultant        | 8        | 6-14        | Both     |                                                         |
| Planning and Budgeting Integrations            | Non-standard Planning and Budget integrations               | Integrations                     | Consultant        | 2        | 6-14        | Both     |                                                         |
|                                                |                                                             |                                  |                   |          |             |          | Customer Sign Off on Milestone Agreement                |
| Milestone Sign Off                             |                                                             |                                  | PM                | 1        | 4           | Both     |                                                         |
|                                                |                                                             | Milestone 2-System Configuration |                   | 417      |             |          |                                                         |
| Testing & Validation                           |                                                             |                                  |                   |          |             |          |                                                         |
| Develop User Stories for System Overview       | Develop stories that can be used during CRP                 | Testing and Validation           | Consultant        | 2        | 16, 17 & 18 | Internal |                                                         |
| System Overview                                | Run through customer specific scenarios as proof of concept | Testing and Validation           | Consultant        | 4        | 16, 17 & 18 |          |                                                         |

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|                                                                                    |                                                                      |                                 |                                   |    |             |          |                                          |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|-----------------------------------|----|-------------|----------|------------------------------------------|
| Validate Fund Accounting                                                           | Internal QA of Production environment                                | Validate Production Environment | Consultant                        | 1  | 15          | Internal |                                          |
| Validate Procurement                                                               | Internal QA of Production environment                                | Validate Production Environment | Consultant                        | 1  | 15          | Internal |                                          |
| Validate Accounts Receivable/Cash Receipts                                         | Internal QA of Production environment                                | Validate Production Environment | Consultant                        | 1  | 15          | Internal |                                          |
| Validate Fixed Assets                                                              | Internal QA of Production environment                                | Validate Production Environment | Consultant                        |    | 15          | Internal |                                          |
| Copy configuration to Sandbox area                                                 | Prepare sandbox for training and testing                             | Testing and Validation          | Developer                         | 2  | 16, 17 & 18 | Internal |                                          |
| Validate Sandbox                                                                   | Ensure sandbox is ready for Conference Room Pilot                    | Testing and Validation          | Consultant                        | 1  | 16, 17 & 18 | Internal |                                          |
| Customize UAT Test Scripts                                                         | Adjust scripts to test unique customer scenarios                     | Testing and Validation          | Consultant                        | 2  | 16, 17 & 18 | Internal |                                          |
| User Acceptance Testing                                                            | Customer driven testing of key processes                             | Testing and Validation          | Consultant                        | 24 | 18          | Both     |                                          |
| Milestone Sign Off                                                                 |                                                                      |                                 | PM                                | 1  | 4           | Both     | Customer Sign Off on Milestone Agreement |
|                                                                                    |                                                                      |                                 | Milestone 3- Testing & Validation | 30 |             |          |                                          |
| Training                                                                           |                                                                      |                                 |                                   |    |             |          |                                          |
| System Administrator Training                                                      | System Administrator Overview                                        | Train the Trainer               | Trainer                           | 2  | 19 & 20     | Both     |                                          |
| Chart of Accounts Training                                                         | Fund Accounting Overview                                             | Train the Trainer               | Trainer                           | 2  | 19 & 20     | Both     | Complete Video Series                    |
| Procurement Training                                                               | Procurement Overview (Power Users)                                   | Train the Trainer               | Trainer                           | 1  | 19 & 20     | Both     | Complete Video Series                    |
| Accounts Receivable/Cash Receipts Training                                         | Accounts Receivable/Cash Receipts Training                           | Train the Trainer               | Trainer                           | 1  | 19 & 20     | Both     | Complete Video Series                    |
| Fixed Assets Training                                                              | Fixed Assets Training                                                | Train the Trainer               | Trainer                           | 1  | 19 & 20     | Both     |                                          |
| Planning and Budgeting Training                                                    | Planning and Budgeting Training                                      | Train the Trainer               | Trainer                           | 2  | 19 & 20     | Both     |                                          |
| Analytics and Reports Training                                                     | Training on saved searches, analytics, financial reporting           | Train the Trainer               | Trainer                           | 2  | 19 & 20     | Both     |                                          |
| Workflow Training                                                                  |                                                                      |                                 |                                   |    |             |          |                                          |
| Add-Ons: SuiteFlow, Advanced Analytics, Year End Role Validation and User Training | Optional add-on training                                             | Train the Trainer               | Trainer                           | 0  | 19 & 20     | Both     |                                          |
|                                                                                    |                                                                      |                                 | Trainer                           | 0  | 20 & 20     |          |                                          |
| Milestone Sign Off                                                                 |                                                                      |                                 | PM                                | 1  | 20          | Both     | Customer Sign Off on Milestone Agreement |
|                                                                                    |                                                                      |                                 | Milestone 4- Training             | 12 |             |          |                                          |
| Go Live & Closure                                                                  |                                                                      |                                 |                                   |    |             |          |                                          |
| Data cleanse of any non-production data                                            | Remove any testing records in preparation for Go Live                | Go Live Preparation             | Consultant                        | 4  | 21          | Internal |                                          |
| Final Cutover & Final Data Migration                                               | Client begin to use NS4G. Bring over most recent legacy transactions |                                 |                                   |    |             |          |                                          |
| Go Live Support: Accounting and Finance Support                                    | Go Live Assistance                                                   | Go Live Support                 | Consultant                        | 40 | 22          | Both     | Successful Parallel Training             |
| Go Live Support: Technical Support                                                 | Go Live Assistance                                                   | Go Live Support                 | Consultant                        | 30 | 22          | Both     | Successful Parallel Training             |
| Transition from Services to Support                                                | Transition to Support - Support Training                             | Project Close Out               | Project Manager                   | 1  |             | Both     | Key stakeholders need to attend          |
|                                                                                    |                                                                      |                                 |                                   |    |             |          | Customer Sign Off on Milestone Agreement |
| Milestone Sign Off                                                                 |                                                                      |                                 | PM                                | 1  |             | Both     |                                          |
|                                                                                    |                                                                      |                                 | Milestone 5- Go Live & Closure    | 76 |             |          |                                          |



## VI. PROJECT MANAGEMENT PROCESS

Proposer to provide their overall approach for managing the City's Project, including the following areas:

- Scope Management, Schedule Management, Risk Management, Quality Management, Communication Management, Organizational Change Management, System Interface Plan, Resource Management Plan.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Effective project management requires close teamwork and communication between Oracle and City Project Managers as well as a regularly updated comprehensive Project Management Plan and project work plan with accurate time and resource estimates. Routine checkpoints and sign-offs are critical, as are prompt resolution of issues, tight scope control, identification of risks and continuing executive management support.

Oracle's Global Standard Operating Procedures (GSOP) are a set of standards designed to help Oracle implementation Project Managers effectively perform their jobs and deliver successful projects and engagements. It defines requirements for delivering Oracle implementation services, in accordance with Oracle's business practices, corporate policies, and global project management methods.

This method has proven to be highly effective in all cloud implementation timeframes. Key services for the delivery of Project Management during the implementation of Oracle NetSuite for Government are:

- Communication Management
- Issue Management
- Risk Management
- Work Management, Resource Management, and Quality Management

### SCOPE MANAGEMENT PROCESS

The project implementation scope is detailed in the implementation ordering document. During the Engage Phase, the Oracle Local Government Project Manager will review the project scope as defined in the project contract with your project manager and the implementation team to make sure the entire team fully understands the scope of the project. The project scope will also be included in the project charter and in our tracking documentation. For example, we keep track of the list of integrations with complexities so we can assess if we are deviating from the original scope. We do the same with business

processes as they align to the application functionality, reports, and data conversions. As the team works through the configuration workshops and process playbacks, the team will be made aware of the delivered functionality, data migration, and integration scope. Any requirements to extend the application beyond the original project scope will be documented and reviewed by the project leads and project managers as part of the project change control process.

The change control process is the process by which the NetSuite for Government team requests a change in any of the specifications, requirements, deliverables and/or scope (including drawings or designs) of the Professional Services in the SOW per the terms of the Professional Services Addendum. The Change Request form is the mechanism the delivery team will use to document any changes that are identified or requested during project implementations. Not all Change Requests will result in a Change Order, if they don't change or impact the scope as defined in the SOW or change project cost.

#### SCHEDULE MANAGEMENT

Key project meetings are scheduled at the beginning of the project by the Oracle Local Government Project Manager, in coordination with your Project Manager. Project resources coordinate with you to schedule functional working sessions and training support subject to planning and availability.

The project schedule will be established together by the Project Managers and the team leads. Once the schedule is confirmed, it will be baselined and used to execute the project and schedule resources accordingly. Schedule deviations are closely monitored and timely mitigated or escalated. Project progress in the form of percent complete and schedule variances are included in the status reports.

#### RISK MANAGEMENT

Key risks are identified at the beginning of the project. Risks are managed mutually and continuously through the project. Risk mitigation items are implemented to minimize risk. Our team develops a Risk Management Log as a component of the overall project management plan. The Risk Management Log documents our joint approach to risk management, which is critical to the success of the project. The Risk Management Log focuses on proactive continuous identification, assessment, and mitigation of risks.

#### QUALITY MANAGEMENT

The quality assurance program consists of a combination of internal management practices and controls used to monitor, sample, and direct Oracle and client implementation resources in the process of defining, designing, configuring,

integrating, and deploying NetSuite for Government. The purpose of this plan is to establish operational methodologies and procedures for quality assurance to be applied in support of the activities through all phases of your NetSuite for Government implementation. This plan defines our formal approach to conducting evaluations and follow-up activities necessary to ensure timely and effective resolution of quality assurance problems.

The quality assurance process used for Oracle implementations ensures that program procedures, processes, reviews, and products delivered by the Oracle Local Government team are in compliance with this plan, contract requirements, industry, government, and Oracle standards.

#### COMMUNICATION MANAGEMENT

| Communication Management Plan     |           |                                           |                                                    |                          |
|-----------------------------------|-----------|-------------------------------------------|----------------------------------------------------|--------------------------|
| Description                       | Frequency | Channel                                   | Audience                                           | Owner                    |
| Project Status Report             | Weekly    | Email (or alternative agreed upon method) | All internal stakeholders and project team members | Oracle Project Manager   |
| Virtual Project Team Meeting      | Weekly    | Zoom                                      | Project Team Members, Stakeholder(s) optional      | Oracle Project Manager   |
| External Stakeholder Updates      | As needed | Zoom                                      | Project Manager and Project Stakeholder(s)         | Project Sponsor          |
| Milestone and Deliverable Updates | As needed | Email (or alternative agreed upon method) | Project Team                                       | All Project Team Members |

|                   |                       |     |              |                          |
|-------------------|-----------------------|-----|--------------|--------------------------|
| Project Check-ins | Biweekly or As Needed | TBD | Project Team | All Project Team Members |
|-------------------|-----------------------|-----|--------------|--------------------------|

## ORGANIZATIONAL CHANGE MANAGEMENT

Oracle Local Government uses Oracle's True Cloud Method which employs a cloud-specific adoption approach. This approach addresses the topics that customers face while adopting cloud solutions and is different from traditional change management approaches.

With this approach your organization is guided to taking ownership of the new system and acceptance/ownership of the new ways of working in the cloud in order to maximize end-user adoption and ongoing value of the solution.

Benefits of the cloud adoption approach



Typical implementation activities may cover the following:

- Creation of a change impact assessment document, which assesses the impact of new processes on the business and listing of recommended interventions to address the areas of change.
- Assistance with a change plan, outlining how You should manage the change. It includes a stakeholder analysis and recommendation for stakeholder management, the communication strategy for change management, a training strategy, and a user support strategy.
- Documentation of a training needs analysis, which comprises an analysis of the training needs of the organization brought about by the new business processes. The output of this activity is a detailed training plan.
- Assistance in executing the training plan.
- Assistance with the development and execution of a communication plan which provides a schedule of communication activities and supporting materials.

We think beyond the scope of the project to consider the skills, capabilities, and processes that are key for ongoing adoption and solution vitality. After go-live the customer is enabled to live in the cloud in order both to continuously innovate and to ensure the quality of adoption, solution, and business effectiveness.

#### SYSTEM INTERFACE PLAN

NetSuite for Government allows you to import CSV and fixed length files via an easy-to-use interface. Import formatting can be saved to help facilitate recurring imports. For applications that require access to NetSuite for Government data and business processes, SuiteTalk Web Service, included with NetSuite for Government, provides access via SOAP and/ or REST APIs.

#### RESOURCE MANAGEMENT PLAN

Resources required to support specific project delivery services are scheduled and planned in accordance with the requirements of a specific Statement of Work (SOW). In a process that begins during pre-sales and discovery, the Oracle Local Government project manager develops estimates for the specific SOW and identifies the required roles and skill sets required for the anticipated project. This process provides the Oracle project manager with a listing of consultants that could be available for staffing the project along with access to resumes for further review.

## VII. ORGANIZATIONAL CHART

- i. The City anticipates that any staff assigned to the Project will remain assigned to the Project, unless the City deems the services to not meet expectations at which point the Contractor and the City will work together to remedy such non-conforming services. Proposer to identify the approach to assignment and (as necessary) replacement/removal of vendor staff during the implementation process.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

We have professional consultants with the experience and capability to effectively deliver Oracle NetSuite for Government. Our professional consultants range in experience, with many having in excess of 20 years of product and industry background. One of our responsibilities to you in our implementation relationship is to determine the proper resourcing allocation to deliver the project in accordance with the scope that we would agree to in a downstream contract if selected for this important work and to manage your costs for the project.

In the event that you are concerned about an Oracle resource, we will work collaboratively with you to resolve the issue. We would recommend the City Project Manager raise any staffing concerns with the Oracle Project Manager. The actions then taken depend on the nature of the concern and can include replacing the person if appropriate. In the event that a substitution or removal becomes necessary, Oracle may submit another candidate for consideration by the City to replace the removed resource. Oracle is committed to professional behavior by its staff on all client engagements, and that Oracle is constantly evaluating the effectiveness of our staff on a given project.

- ii. Proposer to submit as an Exhibit to Tab 3, an Organizational Chart including subcontractors and reporting structure of the entire team.

Exhibit submitted    Yes                      No **X**

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

We have professional consultants with the experience and capability to effectively deliver Oracle NetSuite for Government. Our professional consultants range in experience, with many having in excess of 20 years of product and industry background. One of our responsibilities to you in our implementation relationship is to determine the proper resourcing allocation to deliver the

project in accordance with the scope that we would agree to in a downstream contract if selected for this important work and to manage your costs for the project.

Oracle is not utilizing subcontractors.

## VIII. PROJECT TEAM RESUMES (PROPOSER)

- i. As an Exhibit to Tab 3, resumes shall be provided for the implementation team, as well as additional personnel involved in the proposed project governance structure, including any partners/subcontractors. Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles (e.g., Project Manager, Conversion Lead). Resumes to include listing of past software implementation projects and certifications held for each team member.

Exhibit submitted Yes ☒ No

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

We have included Oracle staff resumes on the following pages. Oracle cannot commit specific team members without commitment from the client. The descriptions indicate the knowledge, skills and experience required for the Oracle functional and technical roles. The resumes provided are examples only, included to illustrate the caliber of staff Oracle would expect to assign to the project if awarded.

Oracle will assign a Project Manager who is experienced with public administration and has participated in successful implementations. The Oracle Local Government team is proud of the depth of our capabilities. Should designated individuals become unavailable, we will staff these roles with equally qualified resources.

The descriptions below indicate the knowledge, skills, and experience required for the Oracle functional and technical roles. The résumés provided are examples to illustrate the caliber of staff Oracle would expect to assign to the project. There is no undertaking that the individuals represented by these selected résumés will be assigned or that they represent “key personnel.”

M.T.

#### **HR / Payroll Implementation Consultant**

Accomplished professional with extensive experience leading successful technology partnerships globally and directing Global HRIS teams in implementation, client service, and transformation initiatives. Known for sourcing, selecting, and scaling in-country Payroll and Employer of Record (EoR) Partners worldwide. Well-versed in setting vision and defining clear roadmap to meet HRIS and organizational objectives. Record of excellence driving process improvements and overall performance/system enhancements. Excellent communicator and negotiator; skilled in building relationships with vendors, product development teams, and clients.

Technical Proficiencies: Global HCM, Global HRIS, Global Data Privacy, General Data Protection Regulation (GDPR), User Acceptance Testing (UAT), Service Rehearsals, Single Sign-On (SSO), Total Cost of Ownership (TCO), Service Level Agreements (SLA), Applicant Tracking Systems (ATS), Software as a Service (SaaS), Centers of Excellence (COE).

#### **Oracle | 2023 – Present**

##### *HR/ Payroll Implementation Consultant*

Accountable for the successful design and delivery of Oracle NetSuite for Government HR/Payroll solutions for local government clients, Work with Oracle clients to configure and design NetSuite for Government workflows based on client-specific requirements.

- Partner with Product, Development, and Support to define and development implementation tools and practices.
- Own and deliver successful HR/Payroll implementations for Oracle NetSuite for Government clients.
- Apply subject-matter expertise in HR/Payroll systems to solve complex and unique business challenges. for clients.
- Lead all phases of NetSuite for Government HR/Payroll implementation cycle.

#### **“Company A” | 2022 - 2023**

##### *Sr. Manager, Vendor Relationships*

Accountable for all facets of contractual/operational activities of company’s in-country partner network of 280+ suppliers across more than 160 countries. Directed geographically diverse team of supplier relationship managers as they provided oversight and support of company’s Payroll and EoR Partners worldwide. Tracked performance of in-country EoR and Payroll Partners by implementing Key Performance Indicators (KPI) and global feedback mechanisms.

- Ensured operating effectiveness by maintaining Partner compliance with SOC 1, SOC 2, General Data Protection Regulation (GDPR), and region-specific data privacy requirements.
- Established parameters for identifying at-risk Partners and deployed Partner feedback mechanisms.
- Devised and deployed global growth strategy to source, select, and scale new in-country EoR and Payroll Partners.
- Grew Payroll and Employer of Record (EoR) Supplier network by 20% in six months and expanded global partnerships.

#### **“Company B” | 2021 – 2022**

##### *Manager, Global Payroll Operate*

Spearheaded global Payroll & HCM implementations for Company B multinational clients with operations across 140+ countries spanning Asia Pacific, Europe, Middle East, Africa, and the Americas. Led efforts to globally standardize Pay Codes, Wage Type catalogues, and General Ledger (GL) codes. Delivered consultative insight to clients on HCM implications of mergers, acquisitions, and divestitures. Aided clients in selection of HCM systems by utilizing global

**ORACLE**

*Oracle Confidential. The named resumes provided are for informational purposes. Oracle makes no commitment that a named resource will be available at the time of contract award. Oracle at its sole discretion may substitute any named personnel at any time. A replacement personnel with similar capabilities will be provided at such time.*



## ORACLE NETSUITE for Government

Payroll methodology and best practices. Supervised global/regional HRIS teams in development, standardization, and formulation of global processes and Standard Operating Procedures (SOP).

- Pursued continuous innovation efforts in Company B's global project management methodology and risk mitigation protocol.
- Assisted clients in attaining lower Total Cost of Ownership (TCO).
- Optimized centralization and visibility of global Payroll data/trends and strengthened compliance.
- Led global implementation of Company B's largest Payroll client valued at \$26M Annual Contract Value (ACV).
- Established global Service Level Agreements (SLA) for Company B clients with Annual Contract Values (ACV) in excess of \$10M.

### **"Company C" | 2018 – 2021**

*Founder / Managing Principal*

Started Woman-Owned, Veteran-Owned Small Business from ground-up and received federal contractor designation to bid on government contracts. Built profitable distribution channels for commercial clients looking to maximize the life cycle of their raw materials and eliminate waste.

- Successfully negotiated Supplier contract worth \$250,000 within first year.
- Produced, sold, and distributed recyclable materials to clients across the United States.

### **"Company D" | 2012 – 2018**

*Global Services Relationship Manager*

Led client service and implementation functions for Company D's multinational clients (MNC) in more than 110 countries. Managed geographically diverse teams across the Americas, Asia Pacific, Europe, and Middle East in numerous HRIS, service delivery and transformation initiatives. Provided oversight of transition activities for Colombia Payroll operations to new Payroll partner in Bogota, Colombia.

- Raised annual up-sell revenue in excess of \$5M for global Book of Business and achieved promoter ratings of 9 and 10 on Net Promoter Score (NPS) surveys. Led transformation initiatives for global Fortune 500 and Fortune 100 clients.
- Spearheaded cutover, go-live, and transition-to-service activities for various enterprise-wide global HCM implementations.
- Led global teams supporting Company D clients with Annual Contract Values (ACV) in excess of \$150M.
- Supported portfolio-wide up-sell revenue averaging in excess of \$10M annually.

### **Additional Experience**

- HRIS Manager, "Company E" - Tampa, FL
- HRIS Manager, "Company F" - Tampa, FL
- Global HRIS Manager, "Company G" - Tampa, FL
- Lawson Developer, "Company H" - Lakeland, FL
- Lawson Developer, "Company I" - Tampa, FL

### **Education & Training**

- Bachelor of Science in Business Administration & Management Information Systems (M.I.S.)
- Associate of Arts in Business Administration
- U.S. Army (Veteran)

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M.V.

**Implementation Consultant**

Possesses excellent analytical and problem-solving skills and the ability to communicate effectively. Detail-oriented, efficient, and organized professional with extensive experience in accounting, and ERP software. Experience dealing with multiple tasks and projects concurrently.

**Oracle | 2022 – Present**

*Implementation Consultant*

NetSuite for Government consulting experience consists of working for Professional Services, providing clients with business process workflows, business consulting and recommendations, and pre and post implementation support.

- Consulted NetSuite for Government implementations for more than 2 years.
- Directed day-to-day client communication to ensure timely deliverables to meet project timelines.
- Developed business processes to meet client business functionality.
- Provided pre and post implementation guidance and support and demonstrated functionality and product fit to customer.

**“Company A” | 2021 - 2022**

*Senior Business Analyst*

- Implemented/configured integrated Business Cost Analysis/CPQ software system.
- Analyzed business/user requirements for system modifications/enhancements or error correction.
- Ensured compliance with change management.
- Developing User Stories for Product Development to meet business requirements.

**“Company B” | 2019 – 2021**

*Professional Services Consultant*

- Managed the Implementation 20 sites with integrated Accounting/ERP Software.
- Analyzing the product life cycle pre and post implementation.
- Preparing Financial reports and user documentation.
- Trained clients on internal processes of accounting procedures.
- Analyzed business requirements and translate them into terminology that enables programmers to code their solution.
- Developing SQL scripts for extracting and inserting data, on production and test databases.

**“Company C” | 2017 – 2019**

*Professional Services Consultant*

- Managed the Implementation 30 sites with integrated Student Retention/CRM Software.
- Analyzing the product life cycle pre and post implementation.
- Defining Student Attributes that translate into actionable key performance metrics on reports and user documentation.
- Trained clients on internal processes for retention tracking and overall advisement improvement.
- Analyzed business requirements and translate them into terminology that enables programmers to code their solution.

**Skills**

- NetSuite ERP / CRM / Financials
- Salesforce CRM

**Education & Certifications**

- Master of Business Administration
- Bachelor of International Business
- Bachelor of Anthropology
- Certified NetSuite SuiteFoundations
- Certified NetSuite Financial User
- Certified Salesforce Service Cloud Consultant
- Certified Salesforce Administrator
- Certified Salesforce Platform App Developer

R.D.

#### **HR / Payroll Implementation Consultant**

An esteemed professional boasting 11 years of experience, adept in steering complex projects to completion with finesse utilizing Lean Six Sigma Green Belt. History rich in mastering HR consulting and enterprise SaaS solutions implementation underlines adaptability and prowess in solving complex challenges. Rooted in collaborative leadership, every project marked by innovation, efficiency, and unyielding pursuit of operational excellence and customer satisfaction. Proven to deliver full adoption and ROI for customers.

#### **Oracle | 2024 – Present**

##### *HR/ Payroll Implementation Consultant*

Accountable for the successful design and delivery of Oracle NetSuite for Government HR/Payroll solutions for local government clients. Work with Oracle clients to configure and design NetSuite for Government workflows based on client-specific requirements.

- Partner with Product, Development, and Support to define and development implementation tools and practices.
- Own and deliver successful HR/Payroll implementations for Oracle NetSuite for Government clients.
- Apply subject-matter expertise in HR/Payroll systems to solve complex and unique business challenges. for clients.
- Lead all phases of NetSuite for Government HR/Payroll implementation cycle.

#### **“Company A” | 2012-2023**

##### *Various Roles*

##### *Enterprise Implementation Project Manager / 2018-2023*

In role of ensuring seamless implementation projects, meticulous creation of detailed project plans was paramount, followed by rigorous data collection and requirements gathering to construct tailored systems for customers. Building system requirements and user training managed adeptly, culminating in supportive role during system go-live and subsequent 60-day period, ensuring every customer was well-acquainted and satisfied with customized “Company A” systems.

- Saved Healthcare Group with 50 locations from termination during implementation, securing \$800K in annual revenue and implementing cost savings for client of approx. \$1M in administrative costs and over \$2.5M in reduced exposure cost.
- Unified payroll schedules and processes for Religious Organization with 120 locations, saving \$500K annually in administrative costs, and reducing bi-weekly payroll processing time for each location by approximately 2 hours.
- Implemented custom programming for Healthcare Group with 40 locations, automating timekeeping calculations and saving the organization over \$1M annually in labor costs.

##### *Executive Implementation Project Manager / 2017-2018*

- Created an elite team of TSRs with defined expectations and job descriptions to implement Company A's largest clients, reducing the implementation timeline from over 6 months to approximately 4 months. This improved resource allocation and resulted in an annual revenue increase of approximately \$16M.
- Implemented online scheduling tool, reducing no-call no-shows and tardies by 10% within 2 months. Improved employee communication and 24/7 schedule access. Managers achieved 25% OT reduction through proactive budgeting.
- Streamlined applications, boosting completion-to-hire ratio by 70% and on-time I-9 by 90%, cutting annual I-9 compliance exposure by \$8M for 15 nationwide haunted house locations.

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## ORACLE NETSUITE for Government

- Developed new process involving customers earlier in General Ledger setup, saving approximately 5 hours of work on every new client, resulting in annual cost saving of about \$200K.

### *Senior Implementation Project Manager / 2014-2016*

- Created automated tip pro-ration system, integrated with “Company A”, saving 4 hours per payroll, totalling 104 hours and \$25,000 annually.
- Automated complex payroll calculations for 700 employees, saving 60 monthly man-hours and reducing labor costs by \$10,000 per month.
- Pioneered a specialized benefits implementation department, training over 50 employees, and slashing project manager workload by 15 hours per implementation.

### *Implementation Project Manager / 2012-2014*

- Implemented a standardized electronic time-tracking system for student workers, saving the payroll/HR team 6 hours per payroll cycle, totalling 150 hours annually, and reducing administrative costs and errors by \$25K annually.
- Enhanced time and attendance setup, saving 3 hours of re-work per new customer (approximately 200 monthly), reducing errors and improving efficiency.

### **Technical Acumen**

- Industry Experience: HR & Staffing, Management Consulting, Information & Document Management, Service, Custom Software & IT Services, Customer Relationship Management (CRM) Software, Human Resources Software
- Systems: “Company A” software
- Methodologies: Agile, Waterfall, Scrum, Critical Path, Kanban
- Technology: Zoom | Microsoft Office | Google Suite | Mac OS | Slack | Microsoft Dynamics 365

### **Education, Certifications & Awards**

- Bachelor of Science (BS) Degree, Accounting
- Certifications: Lean Six Sigma Green Belt, Agile Methodology, Project Management, Process Design, Data Analytics, Consulting, “Company A”: Product & Implementation
- Awards: Top Usage, Most Reference Letters, TSR of the Month

T.H.

**Program Manager**

Experienced professional in leading public sector customers through the entire life cycle of ERP implementation. Focused on driving time to value through consistent project communication and guidance on Oracle Implementation Methodology. Industry experience includes Project Management, Sales, and Customer Success Management all within the public sector ERP and HCM space.

**Oracle | 2024 – Present**

*Program Manager*

NetSuite for Government experience providing project management to local government customers and working to continuously review and improve implementation processes.

- Manage NetSuite for Government implementations.
- Work directly with Customer Project Manager to plan and execute project deliverables.
- Hold project kickoffs – initiation / charter / methodology overview / planning / commitment / etc.
- Act as primary point of escalation for any implementation related issues.
- Establish communication channels by meeting regularly with customers and providing status reports.
- Lead workshops to continuously improve implementation processes.

**“Company A” | 2021 - 2024**

*Senior Solution Sales, ERP and Talent HCM*

- Advised existing Company A ERP customers on how to improve business outcomes through more efficient use of their existing ERP application.
- Built and maintained relationship with over 150 customers. Focused on advising and proposing software solutions, and professional services to assist customers in improving key business outcomes.
- Engage and led opportunities through the full sales cycle including building leads, discovery, software demonstration, negotiating contracts.

**“Company B” | 2018 – 2021**

*Customer Success Executive*

- Trusted advisor for 35 strategic customers and key leader of Customer Success Leadership Team directing the voice of the customer across the company. Continually improving customer satisfaction, maintaining customer references, product adoption, and sales qualified leads.
- Conducted Executive Business Reviews to analyze customer health and strategic direction.
- Built and executed Customer Success Plans for each customer to track and execute customer initiatives.
- Worked with customers to drive further product adoption.
- First point of escalation for customer issues and led plan to resolution.

**“Company C” | 2008 – 2018**

*Multiple Roles*

- Manager of Professional Services, responsible for all aspects of customer implementations.
- Project Manager on public sector projects, supporting clients through the entire ERP implementation.
- Drove key process improvements in operations to improve client time-to-value.
- Sales liaison for services working on pricing, RFP response, and engaging with prospects about service delivery.
- Led 12-month software development project to modernize ERP UI/UX to increase client adoption.

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**Skills**

- Accredited Project Manager – Global Business Units Consulting

**Education & Certifications**

- Liberal Studies Courses
- Project Management

Z.M.

### **Project Manager**

Specializes in project management and local government implementations. Results-driven and aspires to maintain effective and consistent project communication. Industry experience include consulting, public sector, and ERP. Currently a Project Management Professional (PMP).

### **Oracle | 2023 – Present**

#### *HR/ Payroll Implementation Consultant*

NetSuite for Government consulting experience includes working for Professional Services, providing project management to local government customers, and process improvements. .

- Project managed NetSuite for Government implementations for the last year.
- Managed implementation team to ensure timely deliverables while balancing constraints.
- Held project kick-offs – initiation / charter / methodology overview / team / commitment / etc.
- Facilitated numerous business process mapping workshops to capture project requirements.
- Served as escalation point for all implementation related issues and provided timely resolutions.
- Established communication channels by meeting regularly with customers and providing status reports.

### **“Company A” | 2022 - 2023**

#### *Senior Consultant*

- Served as the project manager on local government projects, supporting clients through the ERP system selection, serving as the point of contact, maintaining the project schedule and work plan, leading status calls, and scheduling team resources for each project stage.
- Provided project oversight for clients implementing ERP systems.
- Created client deliverables within scope and budget, including ERP and system assessment reports, functional and technical requirements, system implementation planning memos, status updates, and other work products.

### **“Company B” | 2019 – 2021**

#### *Project Manager*

- Led project implementations for local government client across multiple product lines and product teams, including premise to cloud migrations, version upgrades, and add-on services.
- Tracked project milestones by initiating, planning, executing, controlling, and closing deliverables.
- Developed project plans, budgets, issue trackers, and training schedules to ensure the timely completion of project deliverables.

### **“Company C” | 2018 – 2019**

#### *Major Accounts East Core/ Implementation Specialist*

- Analyzed existing client payroll and human capital management systems and business processes.
- Managed all project phases, including analysis, configuration, execution, testing, and closure.
- Created custom project plans, including deliverables, activities, and milestones.



**Skills**

- Oracle Accredited Project Manager – Global Business Units Consulting

**Education & Certifications**

- Master of Public Administration
- Bachelor of Political Science
- PMP certified (Project Management Institute)

- ii. Summary of Project Team: Proposer shall complete the table on the following page listing a summary of the Project Team Members including any partners/subcontractors.

**Table 3-01: Proposer Project Team Members**

| Proposer Project Team Members |       |                                          |                              |                 |                                                            |                                                                                  |                                     |
|-------------------------------|-------|------------------------------------------|------------------------------|-----------------|------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------|
| Name                          | Title | Role on Proposed Project Team (e.g., PM) | Years of Relevant Experience | Years with firm | Number of implementations completed within past five years | Identify Scope of Services/Tasks this individual will be working on for the City | Relevant certifications (PMP, etc.) |
|                               |       |                                          |                              |                 |                                                            |                                                                                  |                                     |
|                               |       |                                          |                              |                 |                                                            |                                                                                  |                                     |

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please see Oracle's previous response to project team resumes.

## IX. PROPOSED TRAINING APPROACH/STRATEGY

- i. Proposer to describe the proposed approach to training users of the system, including the frequency of training, timing in the overall sequence of the implementation, as well as training resources/materials that will be provided to trainees.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

A variety of training is available during implementation.

### Train the Trainer

The Train-the-Trainer methodology is designed to ensure that the City's designated trainers will be able to lead end-user training sessions effectively. The Oracle Local Government implementation team is also available to observe the trainer's first teaching sessions and provide support.

### Training on Demand

Oracle Local Government offers tailored training that is available on-site or online. Training can include demonstrations, participant interactivity, reinforcement discussions, and hands-on exercises.

### Self-Guided Training

The following documentation and training materials are available to you and all customers:

- SuiteAnswers
  - NetSuite for Government's self-service support site is open to all users at no additional charge, offering a searchable knowledge center rich with support articles, help topics, and training videos
- Context-sensitive online help is available on every screen; these help screens can be printed as desired
- Guided, in-depth system walk-throughs during implementation are available to all participants
- Oracle University
  - Included with a SaaS subscription, you will receive access to Oracle University for self-service training content

Additionally, user training sessions are available with short, targeted, role-based, and process-focused sessions to ensure employees don't lose valuable time away from their jobs and leave sessions feeling competent and confident. These tailored training courses are engaging, interactive, and designed to jump-start your team's performance and propel results.

- System Administrator Training
- Fund Accounting Training
- Procurement Training
- Accounts Receivable/Cash Receipts Training
- Fixed Assets Training
- Planning and Budgeting Training
- HCM Training

- Analytics and Reports Training

Your designated Customer Success Manager can schedule optional training post implementation should you desire. Standard add-on topics include:

- SuiteFlow Training
- Advanced Analytics and Reports Training
- Fiscal Year End/Calendar Year End Training

| Training topic / course                          | Functional Module Covered                                                                                                                                         | Type of attendee                                      | General summary of number of sessions offered of this course                                                                              | Max class size | Class format       | Data used       | Hours     |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|-----------------|-----------|
| NetSuite for Government – Learning Cloud Support | Includes a library of ERP- centered training content covering ERP Fundamentals, Financial Management, Reports & Search, Analytics, and Reports among other topics | Admins, Finance team, and Department- level End Users | Learning Support Cloud contains over 5,000 hours of courseware, available on-demand and throughout the customer’s engagement with Oracle. | Unlimited      | Online             | None            | 5,000+    |
| Train-the-Trainer                                | NetSuite for Government ERP Common Features, and other Instructor Development resources for educating End Users on system use                                     | Training Leads                                        | Train-the-Trainer courses are conducted throughout Implementation and are led by consultants either on-site or virtually                  | 15-20          | Virtual or On-Site | Sandbox or Live | 20        |
| In-App Tutorials                                 | Embedded directly within NetSuite for Government users will be able to access Help Center resources that are correlated to each feature within the ERP.           | All                                                   | Help content is aligned with specific features and functions within the ERP.                                                              | N/A            | Online (in-app)    | Sandbox or Live | Unlimited |

- ii. Proposer to provide their approach to the training plan and what makes their training plan successful and effective for system implementations. Include your approach to when and why you choose to use on-site training versus a webinar or a train-the-trainer format.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle has designed training to meet the needs of users regardless of their role or schedule availability. Each training is delivered in step with implementation, so that a user’s skill set develops in line with live use of the platform. Use of sandbox environments,

virtual/in-person instruction, and refreshers within the application aim at facilitating learning transfer of the user's original workflow into NetSuite for Government while adhering to performance standards.

As a cloud-based platform, skill development for NetSuite for Government is best acquired within a Sandbox/ instance of the application; we encourage trainees to develop core literacy in features/functionality, build familiarity within the system, and ensure user acceptance through scenario-based practice prior to live use of NetSuite for Government.

- iii. Proposer to detail the knowledge transfer strategy proposed to prepare the City staff to maintain the system after it is placed into production.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle will provide training to project team members on standard procedures for accepting system updates, new feature releases, and reporting system errors or other inquiries to Oracle's Support team via virtual or in-person training.

In addition to release notes, Oracle Local Government will deliver release-specific training materials for any updates that impact the end user experience, as well as update and maintain existing courseware to reflect system changes.

- iv. Proposer to detail the approach to conducting training using webinar (e.g., GoToMeeting, Zoom, Teams, Skype), including how Proposer staff will monitor staff comprehension and, if applicable, provide assistance to trainees on navigation through the system.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Remote trainings are conducted via Zoom in a seminar-style format. Oracle makes use of sandbox environments and screen sharing to enable participant practice with scenario-based evaluations of comprehension.

- v. Proposer to identify the requested analysis/training room environment requirements and any other requirements related to the training facility/room/equipment. Requirements may include any presentation equipment, whiteboards, seating style, number of computers, printers, and other amenities needed to support on-site implementation activities.

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Standard audio/video equipment with an HDMI extension is sufficient for on-site instruction. Use of a projector or other system would be preferred.

Any conference room, classroom, or multi-purpose room that would allow the use of laptops (power supply, desks, chairs, Wi-Fi) is sufficient. A standard classroom arrangement (lecture-style) or semi-circle arrangement (seminar) is preferred.

## X. TRAINING PLAN AND RESOURCE HOURS

Proposer to provide a detailed training plan and resource hours allocated for the City's project, including description of the type of delivery mechanisms (e.g., in-person/live training, recorded videos, scenario-based) that would be used to support the delivery of the training.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Oracle's Local Government Training and Education team is dedicated to continuously developing and maintaining training programs, courseware, and in-app learning assistance to ensure that all users of NetSuite for Government may locate just-in-time tutorials, refreshers, or longer educational courseware on an as-needed basis. Additionally, the team supports on-site Instructor-Led Trainings for End Users, as well as Instructor Development sessions to support Train-the-Trainer initiatives.

Training & Education initiatives will occur concurrently with system Implementation. At the start of Implementation, all users will be provisioned access to Oracle's NetSuite Learning Cloud Support subscription, which offers live courses, virtual webinars, and a large library of online courseware covering all aspects of ERP system use, Fund Accounting, and recommendations.

Throughout Implementation, live or virtual (at the choice of the City) Train-the-Trainer / Instructor Development courses as well as End User courses will be available across a variety of topics, from Common Feature Use, Reports, and Troubleshooting/Support.

Once the City is live on the system, in-app tools are available for just-in-time assistance, including SuiteAnswers for Support-related topics, NetSuite's Help Center documentation that aligns with specific features/functions, and in-app tool tips providing clarity and guidance on interface details.

Proposer to submit as an Exhibit a Sample Training Plan and insert in Tab 3.

Exhibit submitted Yes ☒ No



# Oracle Implementations / Course Catalog

NetSuite for Government

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## Purpose statement

This document provides an overview of standard engagements between the Oracle implementations team and a customer that take place during an implementation of NetSuite for Government.

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## Course List

| PROJECT PHASE           | COURSE ORDER | COURSE CODE          | COURSE TITLE                            | ORACLE TEAM     | AUDIENCE                                                                             | PREREQUISITES                                                                                                                                      | LOCATION              | ESTIMATED HOURS (ORACLE W/CLIENT) |
|-------------------------|--------------|----------------------|-----------------------------------------|-----------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| Project Initiation      | 1.01         | <a href="#">PI01</a> | Workflow Process Review Session         | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s)                         | N/A                                                                                                                                                | Remote (Zoom Meeting) | 2                                 |
| Project Initiation      | 2.02         | <a href="#">PI02</a> | Initial Data Migration Strategy Session | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s)                         | N/A                                                                                                                                                | Remote (Zoom Meeting) | 4                                 |
| Project Initiation      | 3.03         | <a href="#">PI03</a> | Integration Scope and Planning Session  | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completed NS for Govt - Integration Questionnaire                                                                                                  | Remote (Zoom Meeting) | 1                                 |
| Configuration Workshop  | 4.01         | <a href="#">CW01</a> | System Administration                   | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s)                         | Project Initiation Sign Off<br>Defined Fiscal Year requirements<br>Identify Primary Users to provide access<br>Define Tax Information Requirements | Remote (Zoom Meeting) | 4                                 |
| Data Migration Workshop | 5.01         | <a href="#">DM01</a> | COA Setup & Fund Management             | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completion of "Configuration Workshop: System Administration"                                                                                      | Remote (Zoom Meeting) | 4                                 |
| Data Migration Workshop | 6.02         | <a href="#">DM02</a> | Entity Setup                            | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completion of "Data Migration Workshop: COA Setup and Fund Management"                                                                             | Remote (Zoom Meeting) | 4                                 |
| Data Migration Workshop | 7.03         | <a href="#">DM03</a> | Account Balances                        | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completion of "Data Migration Workshop: Entity Setup"                                                                                              | Remote (Zoom Meeting) | 4                                 |
| Data Migration Workshop | 8.04         | <a href="#">DM04</a> | Historical Data                         | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completion of "Data Migration Workshop: Account Balances"                                                                                          | Remote (Zoom Meeting) | 4                                 |

| PROJECT PHASE           | COURSE ORDER | COURSE CODE          | COURSE TITLE                    | ORACLE TEAM     | AUDIENCE                                                                             | PREREQUISITES                                                                                                                                                                                                                                                                                                             | LOCATION              | ESTIMATED HOURS (ORACLE W/CLIENT) |
|-------------------------|--------------|----------------------|---------------------------------|-----------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| Data Migration Workshop | 9.05         | <a href="#">DM05</a> | Current Fiscal Year Data Import | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completion of "Data Migration Workshop: Historical Data"                                                                                                                                                                                                                                                                  | Remote (Zoom Meeting) | 4                                 |
| Data Migration Workshop | 10.06        | <a href="#">DM06</a> | Fixed Assets                    | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s) | Completion of "Data Migration Workshop: Current Fiscal Year Data Import"                                                                                                                                                                                                                                                  | Remote (Zoom Meeting) | 4                                 |
| Configuration Workshop  | 11.02        | <a href="#">CW02</a> | Planning and Budgeting          | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), AR Clerk               | Completion of "Configuration Workshop: System Administration"<br>Completion of "Data Migration Workshop: COA Setup and Fund Management"<br>Completion of "Data Migration Workshop: Entity Setup"<br>Completion of "Data Migration Workshop: Account Balances"<br>Completion of "Data Migration Workshop: Historical Data" | Remote (Zoom Meeting) | 4                                 |
| Configuration Workshop  | 12.03        | <a href="#">CW03</a> | Integrations                    | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), AR Clerk               | Completion of "Configuration Workshop: Planning & Budgeting"                                                                                                                                                                                                                                                              | Remote (Zoom Meeting) | 4                                 |
| Configuration Workshop  | 13.04        | <a href="#">CW04</a> | Analytics & Reports             | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), AR Clerk               | Completion of "Configuration Workshop: Integrations"                                                                                                                                                                                                                                                                      | Remote (Zoom Meeting) | 4                                 |
| Configuration Workshop  | 14.05        | <a href="#">CW05</a> | Workflows & Automation          | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s), AR Clerk               | Completion of "Configuration Workshop: Analytics & Reports"                                                                                                                                                                                                                                                               | Remote (Zoom Meeting) | 4                                 |
| Training                | 15.01        | <a href="#">TRO1</a> | System Overview                 | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s)                         | Project Initiation Phase<br>Configuration & Data Migration Phase<br>Oracle Learning Center Video Series - Agency: Fundamentals<br>Oracle Learning Center Video Series - Financials First Tutorials                                                                                                                        | Remote (Zoom Meeting) | 4                                 |

| PROJECT PHASE | COURSE ORDER | COURSE CODE          | COURSE TITLE                               | ORACLE TEAM | AUDIENCE                                                                                         | PREREQUISITES                                                                                                                                                                                                                             | LOCATION              | ESTIMATED HOURS (ORACLE W/CLIENT) |
|---------------|--------------|----------------------|--------------------------------------------|-------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| Training      | 16.02        | <a href="#">TR02</a> | System Administrator Training              | Training    | Finance Director, Accounting Manager(s), IT Administrator(s)                                     | Project Initiation Phase<br>Configuration & Data Migration Phase<br>Oracle Learning Center Video Series - Agency: Fundamentals                                                                                                            | Remote (Zoom Meeting) | 2                                 |
| Training      | 17.03        | <a href="#">TR03</a> | Chart of Accounts Training                 | Training    | Finance Director, Accounting Manager(s), IT Administrator(s), Accounting Manager(s)              | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Oracle Learning Center Video Series - Financials First Tutorials<br>Oracle Learning Center Video Series - Financials First Tutorials | Remote (Zoom Meeting) | 2                                 |
| Training      | 18.04        | <a href="#">TR04</a> | General Ledger Training                    | Training    | Finance Director, Accounting Manager(s), IT Administrator(s), Accounting Manager(s), Accountants | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Oracle Learning Center Video Series - Financials First Tutorials                                       | Remote (Zoom Meeting) | 1                                 |
| Training      | 19.05        | <a href="#">TR05</a> | Procurement Training                       | Training    | Finance Director, Accounting Manager(s), IT Administrator(s), Accounting Manager(s), A/P Clerk   | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Oracle Learning Center Video Series - Agency: Fundamentals                                             | Remote (Zoom Meeting) | 1                                 |
| Training      | 20.06        | <a href="#">TR06</a> | Accounts Receivable/Cash Receipts Training | Training    | Finance Director, Accounting Manager(s), IT Administrator(s), Accounting Manager(s), A/R Clerk   | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Procurement Training                                                                                   | Remote (Zoom Meeting) | 1                                 |
| Training      | 21.07        | <a href="#">TR07</a> | Bank Reconciliation Training               | Training    | Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s)              | Prerequisites<br>Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training                                                                                          | Remote (Zoom Meeting) | 1                                 |

| PROJECT PHASE        | COURSE ORDER | COURSE CODE          | COURSE TITLE                                                   | ORACLE TEAM     | AUDIENCE                                                                                                                         | PREREQUISITES                                                                                                                                                   | LOCATION              | ESTIMATED HOURS (ORACLE W/CLIENT) |
|----------------------|--------------|----------------------|----------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| Training             | 22.08        | <a href="#">TR08</a> | Fixed Assets Training                                          | Training        | Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s)                                              | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Procurement Training         | Remote (Zoom Meeting) | 1                                 |
| Training             | 23.09        | <a href="#">TR09</a> | Planning and Budgeting Training                                | Training        | Finance Director, Accounting Manager(s), IT Administrator(s)                                                                     | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Procurement Training         | Remote (Zoom Meeting) | 2                                 |
| Training             | 24.10        | <a href="#">TR10</a> | Analytics & Reports Training                                   | Training        | Finance Director, Accounting Manager(s), IT Administrator(s)                                                                     | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Procurement Training         | Remote (Zoom Meeting) | 2                                 |
| Training             | 25.11        | <a href="#">TR11</a> | Workflow Training                                              | Training        | Finance Director, Accounting Manager(s), IT Administrator(s)                                                                     | Project Initiation Phase<br>Configuration & Data Migration Phase<br>System Administrator Training<br>Chart of Accounts Training<br>Procurement Training         | Remote (Zoom Meeting) | 2                                 |
| Testing & Validation | 26.01        | <a href="#">TV01</a> | User Acceptance Testing                                        | Implementations | Finance Director, Accounting Manager(s), IT Administrator(s)                                                                     | Project Initiation Phase<br>Configuration & Data Migration Phase<br>Training Phase<br>UAT test scripts updated/customized for customer                          | Remote (Zoom Meeting) | 4                                 |
| Go Live & Closure    | 27.01        | <a href="#">GC01</a> | Final Data Migration Workshop: Current Fiscal Year Data Import | Implementations | IT Support Staff, Project Sponsor, Finance Director, Accounting Manager, Purchasing Manager                                      | Project Initiation Phase<br>Configuration & Data Migration Phase<br>Training Phase<br>Remove any testing records in preparation for Go-Live                     | Remote (Zoom Meeting) | 4                                 |
| Go Live & Closure    | 28.02        | <a href="#">GC02</a> | Go Live Support: Accounting and Finance Support                | Implementations | IT Support Staff, Project Sponsor, Finance Director, Accounting Manager, Purchasing Manager, A/P Clerks, A/R Clerks, Accountants | Project Initiation Phase<br>Configuration & Data Migration Phase<br>Training Phase<br>Final Data Migration Workshop: Current Fiscal Year Data Import<br>Go Live | Remote (Zoom Meeting) | 40                                |

| PROJECT PHASE     | COURSE ORDER | COURSE CODE          | COURSE TITLE                       | ORACLE TEAM     | AUDIENCE                                                                                                                         | PREREQUISITES                                                                                                                                                      | LOCATION              | ESTIMATED HOURS (ORACLE W/CLIENT) |
|-------------------|--------------|----------------------|------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| Go Live & Closure | 29.03        | <a href="#">GC03</a> | Go Live Support: Technical Support | Implementations | IT Support Staff, Project Sponsor, Finance Director, Accounting Manager, Purchasing Manager, A/P Clerks, A/R Clerks, Accountants | Project Initiation Phase<br>Configuration & Data Migration Phase<br>Training Phase<br>Final Data Migration<br>Workshop: Current Fiscal Year Data Import<br>Go Live | Remote (Zoom Meeting) | 30                                |

## Project Initiation Phase

### PI01 – Workflow Process Review Session

[Return to Course List](#)

**Course Code:** PI01

**Course Name:** Workflow Process Review Session

**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)

**Location:** Remote (Zoom Meeting)

| Prerequisites | Notes | Completed (Y/N) |
|---------------|-------|-----------------|
| N/A           |       |                 |

| Documents to Bring                           | Notes | Completed (Y/N) |
|----------------------------------------------|-------|-----------------|
| Procurement Policy (If Documented)           |       |                 |
| Approval Procedures for specific Departments |       |                 |

### Collaborative Meeting Topics

| Topic                                                                                            | Description                                                                                    | Estimated Hours (Oracle w/Client) |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------|
| Review the "Workflow Process Review" Document                                                    | Review the "Workflow Process Review" document to address customer workflow considerations      | 1                                 |
| In-depth Discussion on Workflow Process needs, training requirements, and configuration approach | Identify and agree on all solutions for configuring, training, and managing Workflow Processes | 1                                 |

| Goals                                                               | Notes | Completed (Y/N) |
|---------------------------------------------------------------------|-------|-----------------|
| Understanding of customer workflow requirements                     |       |                 |
| Configuration requirements defined and agreed upon                  |       |                 |
| Training requirements defined and agreed upon                       |       |                 |
| Customer-specific requirements documented and addressed             |       |                 |
| Possible configuration, training, or workflow challenges identified |       |                 |

**PI02 – Initial Data Migration Strategy Session**[Return to Course List](#)**Course Code:** PI02**Course Name:** Initial Data Migration Strategy Session**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites | Notes | Completed (Y/N) |
|---------------|-------|-----------------|
| N/A           |       |                 |

| Documents to Bring                           | Notes                                                                                     | Completed (Y/N) |
|----------------------------------------------|-------------------------------------------------------------------------------------------|-----------------|
| Financial Statements                         | 1. Formally published reports (monthly/annual)<br>2. Reports provided to Board of Finance |                 |
| List of Reporting Entities                   |                                                                                           |                 |
| List of Funds and Fund Structure             |                                                                                           |                 |
| List of Departments and Department Structure |                                                                                           |                 |
| List of Account Codes                        |                                                                                           |                 |
| Complete Chart of Accounts                   |                                                                                           |                 |
| Complete Transaction History                 | Transaction History should be based on the agreed upon conversion history                 |                 |
| Complete Budget Data                         |                                                                                           |                 |
| Full List of Vendors                         |                                                                                           |                 |

**Collaborative Meeting Topics**

| Topic                                               | Description                                                           | Estimated Hours (Oracle w/Client) |
|-----------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------|
| Verify required documents                           | Verify required documents are available and gathered                  | 1                                 |
| Discuss formatting requirements                     | What format does data need to be formatted for successful conversion? | 1                                 |
| Review Data Migration - Data Collection Spreadsheet | Overview of how to complete the spreadsheet with data to be converted | 1                                 |
| Discuss reporting expectations                      | Align on reporting expectations and visibility requirements           | 1                                 |

| Goals                                                             | Notes | Completed (Y/N) |
|-------------------------------------------------------------------|-------|-----------------|
| Understanding of customer Data Conversion and Data requirements   |       |                 |
| Validate that all required documents are available for conversion |       |                 |
| Align on expectations for Reporting data and visibility           |       |                 |



**PI03 – Integration Scope and Planning Session**[Return to Course List](#)**Course Code:** PI03**Course Name:** Integration Scope and Planning Session**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                     | Notes                                                             | Completed (Y/N) |
|---------------------------------------------------|-------------------------------------------------------------------|-----------------|
| Completed NS for Govt - Integration Questionnaire | Completed by customer and provided to Oracle Implementations team |                 |

| Documents to Bring                                                                        | Notes | Completed (Y/N) |
|-------------------------------------------------------------------------------------------|-------|-----------------|
| Sample exports from third party software(s) to be integrated with NetSuite for Government |       |                 |
| Completed NS for Govt - Integration Questionnaire document                                |       |                 |

**Collaborative Meeting Topics**

| Topic                 | Description                                                                                                                                                                                                             | Estimated Hours (Oracle w/Client) |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Integration Types     | Discuss the different types of integrations, including<br>1. CSV Imports/Exports<br>2. APIs                                                                                                                             | 0.5                               |
| Integration Frequency | Discuss integration frequency needs (daily, weekly, monthly, real time, etc)                                                                                                                                            | 0.25                              |
| Integration Data      | Discuss data to be integrated<br>1. Does the external software have import/export capabilities?<br>2. Does the external software have APIs available?<br>3. Is the data integrated needed at a detail or summary level? | 0.25                              |

| Goals                                        | Notes | Completed (Y/N) |
|----------------------------------------------|-------|-----------------|
| Determine Scope for Third Party Integrations |       |                 |

## Data Migration Workshop

### DM01 – COA Setup & Fund Management

[Return to Course List](#)

**Course Code:** DM01

**Course Name:** COA Setup & Fund Management

**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)

**Location:** Remote (Zoom Meeting)

| Prerequisites                                                 | Notes | Completed (Y/N) |
|---------------------------------------------------------------|-------|-----------------|
| Completion of "Configuration Workshop: System Administration" |       |                 |

| Documents to Bring                           | Notes            | Completed (Y/N) |
|----------------------------------------------|------------------|-----------------|
| Financial Statements                         | Repeat from PI02 |                 |
| List of Reporting Entities                   | Repeat from PI02 |                 |
| List of Funds and Fund Structure             | Repeat from PI02 |                 |
| List of Departments and Department Structure | Repeat from PI02 |                 |
| List of Account Codes                        | Repeat from PI02 |                 |
| Complete Chart of Accounts                   | Repeat from PI02 |                 |
| Legacy Reports for Cross Reference           |                  |                 |

### Collaborative Meeting Topics

| Topic                                                        | Description                                                                                                                                                                                                                                                                                  | Estimated Hours (Oracle w/Client) |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Review and Verify Fund Accounting Structure and Requirements | Departments, COA Data Mapping, Accounts, Funds, Projects, Grants, Fund Validation                                                                                                                                                                                                            | 1                                 |
| Discuss ACFR Categorization                                  | Open discussion of ACFR Categorization                                                                                                                                                                                                                                                       | 0.5                               |
| Chart of Accounts Data Mapping                               | 1. Develop strategy and COA translation table to be used for importing new COA)<br>2. Translate existing COA to the NS for Govt COA best practices<br>3. Import new COA into NS for Govt<br>4. Import account balances and transactions                                                      | 1                                 |
| Discuss Reconciliation Process                               | 1. Review and verify the successful translation and import of COA in NS for Govt<br>2. Utilize legacy reports to complete validation<br>3. Review and verify successful imports (accounts, funds, account opening balances, prior year JEs, prior year close-out balances, current year JEs) | 0.25                              |
| Discuss Review & Adoption of Chart of Accounts (COA)         | 1. Collaborate, review, and discuss existing Chart of Accounts (COA)<br>2. Identify Opportunities for improvement with Chart of Account structure                                                                                                                                            | 0.25                              |

| Topic             | Description                                                                                         | Estimated Hours<br>(Oracle w/Client) |
|-------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------|
|                   | 3. Clean data, as needed (remove duplicate and/or irrelevant data, follow single naming convention) |                                      |
| Define next steps | Define steps to be taken in loading records and re-sync steps                                       | 1                                    |

| Goals                                         | Notes | Completed<br>(Y/N) |
|-----------------------------------------------|-------|--------------------|
| Prepare to Load Departments                   |       |                    |
| Understand COA Data Mapping Requirements      |       |                    |
| Prepare to Load Accounts                      |       |                    |
| Prepare to Load Funds                         |       |                    |
| Prepare to Load Projects                      |       |                    |
| Prepare to Load Grants                        |       |                    |
| Prepare to Load Fund Validation               |       |                    |
| Understand ACFR Categorization requirements   |       |                    |
| Prepare to Review/Adopt Leading Practices COA |       |                    |

**DM02 – Entity Setup**[Return to Course List](#)**Course Code:** DM02**Course Name:** Entity Setup**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                          | Notes | Completed (Y/N) |
|------------------------------------------------------------------------|-------|-----------------|
| Completion of "Data Migration Workshop: COA Setup and Fund Management" |       |                 |

| Documents to Bring                | Notes                                                                  | Completed (Y/N) |
|-----------------------------------|------------------------------------------------------------------------|-----------------|
| Full List of Vendors              | Repeat from PI02                                                       |                 |
| Vendor Categories (If applicable) | For example:<br>Standard Vendor, Temporary Vendor,<br>Contractor, etc. |                 |
| Full List of Customers            |                                                                        |                 |
| List of Inventory Bins            |                                                                        |                 |
| List of Items                     | 1. For Procurement/Inventory Use<br>2. Receivable Items (Fee Schedule) |                 |

**Collaborative Meeting Topics**

| Topic                                        | Description                                                                                                                                                                                                                                                                                                                             | Estimated Hours (Oracle w/Client) |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Verify Configuration of Entity Setup Screens | Accounting Lists, Forms, etc.                                                                                                                                                                                                                                                                                                           | 1                                 |
| Importing Vendor Procedures                  | 1. Review and discuss required Vendor Categories and Vendors<br>2. Identify required and 'nice-to-have' Vendor information to import<br>3. Clean data, as needed (remove duplicate and irrelevant data, follow single naming convention)<br>4. Review CSV exports and identify required data<br>5. Identify areas for improvement       | 1                                 |
| Importing Customer Procedures                | 1. Review and discuss required Customer Categories and Customers<br>2. Identify required and 'nice-to-have' Customer information to import<br>3. Clean data, as needed (remove duplicate and irrelevant data, follow single naming convention)<br>4. Review CSV exports and identify required data<br>5. Identify areas for improvement | 1                                 |

| Topic                               | Description                                                                                                                                                                                                                                                                                                            | Estimated Hours<br>(Oracle w/Client) |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Importing Bins &<br>Item Procedures | 1. Review and discuss Bin & Item requirements<br>2. Identify required and 'nice-to-have' Bin & Item information to import<br>3. Clean data, as needed (remove duplicate and irrelevant data, follow single naming convention)<br>4. Review CSV exports and identify required data<br>5. Identify areas for improvement | 1                                    |

| Goals                                     | Notes | Completed<br>(Y/N) |
|-------------------------------------------|-------|--------------------|
| Configure Vendor Categories               |       |                    |
| Prepare to Importing Vendors & Contacts   |       |                    |
| Prepare to Importing Customers & Contacts |       |                    |
| Prepare to Import Bins                    |       |                    |
| Prepare to Import NetSuite Items          |       |                    |
| Review/Verify Entity Setup                |       |                    |

**DM03 – Account Balances**[Return to Course List](#)**Course Code:** DM03**Course Name:** Account Balances**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                         | Notes | Completed (Y/N) |
|-------------------------------------------------------|-------|-----------------|
| Completion of "Data Migration Workshop: Entity Setup" |       |                 |

| Documents to Bring           | Notes                               | Completed (Y/N) |
|------------------------------|-------------------------------------|-----------------|
| Complete Transaction History | Repeat from PI02                    |                 |
| Account Balances Starting    | Based on defined transaction cutoff |                 |
| Account Balances Ending      | Based on defined transaction cutoff |                 |

**Collaborative Meeting Topics**

| Topic                                                  | Description                                                                                                                                                                                                                                                                                  | Estimated Hours (Oracle w/Client) |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Validate Transaction History                           | Validate Transaction History meet requirements for completing upload                                                                                                                                                                                                                         | 1                                 |
| Discuss Import Requirements and Procedures             | Importing Opening Balances, PY Journal Entries                                                                                                                                                                                                                                               | 1                                 |
| Verify expectations for managing multiple Fiscal Years | Closing Out Prior Fiscal Years, Closing out Prior Periods (months), Encumbrance management, etc.                                                                                                                                                                                             | 1                                 |
| Reconciliation Review                                  | 1. Review and verify the successful translation and import of COA in NS for Govt<br>2. Utilize legacy reports to complete validation<br>3. Review and verify successful imports (accounts, funds, account opening balances, prior year JEs, prior year close-out balances, current year JEs) | 1                                 |

| Goals                                                          | Notes | Completed (Y/N) |
|----------------------------------------------------------------|-------|-----------------|
| Prepare to Load Opening Balances                               |       |                 |
| Prepare to Load Prior Year Journal Entries                     |       |                 |
| Verify requirements for Closing Out Prior Fiscal Year Balances |       |                 |
| Define Next steps for Review/Verify Account Balances           |       |                 |

**DM04 – Historical Data**[Return to Course List](#)**Course Code:** DM04**Course Name:** Historical Data**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                             | Notes | Completed (Y/N) |
|-----------------------------------------------------------|-------|-----------------|
| Completion of "Data Migration Workshop: Account Balances" |       |                 |

| Documents to Bring           | Notes            | Completed (Y/N) |
|------------------------------|------------------|-----------------|
| Complete Transaction History | Repeat from PI02 |                 |

**Collaborative Meeting Topics**

| Topic                                            | Description                                                                                                                                                                                                                                                                                      | Estimated Hours (Oracle w/Client) |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Discuss Bills & Payment Requirements             | 1. Review all transaction information available and provided<br>2. Verify that transactional data provides the requirements to complete upload<br>3. Verify that transactional data will provides all of the information required for reporting<br>4. Align on expectations                      | 1                                 |
| Discuss AR Invoices & Cash Receipts Requirements | 1. Review all transaction information available and provided<br>2. Verify that transactional data provides the requirements to complete upload<br>3. Verify that transactional data will provides all of the information required for reporting<br>4. Align on expectations                      | 1                                 |
| Discuss Current Year Transaction Requirements    | 1. Review all <b>Journal Entry</b> transaction information available and provided<br>2. Verify that transactional data provides the requirements to complete upload<br>3. Verify that transactional data will provides all of the information required for reporting<br>4. Align on expectations | 1                                 |
| Reconciliation Review                            | 1. Review and verify the successful translation and import of Historical Transactions<br>2. Utilize legacy reports to complete validation<br>3. Define and agree on expectations for successful imports (PO's, Bills, Bill Payments, AR Invoices, Cash Receipts, CFY transactions)               | 1                                 |

| Goals                                                                 | Notes | Completed (Y/N) |
|-----------------------------------------------------------------------|-------|-----------------|
| Prepare to Load Historical Bills & Payments                           |       |                 |
| Prepare to Load Historical AR Invoices & Cash Receipts                |       |                 |
| Prepare to Load Current Year Transactions                             |       |                 |
| Define next to steps to complete the Historical Reconciliation Review |       |                 |



**DM05 – Current Fiscal Year Data Import**[Return to Course List](#)**Course Code:** DM05**Course Name:** Current Fiscal Year Data Import**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                            | Notes | Completed (Y/N) |
|----------------------------------------------------------|-------|-----------------|
| Completion of "Data Migration Workshop: Historical Data" |       |                 |

| Documents to Bring           | Notes            | Completed (Y/N) |
|------------------------------|------------------|-----------------|
| Complete Transaction History | Repeat from PI02 |                 |

**Collaborative Meeting Topics**

| Topic                                                 | Description                                                                                                                                                                                                                                                                        | Estimated Hours (Oracle w/Client) |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Discuss Open Bills & Payment Requirements             | 1. Review all transaction information available and provided<br>2. Verify that transactional data provides the requirements to complete upload<br>3. Verify that transactional data will provides all the information required for reporting<br>4. Align on expectations           | 1                                 |
| Discuss Open AR Invoices & Cash Receipts Requirements | 1. Review all transaction information available and provided<br>2. Verify that transactional data provides the requirements to complete upload<br>3. Verify that transactional data will provides all of the information required for reporting<br>4. Align on expectations        | 1                                 |
| Reconciliation Review                                 | 1. Review and verify the successful translation and import of Historical Transactions<br>2. Utilize legacy reports to complete validation<br>3. Define and agree on expectations for successful imports (PO's, Bills, Bill Payments, AR Invoices, Cash Receipts, CFY transactions) | 2                                 |

| Goals                                                      | Notes | Completed (Y/N) |
|------------------------------------------------------------|-------|-----------------|
| Prepare to Load Open Purchase Orders                       |       |                 |
| Prepare to Load Open Vendor Bills (Open AP)                |       |                 |
| Prepare to Load Open Vendor (Bill) Credits                 |       |                 |
| Prepare to Load Open Invoices (AR)                         |       |                 |
| Prepare to Load Open Credit Memos                          |       |                 |
| Define next to steps to complete the Reconciliation Review |       |                 |

**DM06 – Fixed Assets**[Return to Course List](#)**Course Code:** DM06**Course Name:** Fixed Assets**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Procurement Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                            | Notes | Completed (Y/N) |
|--------------------------------------------------------------------------|-------|-----------------|
| Completion of "Data Migration Workshop: Current Fiscal Year Data Import" |       |                 |

| Documents to Bring                                         | Notes | Completed (Y/N) |
|------------------------------------------------------------|-------|-----------------|
| Excel/CSV Export - Fixed Assets                            |       |                 |
| Excel/CSV Export - Net Book Value (NBV) Transactional Data |       |                 |
| Fixed Assets Register                                      |       |                 |

**Collaborative Meeting Topics**

| Topic                                             | Description                                                                                                                                                                                                                                           | Estimated Hours (Oracle w/Client) |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Review and Verify Fixed Asset Setup Configuration | Fixed Asset System Setup; Fixed Asset Types, Depreciation Methods, Fixed Asset Account Configuration                                                                                                                                                  | 1                                 |
| Discuss importing Fixed Assets Procedures         | 1. Clean data, as needed (remove duplicate and irrelevant data, follow single naming convention)<br>2. Review CSV exports and identify required data<br>3. Identify areas for improvement<br>4. Translate CSV data and prepare for NS for Govt Import | 1                                 |
| Discuss Importing Net Book Value Procedures       | 1. Clean data, as needed (remove duplicate and irrelevant data, follow single naming convention)<br>2. Review CSV exports and identify required data<br>3. Identify areas for improvement<br>4. Translate CSV data and prepare for NS for Govt Import | 1                                 |
| Reconciliation Review                             | 1. Review and verify the successful translation and import of Fixed Asset data in NS for Govt<br>2. Review and verify that fixed asset information and depreciation schedule have been successfully imported                                          | 1                                 |

| Goals                                                      | Notes | Completed (Y/N) |
|------------------------------------------------------------|-------|-----------------|
| Configure Asset Types                                      |       |                 |
| Prepare to Load Fixed Asset Data                           |       |                 |
| Prepare to Load Net Book Value (NBV) transactions          |       |                 |
| Define next to steps to complete the Reconciliation Review |       |                 |

## Configuration Workshop

### CW01 – System Administration

[Return to Course List](#)

**Course Code:** CW01

**Course Name:** System Administration

**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)

**Location:** Remote (Zoom Meeting)

| Prerequisites                            | Notes | Completed (Y/N) |
|------------------------------------------|-------|-----------------|
| Project Initiation Sign Off              |       |                 |
| Defined Fiscal Year requirements         |       |                 |
| Identify Primary Users to provide access |       |                 |
| Define Tax Information Requirements      |       |                 |

| Documents to Bring                                    | Notes                   | Completed (Y/N) |
|-------------------------------------------------------|-------------------------|-----------------|
| Provide Organization Information                      | Demographic Information |                 |
| List of Employees to initially add                    |                         |                 |
| List of Locations for Fixed Asset/Inventory Locations |                         |                 |

### Collaborative Meeting Topics

| Topic                                           | Description                                                                                                                                       | Estimated Hours (Oracle w/Client) |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Review Primary Setup Screens                    | Organization Information, Entity Information                                                                                                      | 1                                 |
| Validate Configuration of Setup Screens         | Accounting Lists, Employees, Fiscal Years, Locations, Tax Information                                                                             | 1.5                               |
| Validate User Permission needs and requirements | Open discussion in user needs and requirements to complete Daily tasks (System Administration, Procurement, Receivables, Fixed Assets, Budgeting) | 1.5                               |

| Goals                                                               | Notes | Completed (Y/N) |
|---------------------------------------------------------------------|-------|-----------------|
| Configure Company Pages                                             |       |                 |
| Configure Accounting Setup Configuration                            |       |                 |
| Establish Fiscal Year Configuration                                 |       |                 |
| Create or Prepare Import Primary Employees                          |       |                 |
| Review Standard Roles and define, adjust, configure Roles if needed |       |                 |
| Create/Import Locations                                             |       |                 |
| Import Tax Tables / Configure Taxes                                 |       |                 |

**CW02 – Planning and Budgeting**[Return to Course List](#)**Course Code:** CW02**Course Name:** Planning and Budgeting**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                            | Notes | Completed (Y/N) |
|--------------------------------------------------------------------------|-------|-----------------|
| Completion of "Configuration Workshop: System Administration"            |       |                 |
| Completion of "Data Migration Workshop: COA Setup and Fund Management"   |       |                 |
| Completion of "Data Migration Workshop: Entity Setup"                    |       |                 |
| Completion of "Data Migration Workshop: Account Balances"                |       |                 |
| Completion of "Data Migration Workshop: Historical Data"                 |       |                 |
| Completion of "Data Migration Workshop: Current Fiscal Year Data Import" |       |                 |
| Completion of "Data Migration Workshop: Fixed Assets"                    |       |                 |

| Documents to Bring                                             | Notes | Completed (Y/N) |
|----------------------------------------------------------------|-------|-----------------|
| Understanding of future budget reporting and data requirements |       |                 |
| Excel/CSV Export - Historical Budget Data                      |       |                 |
| Excel/CSV Export - Current Budget Data                         |       |                 |

**Collaborative Meeting Topics**

| Topic                                         | Description                                                                                                                                                                                                                                                                                                                                              | Estimated Hours (Oracle w/Client) |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Discuss Data Components                       | Metadata that has been included; Review Actuals Data; Review Budget Data                                                                                                                                                                                                                                                                                 | 1.5                               |
| Discuss NSPB Reports                          | 1. Financial Statements, Approvals & Versioning<br>2. Year over Year Balancing and Analysis                                                                                                                                                                                                                                                              | 1.5                               |
| Review Planning & Budgeting Leading Practices | 1. Collaborate, review, and discuss existing Planning and Budget principles<br>2. Identify and discuss opportunities for improvement<br>3. Clean data, as needed (remove duplicate and irrelevant data, follow single naming convention)<br>4. Review CSV exports and identify required data<br>5. Translate CSV data and prepare for NS for Govt Import | 1                                 |

| Goals                                                                     | Notes | Completed (Y/N) |
|---------------------------------------------------------------------------|-------|-----------------|
| Prepare to Load Metadata                                                  |       |                 |
| Prepare to Load Actuals Data                                              |       |                 |
| Prepare to Load Budget Data                                               |       |                 |
| Review and understand NSPB Financial Statements, approvals and versioning |       |                 |
| Review and understand NSPB Year Over Year Balancing and Analysis          |       |                 |
| Define next to steps to adopt Planning & Budgeting Leading Practices      |       |                 |

**CW03 – Integrations**[Return to Course List](#)**Course Code:** CW03**Course Name:** Integrations**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                | Notes | Completed (Y/N) |
|--------------------------------------------------------------|-------|-----------------|
| Completion of "Configuration Workshop: Planning & Budgeting" |       |                 |

| Documents to Bring                                                                     | Notes                                                                                                                                                                                           | Completed (Y/N) |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Sample Excel/CSV Export - Payroll journal entries for 1 payroll system                 |                                                                                                                                                                                                 |                 |
| Sample Excel/CSV Export - 3rd party data files for up to 4 3rd party integrations      |                                                                                                                                                                                                 |                 |
| Sample Excel/CSV Export - Bank Statement/Reconciliation data files for all banks       |                                                                                                                                                                                                 |                 |
| Sample Excel/CSV Export - Non-standard planning and budget data for integration points |                                                                                                                                                                                                 |                 |
| Sample Excel/CSV Export - Positive pay file sample                                     |                                                                                                                                                                                                 |                 |
| Provide Banking Information                                                            | 1. List of Bank Names<br>2. Routing Numbers<br>3. Account Numbers                                                                                                                               |                 |
| Voided Check for Formatting and Aligning                                               |                                                                                                                                                                                                 |                 |
| Sample Forms                                                                           | Including:<br>1. Purchase Orders<br>2. Account Payable Checks & Vouchers<br>3. Sample AR Invoices<br>4 Other Key Sample Forms (Pick Tickets, Cash Receipts, Customer Statements, Permits, etc.) |                 |

**Collaborative Meeting Topics**

| Topic                  | Description                                                                                                                                                                                                                   | Estimated Hours (Oracle w/Client) |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Payroll Integrations   | 1. Identify methods integrating and managing Payroll Integration<br>2. Complete initial upload of Payroll data and verify accuracy in NS4G<br>3. Confirm strategy and discuss next steps<br>4. Develop user guides, as needed | 1                                 |
| 3rd Party Integrations | 1. Identify 3rd Party integration providers (up to 4 Integrations)<br>2. Identify methods integrating and managing 3rd Party Integrations<br>3. Confirm strategy and discuss next steps<br>4. Develop user guides, as needed  | 1                                 |

| Topic                       | Description                                                                                                                                                                                              | Estimated Hours (Oracle w/Client) |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Bank Integrations           | 1. Identify methods integrating and managing Bank Reconciliation Integration<br>2. Identify Positive Pay requirements<br>3. Confirm strategy and discuss next steps<br>4. Develop user guides, as needed | 1                                 |
| Discuss Form Configurations | 1. Identify and agree on requirements associated with configuring Key Forms<br>2. Confirm strategy and discuss next steps<br>3. Develop user guides, as needed                                           | 1                                 |

| Goals                                                  | Notes | Completed (Y/N) |
|--------------------------------------------------------|-------|-----------------|
| Prepare for Payroll Integrations                       |       |                 |
| Prepare for 3rd Party Revenue Integrations             |       |                 |
| Prepare to Configure Positive Pay File                 |       |                 |
| Prepare to Configure Bank Reconciliation               |       |                 |
| Prepare to Configure Check/Voucher Form                |       |                 |
| Prepare to Configure Other Key Forms                   |       |                 |
| Identify next to steps to complete Integration Handoff |       |                 |

**CW04 – Analytics & Reports**[Return to Course List](#)**Course Code:** CW04**Course Name:** Analytics & Reports**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                        | Notes | Completed (Y/N) |
|------------------------------------------------------|-------|-----------------|
| Completion of "Configuration Workshop: Integrations" |       |                 |

| Documents to Bring                                                                                                | Notes            | Completed (Y/N) |
|-------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| Financial Statements<br>1. Formally published reports (monthly/annual)<br>2. Reports provided to Board of Finance | Repeat from PI02 |                 |

**Collaborative Meeting Topics**

| Topic                                               | Description | Estimated Hours (Oracle w/Client) |
|-----------------------------------------------------|-------------|-----------------------------------|
| Prepare to Configure Analytic Datasets & Workbooks  |             | 1                                 |
| Prepare to Configure NetSuite Reports               |             | 0.5                               |
| Prepare to Configure Saved Searches                 |             | 1                                 |
| Prepare to update Permission and use-case scenarios |             | 0.5                               |
| Analytics & Reports Recap                           |             | 1                                 |

| Goals                                                                                      | Notes | Completed (Y/N) |
|--------------------------------------------------------------------------------------------|-------|-----------------|
| Prepare to Configure Analytic Datasets & Workbooks                                         |       |                 |
| Prepare to Configure NetSuite Reports                                                      |       |                 |
| Prepare to Configure Saved Searches                                                        |       |                 |
| Prepare to update Permission and use-case scenarios                                        |       |                 |
| Identify next to steps to complete Analytics & Report Configuration needs and requirements |       |                 |

**CW05 – Workflows & Automation**[Return to Course List](#)**Course Code:** CW05**Course Name:** Workflows & Automation**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                               | Notes | Completed (Y/N) |
|-------------------------------------------------------------|-------|-----------------|
| Completion of "Configuration Workshop: Analytics & Reports" |       |                 |

| Documents to Bring               | Notes | Completed (Y/N) |
|----------------------------------|-------|-----------------|
| Workflow Process Review Document |       |                 |

**Collaborative Meeting Topics**

| Topic                                     | Description                                                                                          | Estimated Hours (Oracle w/Client) |
|-------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------|
| Review "Workflow Process Review" Document | Verify understand and review the agreed upon configurations                                          | 1                                 |
| Identify Configuration Approach           | Verify understand and review the agreed upon configurations                                          | 2                                 |
| Configuration Review and Recap            | 1. Review and verify the agreed upon workflow and automation configurations<br>2. Discuss next steps | 1                                 |

| Goals                                                                       | Notes | Completed (Y/N) |
|-----------------------------------------------------------------------------|-------|-----------------|
| Verify Configuration requirements for Procurement Approval Workflow(s)      |       |                 |
| Verify Configuration requirements for Receivables Approval Workflow(s)      |       |                 |
| Verify Configuration requirements for Configure Budget Approval Workflow(s) |       |                 |
| Define next to steps to complete Workflow & Automation Configuration        |       |                 |



## Training Phase

### TR01 – System Overview

[Return to Course List](#)

**Course Code:** TR01

**Course Name:** System Overview

**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)

**Location:** Remote (Zoom Meeting)

| Prerequisites                                                    | Notes                            | Completed (Y/N) |
|------------------------------------------------------------------|----------------------------------|-----------------|
| Project Initiation Phase                                         |                                  |                 |
| Configuration & Data Migration Phase                             |                                  |                 |
| Oracle Learning Center Video Series - Agency: Fundamentals       | <a href="#">Basic Navigation</a> |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Basic Usability</a>  |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| N/A                      |       |                 |

### Collaborative Meeting Topics

| Topic               | Description                                                                                                                                   | Estimated Hours (Oracle w/Client) |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Navigation Overview | Provide overview of navigation processes within NetSuite for Government, including:<br>1. Headers and Menus<br>2. Centers<br>3. Global Search | 0.25                              |
| Setup Overview      | 1. Dashboards<br>2. Portlets<br>3. Navigation Shortcut Groups and Dashboard Tiles                                                             | 0.75                              |

| Goals                                              | Notes                                                                                                   | Completed (Y/N) |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------|
| Core NS for Govt Competency                        | Ensure the customer is comfortable navigating and using basic functions within NetSuite for Government. |                 |
| Provide Quick Reference Guides for customer review |                                                                                                         |                 |

**TR02 – System Administrator Training**[Return to Course List](#)**Course Code:** TR02**Course Name:** System Administrator Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                              | Notes                          | Completed (Y/N) |
|------------------------------------------------------------|--------------------------------|-----------------|
| Project Initiation Phase                                   |                                |                 |
| Configuration & Data Migration Phase                       |                                |                 |
| Oracle Learning Center Video Series - Agency: Fundamentals | <a href="#">Roles Overview</a> |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| N/A                      |       |                 |

**Collaborative Meeting Topics**

| Topic                            | Description                                                                      | Estimated Hours (Oracle w/Client) |
|----------------------------------|----------------------------------------------------------------------------------|-----------------------------------|
| Administrator Role Functionality | Provide overview of functionality available to Administrator role                | 0                                 |
| Setup Overview                   | Provide security permissions, roles, user management, and dashboard overview     | 1.5                               |
| Customization Overview           | Provide workflow and approval overview (topic to be covered more in course TR10) | 0.5                               |
| Import/Export Capability         | Provide overview of import/export options                                        | 0                                 |

| Goals                    | Notes                                                                                                                      | Completed (Y/N) |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|
| Administrator Competency | Ensure the customer is comfortable referencing and maintaining users, employees, and roles within NetSuite for Government. |                 |

**TR03 – Chart of Accounts Training**[Return to Course List](#)**Course Code:** TR03**Course Name:** Chart of Accounts Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                    | Notes                                                     | Completed (Y/N) |
|------------------------------------------------------------------|-----------------------------------------------------------|-----------------|
| Project Initiation Phase                                         |                                                           |                 |
| Configuration & Data Migration Phase                             |                                                           |                 |
| System Administrator Training                                    |                                                           |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Financials: Chart of Accounts</a>             |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Item Management: Items (Financials First)</a> |                 |

| Documents/Items to Bring | Notes                                                  | Completed (Y/N) |
|--------------------------|--------------------------------------------------------|-----------------|
| COA Mapping Document     | Provided by Oracle (used as reference during training) |                 |

**Collaborative Meeting Topics**

| Topic                                                    | Description                                                                                  | Estimated Hours (Oracle w/Client) |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------|
| Finance Director & Accounting Manager Role Functionality | Provide overview of functionality available to Finance Director and Accounting Manager roles | 0                                 |
| Setup Overview                                           | Chart of Accounts, Fund Validation, Fund List/Search                                         | 0.5                               |
| Financials Overview                                      | Lists (Account, Department, Locations)                                                       | 0.5                               |
| Reporting Overview                                       | Chart of Accounts, Trial Balance                                                             | 0                                 |

| Goals                        | Notes                                                                                                                | Completed (Y/N) |
|------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------|
| Chart of Accounts Competence | Ensure the customer is comfortable referencing and maintaining the chart of accounts within NetSuite for Government. |                 |

**TR04 – General Ledger Training**[Return to Course List](#)**Course Code:** TR04**Course Name:** General Ledger Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Accountants**Location:** Remote (Zoom Meeting)

| Prerequisites                                                    | Notes                                                    | Completed (Y/N) |
|------------------------------------------------------------------|----------------------------------------------------------|-----------------|
| Project Initiation Phase                                         |                                                          |                 |
| Configuration & Data Migration Phase                             |                                                          |                 |
| System Administrator Training                                    |                                                          |                 |
| Chart of Accounts Training                                       |                                                          |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Financials: Journal Entries</a>              |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Financials: Accounting Period Management</a> |                 |

| Documents/Items to Bring | Notes                                                  | Completed (Y/N) |
|--------------------------|--------------------------------------------------------|-----------------|
| Sample Journal Entries   |                                                        |                 |
| Sample Budget Transfers  |                                                        |                 |
| COA Mapping Document     | Provided by Oracle (used as reference during training) |                 |

**Collaborative Meeting Topics**

| Topic                                                    | Description                                                                                                                                                                                                                                                   | Estimated Hours (Oracle w/Client) |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Finance Director & Accounting Manager Role Functionality | Provide overview of functionality available to Finance Director and Accounting Manager roles                                                                                                                                                                  | 0                                 |
| Setup Overview                                           | Fund Validation, Fund List/Search, Import/Export Procedures                                                                                                                                                                                                   | 0.5                               |
| Financials Overview                                      | 1. Transactions (Make Journal Entries, Approve Journal Entries, Search Transactions, Enter Opening Balances)<br>2. Other Transactions (Balance Transactions by Segment, GL Balance Reporting on specific records)<br>3. Custom Budgets<br>4. Budget Transfers | 0.5                               |
| Reporting Overview                                       | 1. Trial Balance<br>2. Budget v Actuals<br>3. GL Transaction Reports                                                                                                                                                                                          | 0                                 |

| Goals         | Notes                                                                                                                                           | Completed (Y/N) |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| GL Competence | Ensure the customer is comfortable using and maintaining the general ledger and budgeting processes and reports within NetSuite for Government. |                 |

**TR05 – Procurement Training**[Return to Course List](#)**Course Code:** TR05**Course Name:** Procurement Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), A/P Clerk(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                    | Notes                           | Completed (Y/N) |
|------------------------------------------------------------------|---------------------------------|-----------------|
| Project Initiation Phase                                         |                                 |                 |
| Configuration & Data Migration Phase                             |                                 |                 |
| System Administrator Training                                    |                                 |                 |
| Chart of Accounts Training                                       |                                 |                 |
| Oracle Learning Center Video Series - Agency: Fundamentals       | <a href="#">Procure to Pay</a>  |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Procure to Pay</a>  |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Return to Debit</a> |                 |

| Documents/Items to Bring                                        | Notes                        | Completed (Y/N) |
|-----------------------------------------------------------------|------------------------------|-----------------|
| Sample purchase orders and A/P invoices to enter in NS for Govt |                              |                 |
| Sample A/P Check                                                | Used to confirm check format |                 |

**Collaborative Meeting Topics**

| Topic                        | Description                                                                                                                                                                                                                                                                               | Estimated Hours (Oracle w/Client) |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| A/P Clerk Role Functionality | Provide overview of functionality available to A/P Clerk role                                                                                                                                                                                                                             | 0                                 |
| Billing Tab Overview         | 1. Lists (Vendors, Contacts)<br>2. Purchases (Enter Requisitions, Enter Purchases Orders, Receive Orders, Enter Bills)<br>3. Accounts Payable (Enter Vendor Return Authorizations, Approve Vendor Returns, Ship Vendor Returns, Print Checks and Forms)<br>4. Other (Search Transactions) | 0.5                               |
| Approval Procedures          | 1. Requisitions to Purchase Orders<br>2. Order to Receive<br>3. Purchase Orders to Bill                                                                                                                                                                                                   | 0.5                               |
| Import/Export Procedures     | Overview of importing/exporting data centered around procurement                                                                                                                                                                                                                          | 0                                 |
| Reporting                    | Overview of useful procurement reports (reminder driven reports, budget v actuals, A/P aging, open POs, etc)                                                                                                                                                                              | 0                                 |

| Goals                  | Notes                                                                                                          | Completed (Y/N) |
|------------------------|----------------------------------------------------------------------------------------------------------------|-----------------|
| Procurement Competence | Ensure the customer is comfortable using and maintaining procurement processes within NetSuite for Government. |                 |

| Goals                            | Notes                                                                                                        | Completed (Y/N) |
|----------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------|
| Procurement Reporting Competence | Ensure the customer is comfortable using and maintaining procurement reports within NetSuite for Government. |                 |

**TR06 – Accounts Receivable/Cash Receipts Training**[Return to Course List](#)**Course Code:** TR06**Course Name:** Accounts Receivable/Cash Receipts Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), A/R Clerk(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                    | Notes                         | Completed (Y/N) |
|------------------------------------------------------------------|-------------------------------|-----------------|
| Project Initiation Phase                                         |                               |                 |
| Configuration & Data Migration Phase                             |                               |                 |
| System Administrator Training                                    |                               |                 |
| Chart of Accounts Training                                       |                               |                 |
| Procurement Training                                             |                               |                 |
| Oracle Learning Center Video Series - Agency: Fundamentals       | <a href="#">Order to Cash</a> |                 |
| Oracle Learning Center Video Series - Financials First Tutorials | <a href="#">Order to Cash</a> |                 |

| Documents/Items to Bring                                     | Notes | Completed (Y/N) |
|--------------------------------------------------------------|-------|-----------------|
| Sample AR invoices and cash receipts to enter in NS for Govt |       |                 |

**Collaborative Meeting Topics**

| Topic                        | Description                                                                                                                                                                                                           | Estimated Hours (Oracle w/Client) |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| A/R Clerk Role Functionality | Provide overview of functionality available to A/R Clerk role                                                                                                                                                         | 0                                 |
| Billing Tab Overview         | 1. Customer Saved Searches<br>2. Sales (Create Invoices, Group Invoices, Enter Cash Sales, Invoice Sales Orders, Invoice Billable Customers, Generate Statements)<br>3. Setup                                         | 0.5                               |
| Customer Tab Overview        | 1. Lists (Customers, Contacts)<br>2. Accounts Receivable (Accept Customer Payments, Record Customer Deposits, Generate Statements, Individual Statements)<br>3. Other (Search Transactions)<br>4. Approval Procedures | 0.5                               |
| Reports                      | Overview of useful AR/CR reports (reminder driven reports, A/R aging, A/R payment history, etc).                                                                                                                      | 0                                 |

| Goals            | Notes                                                                                                                                                    | Completed (Y/N) |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| AR/CR Competence | Ensure the customer is comfortable using and maintaining the accounts receivable and cash receipts processes and reports within NetSuite for Government. |                 |

**TR07 – Bank Reconciliation Training**[Return to Course List](#)**Course Code:** TR07**Course Name:** Bank Reconciliation Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                        | Notes                                               | Completed (Y/N) |
|----------------------------------------------------------------------|-----------------------------------------------------|-----------------|
| Project Initiation Phase                                             |                                                     |                 |
| Configuration & Data Migration Phase                                 |                                                     |                 |
| System Administrator Training                                        |                                                     |                 |
| Chart of Accounts Training                                           |                                                     |                 |
| Procurement Training                                                 |                                                     |                 |
| Accounts Receivable/Cash Receipts Training                           |                                                     |                 |
| Oracle Learning Center Video Series - Financials First Tutorials     | <a href="#">Banking</a>                             |                 |
| Oracle Learning Center Video Series - NetSuite: Financial Management | <a href="#">Bank and Credit Card Reconciliation</a> |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| N/A                      |       |                 |

**Collaborative Meeting Topics**

| Topic               | Description                                                                                                                       | Estimated Hours (Oracle w/Client) |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Bank Setup          | Overview of bank configuration for reconciliation                                                                                 | 0.25                              |
| Positive Pay Setup  | Overview of positive pay file configuration                                                                                       | 0.5                               |
| Bank Reconciliation | Overview of bank reconciliation process, including<br>1. Bank file upload<br>2. Match Bank Data<br>3. Reconcile Account Statement | 0.25                              |
| Reports             | Overview of useful bank reconciliation reports (such as Reconciliation Summary, Reconciliation Detail, etc).                      | 0                                 |

| Goals                          | Notes                                                                                                        | Completed (Y/N) |
|--------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------|
| Bank Reconciliation Competence | Ensure the customer is comfortable using and maintaining the items/processes related to bank reconciliation. |                 |



**TR08 – Fixed Assets Training**[Return to Course List](#)**Course Code:** TR08**Course Name:** Fixed Assets Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                          | Notes                                            | Completed (Y/N) |
|------------------------------------------------------------------------|--------------------------------------------------|-----------------|
| Project Initiation Phase                                               |                                                  |                 |
| Configuration & Data Migration Phase                                   |                                                  |                 |
| System Administrator Training                                          |                                                  |                 |
| Chart of Accounts Training                                             |                                                  |                 |
| Procurement Training                                                   |                                                  |                 |
| Accounts Receivable/Cash Receipts Training                             |                                                  |                 |
| Oracle Learning Center Video Series - Fixed Asset Management Tutorials | <a href="#">Fixed Asset Management Tutorials</a> |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| N/A                      |       |                 |

**Collaborative Meeting Topics**

| Topic                 | Description                                                                                                                                                                  | Estimated Hours (Oracle w/Client) |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Fixed Assets Setup    | Overview of setup considerations (including accounts and asset types).                                                                                                       | 0.25                              |
| Fixed Assets Overview | Walkthrough of the functionality of the Fixed Assets Management SuiteApp. Processes include (but are not limited to) asset creation, asset depreciation, and asset disposal. | 0.5                               |
| Procurement           | Overview of asset creation based on procurement transactions.                                                                                                                | 0.25                              |
| Reports               | Overview of useful fixed assets reports (such as asset summary, depreciation reports, fixed asset register, net book values, etc).                                           | 0                                 |

| Goals                   | Notes                                                                                          | Completed (Y/N) |
|-------------------------|------------------------------------------------------------------------------------------------|-----------------|
| Fixed Assets Competence | Ensure the customer is comfortable using and maintaining the Fixed Assets Management SuiteApp. |                 |

**TR09 – Planning and Budgeting Training**[Return to Course List](#)**Course Code:** TR09**Course Name:** Planning and Budgeting Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                                                             | Notes                              | Completed (Y/N) |
|-----------------------------------------------------------------------------------------------------------|------------------------------------|-----------------|
| Project Initiation Phase                                                                                  |                                    |                 |
| Configuration & Data Migration Phase                                                                      |                                    |                 |
| System Administrator Training                                                                             |                                    |                 |
| Chart of Accounts Training                                                                                |                                    |                 |
| Procurement Training                                                                                      |                                    |                 |
| Accounts Receivable/Cash Receipts Training                                                                |                                    |                 |
| Fixed Assets Training                                                                                     |                                    |                 |
| Oracle Learning Center Video Series - Introduction to NetSuite Planning and Budgeting: Premium Financials | <a href="#">Premium Financials</a> |                 |
| Oracle Learning Center Video Series - NetSuite Planning and Budgeting: Smart View                         | <a href="#">Smart View</a>         |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| N/A                      |       |                 |

**Collaborative Meeting Topics**

| Topic                           | Description                                                   | Estimated Hours (Oracle w/Client) |
|---------------------------------|---------------------------------------------------------------|-----------------------------------|
| Planning and Budgeting Overview | Walkthrough of NetSuite Planning and Budgeting functionality. | 2                                 |

| Goals                             | Notes                                                                                 | Completed (Y/N) |
|-----------------------------------|---------------------------------------------------------------------------------------|-----------------|
| Planning and Budgeting Competence | Ensure customer is comfortable using and maintaining NetSuite Planning and Budgeting. |                 |

**TR10 – Analytics & Reports Training**[Return to Course List](#)**Course Code:** TR10**Course Name:** Analytics & Reports Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                                              | Notes                                                | Completed (Y/N) |
|--------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------|
| Project Initiation Phase                                                                   |                                                      |                 |
| Configuration & Data Migration Phase                                                       |                                                      |                 |
| System Administrator Training                                                              |                                                      |                 |
| Chart of Accounts Training                                                                 |                                                      |                 |
| Procurement Training                                                                       |                                                      |                 |
| Accounts Receivable/Cash Receipts Training                                                 |                                                      |                 |
| Fixed Assets Training                                                                      |                                                      |                 |
| Planning and Budgeting Training                                                            |                                                      |                 |
| Oracle Learning Center Video Series - Saved Search Series                                  | <a href="#">Saved Search Series</a>                  |                 |
| Oracle Learning Center Video Series - SuiteAnalytics: Reports and Searches                 | <a href="#">SuiteAnalytics: Reports and Searches</a> |                 |
| Oracle Learning Center Video Series - SuiteAnalytics: Advanced Searches                    | <a href="#">SuiteAnalytics: Advanced Searches</a>    |                 |
| Oracle Learning Center Video Series - SuiteAnalytics Workbook: Datasets and Visualizations | <a href="#">Datasets and Visualizations</a>          |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| Key Report Examples      |       |                 |

**Collaborative Meeting Topics**

| Topic                          | Description                                                                                             | Estimated Hours (Oracle w/Client) |
|--------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------|
| Analytics & Reporting Overview | Walkthrough of reporting functionality, including Analytics (Datasets and Workbooks) and Saved Searches | 2                                 |

| Goals                               | Notes                                                                                                                                 | Completed (Y/N) |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Analytics & Saved Search Competence | Ensure customer is comfortable maintaining any created analytics workbooks and saved searches, allowing for simple updates as needed. |                 |

**TR11 – Workflow Training**[Return to Course List](#)**Course Code:** TR11**Course Name:** Workflow Training**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)**Location:** Remote (Zoom Meeting)

| Prerequisites                                                          | Notes                                 | Completed (Y/N) |
|------------------------------------------------------------------------|---------------------------------------|-----------------|
| Project Initiation Phase                                               |                                       |                 |
| Configuration & Data Migration Phase                                   |                                       |                 |
| System Administrator Training                                          |                                       |                 |
| Chart of Accounts Training                                             |                                       |                 |
| Procurement Training                                                   |                                       |                 |
| Accounts Receivable/Cash Receipts Training                             |                                       |                 |
| Oracle Learning Center Video Series - SuiteFlow: Workflow Fundamentals | <a href="#">Workflow Fundamentals</a> |                 |

| Documents/Items to Bring | Notes | Completed (Y/N) |
|--------------------------|-------|-----------------|
| N/A                      |       |                 |

**Collaborative Meeting Topics**

| Topic                | Description                                                                               | Estimated Hours (Oracle w/Client) |
|----------------------|-------------------------------------------------------------------------------------------|-----------------------------------|
| Workflow Overview    | Walkthrough of workflow functionality for approvals and value defaulting.                 | 1                                 |
| Workflow Maintenance | Discussion and demonstration for maintaining and updating established workflows as needed | 1                                 |

| Goals               | Notes                                                                                                                                | Completed (Y/N) |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Workflow Competence | Ensure customer is comfortable maintaining any created workflows, allowing for simple updates items such as approval routing changes |                 |

## Testing & Validation Phase

### TV01 – User Acceptance Testing

[Return to Course List](#)

**Course Code:** TV01

**Course Name:** User Acceptance Testing

**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s)

**Location:** Remote (Zoom Meeting)

| Prerequisites                                    | Notes     | Completed (Y/N) |
|--------------------------------------------------|-----------|-----------------|
| Project Initiation Phase                         |           |                 |
| Configuration & Data Migration Phase             |           |                 |
| Training Phase                                   |           |                 |
| UAT test scripts updated/customized for customer | As needed |                 |

| Documents to Bring     | Notes                                                    | Completed (Y/N) |
|------------------------|----------------------------------------------------------|-----------------|
| Customer_UAT_Plan.xlsx | Test scripts may be updated to fit specific client needs |                 |

### Collaborative Meeting Topics

| Topic                              | Description                                                                                                                              | Estimated Hours (Oracle w/Client) |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| User Acceptance Testing Assistance | Guided assistance by Oracle consulting team to complete user acceptance testing, assistance with issues/questions encountered in testing | 4                                 |

| Goals                | Notes                                                                      | Completed (Y/N) |
|----------------------|----------------------------------------------------------------------------|-----------------|
| Complete UAT Testing | Ensure customer is equipped to complete UAT testing with Oracle assistance |                 |

## Go Live & Closure Phase

### GC01 – Final Data Migration Workshop: Current Fiscal Year Data Import

[Return to Course List](#)

**Course Code:** GC01

**Course Name:** Final Data Migration Workshop: Current Fiscal Year Data Import

**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s)

**Location:** Remote (Zoom Meeting)

| Prerequisites                                         | Notes | Completed (Y/N) |
|-------------------------------------------------------|-------|-----------------|
| Project Initiation Phase                              |       |                 |
| Configuration & Data Migration Phase                  |       |                 |
| Training Phase                                        |       |                 |
| Remove any testing records in preparation for Go-Live |       |                 |

| Documents to Bring           | Notes                  | Completed (Y/N) |
|------------------------------|------------------------|-----------------|
| Complete Transaction History | Not a Repeat from PI02 |                 |

### Collaborative Meeting Topics

| Topic                                       | Description                                                                                          | Estimated Hours (Oracle w/Client) |
|---------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------|
| Define Transaction Cut-Off Date             | Define and agree on a Final Cut-Off Date for entering transactions to support a Final Data Migration | 1                                 |
| Final Migration of Current Fiscal Year Data | Final review of current fiscal year data to be migrated prior to go-live.                            | 3                                 |

| Goals                                            | Notes                                                                                                                                        | Completed (Y/N) |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Final Data Migration of Current Fiscal Year Data | Ensure that outstanding questions/issues surrounding current fiscal year data (specifically procurement data) are addressed prior to import. |                 |

**GC02 – Go Live Support: Accounting and Finance Support**[Return to Course List](#)**Course Code:** GC02**Course Name:** Go Live Support: Accounting and Finance Support**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s), A/P Clerk(s), A/R Clerk(s), Accountants**Location:** Remote (Zoom Meeting)

| Prerequisites                                                  | Notes | Completed (Y/N) |
|----------------------------------------------------------------|-------|-----------------|
| Project Initiation Phase                                       |       |                 |
| Configuration & Data Migration Phase                           |       |                 |
| Training Phase                                                 |       |                 |
| Final Data Migration Workshop: Current Fiscal Year Data Import |       |                 |
| Go Live                                                        |       |                 |

| Documents to Bring                                        | Notes | Completed (Y/N) |
|-----------------------------------------------------------|-------|-----------------|
| Examples of any accounting/finance issues to be addressed |       |                 |

**Collaborative Meeting Topics**

| Topic                          | Description                                       | Estimated Hours (Oracle w/Client) |
|--------------------------------|---------------------------------------------------|-----------------------------------|
| Accounting and Finance Support | Assistance with any accounting and finance items. | 40                                |

| Goals                                   | Notes                                                                                   | Completed (Y/N) |
|-----------------------------------------|-----------------------------------------------------------------------------------------|-----------------|
| Accounting and Finance Issue Resolution | Identify any non-implementation items to be addressed/maintained by support/development |                 |

**GC03 – Go Live Support: Technical Support**[Return to Course List](#)**Course Code:** GC03**Course Name:** Go Live Support: Technical Support**Audience:** Finance Director, Accounting Manager(s), IT Administrator(s), Purchasing Manager(s), A/P Clerk(s), A/R Clerk(s), Accountants**Location:** Remote (Zoom Meeting)

| Prerequisites                                                  | Notes | Completed (Y/N) |
|----------------------------------------------------------------|-------|-----------------|
| Project Initiation Phase                                       |       |                 |
| Configuration & Data Migration Phase                           |       |                 |
| Training Phase                                                 |       |                 |
| Final Data Migration Workshop: Current Fiscal Year Data Import |       |                 |
| Go Live                                                        |       |                 |

| Documents to Bring                               | Notes | Completed (Y/N) |
|--------------------------------------------------|-------|-----------------|
| Examples of any technical issues to be addressed |       |                 |

**Collaborative Meeting Topics**

| Topic             | Description                                                            | Estimated Hours (Oracle w/Client) |
|-------------------|------------------------------------------------------------------------|-----------------------------------|
| Technical Support | Assistance with any technical items (such as integrations and reports) | 30                                |

| Goals                      | Notes                                                                                   | Completed (Y/N) |
|----------------------------|-----------------------------------------------------------------------------------------|-----------------|
| Technical Issue Resolution | Identify any non-implementation items to be addressed/maintained by support/development |                 |



## XI. TRAINING COORDINATION

Proposer to detail the roles and responsibilities for the training effort.

| Role/Responsibility                        | Role/Responsibility is City/Proposer/Shared |
|--------------------------------------------|---------------------------------------------|
| Training Coordination/Scheduling           | Oracle                                      |
| Training Curriculum/Material Development   | Oracle                                      |
| Training Instruction/Delivery              | Oracle                                      |
| Other: Release notes, Continuous Education | Oracle                                      |

## XII. SYSTEM DOCUMENTATION

Proposer to provide a detailed description of system documentation and resources that will be included as part of the implementation including, but not limited to, detailed system user manuals, "Quick Reference" guides, etc. as available. Proposer to itemize optional items on Attachment C.

| Type of Documentation          | Description/Explanation/Optional                                                                                                                                                                                              |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quick Reference Guides         | Context-sensitive online help is available on every screen and can be printed as necessary.                                                                                                                                   |
| Online Support                 | Self-service support site is open to all users at no additional charge and offers a searchable knowledge center rich with support articles, best practices, help topics, and training videos.                                 |
| Help Desk Support              | NetSuite for Government engineers are available 24 hours a day, 7 days a week through a login to our Oracle Service Cloud Portal with the option of telephone support including after-hours availability for critical issues. |
| User Group Community Resources | Government specific user groups will be formed over time.                                                                                                                                                                     |
| Annual User Conferences        | SuiteWorld is the NetSuite annual user conference.<br>CloudWorld is the Oracle annual user conference.                                                                                                                        |
| Videos                         | Training videos are included in the self-service support site.                                                                                                                                                                |
| Custom User Guides/Manuals     | User guides are included in the self-service support site. They are not customized.                                                                                                                                           |
| Other:                         | Customer Learning Cloud Support pass is included in your subscription.<br>The hub of NetSuite for Government online learning resources.                                                                                       |

### XIII. APPROACH TO TESTING AND QUALITY ASSURANCE

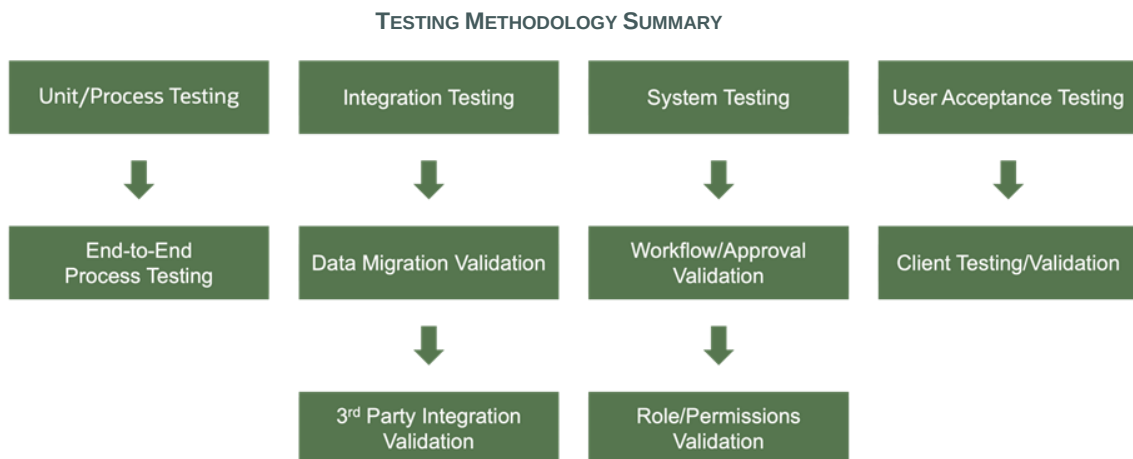
Describe your standard approach to testing and quality assurance.

#### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

The Quality Assurance program consists of a combination of internal management practices and controls used to monitor, sample, and direct Oracle and client implementation resources in the process of defining, designing, configuring, integrating, and deploying the NetSuite for Government solution. The purpose of this plan is to establish operational methodologies and procedures for quality assurance to be applied in support of the activities through all phases of your NetSuite for Government implementation. This plan defines our formal approach to conducting evaluations and follow-up activities necessary to ensure timely and effective resolution of quality assurance problems.

Oracle provides the following Quality Assurance services:

- **Planning** – Planning sessions scheduled, and test templates reviewed.
- **Preparation** – UAT guidance, training, and test template development.
- **Testing Support** – General support in testing coordination, remediation, and troubleshooting.
- **Conduct UAT** – Users complete UAT with Oracle guidance.



### XIV. SAMPLE PLAN

Submit a Sample Testing and Quality Assurance Plan that would be very similar to the plan utilized for the City's Project. Proposer to submit as an Exhibit a Sample Plan in Tab 3.

Exhibit submitted Yes ☒ No

**ORACLE  
NETSUITE  
For Government**
**User Acceptance**
**Testing Plan**

Client: Sample Customer  
Date: MM/DD/YYYY

Project Manager: Sample PM

| Process    | Number | Test Case                        | Step | Description                                                                         | Status | Expected Result                                                                                                 | Assigned Resource | Date Tested | Actual Result | User Role | Comments/Notes |
|------------|--------|----------------------------------|------|-------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------|-------------------|-------------|---------------|-----------|----------------|
| Vendors    |        | 1 Vendor Entry                   |      |                                                                                     |        |                                                                                                                 |                   |             |               |           |                |
| Vendors    |        | 1 Vendor Entry                   | 1    | Navigate to Vendor List                                                             |        | Vendors screen opens                                                                                            |                   |             |               |           |                |
| Vendors    |        | 1 Vendor Entry                   | 2    | Select New Vendor option, enter vendor data, then select Save                       |        | Vendor created/saved within the Vendor list                                                                     |                   |             |               |           |                |
| Vendors    |        | 1 Vendor Entry                   | 3    | Attach file(s) to vendor record by dragging dropping file(s)                        |        | Confirmation message appears stating that "file.ext upload completed"<br>File can then be found in File Cabinet |                   |             |               |           |                |
| Purchasing |        | 2 Purchase Order Entry           |      |                                                                                     |        |                                                                                                                 |                   |             |               |           |                |
| Purchasing |        | 2 Purchase Order Entry           | 1    | Navigate to Enter Purchase Orders                                                   |        | Purchase Order screen opens                                                                                     |                   |             |               |           |                |
| Purchasing |        | 2 Purchase Order Entry           | 2    | Enter PO data and save record                                                       |        | Purchase Order record saves and routes for approval                                                             |                   |             |               |           |                |
| Purchasing |        | 3 Purchase Order Review/Approval |      |                                                                                     |        |                                                                                                                 |                   |             |               |           |                |
| Purchasing |        | 3 Purchase Order Review/Approval | 1    | Navigate to Approve Purchase Requests                                               |        | Approve Purchase Request screen opens                                                                           |                   |             |               |           |                |
| Purchasing |        | 3 Purchase Order Review/Approval | 2    | Indicate Purchase Order(s) to approve and select Save                               |        | Purchase Order now shows as "Approved by Supervisor/Pending Bill"                                               |                   |             |               |           |                |
| Purchasing |        | 4 Print Purchase Order           |      |                                                                                     |        |                                                                                                                 |                   |             |               |           |                |
| Purchasing |        | 4 Print Purchase Order           | 1    | Navigate to Purchase Order list                                                     |        | Purchase Order List screen opens                                                                                |                   |             |               |           |                |
| Purchasing |        | 4 Print Purchase Order           | 2    | Select desired PO and print                                                         |        | PDF Purchase Order will open in a new browser tab                                                               |                   |             |               |           |                |
| Purchasing |        | 4 Print Purchase Order           | 3    | Print PO to desired printer                                                         |        | Purchase Order prints to selected printer                                                                       |                   |             |               |           |                |
| Purchasing |        | 4 Print Purchase Order           | 4    | Attach file(s) to PO record by dragging dropping file(s)                            |        | Confirmation message appears stating that "file.ext upload completed"<br>File can then be found in File Cabinet |                   |             |               |           |                |
| Purchasing |        | 5 Fully Receive Purchase Order   |      |                                                                                     |        |                                                                                                                 |                   |             |               |           |                |
| Purchasing |        | 5 Fully Receive Purchase Order   | 1    | Navigate to Receive Orders                                                          |        | Item Receipts screen opens                                                                                      |                   |             |               |           |                |
| Purchasing |        | 5 Fully Receive Purchase Order   | 2    | Enter quantity to be received on line item(s) or select Mark All and save record(s) |        | Received amount updates based on what was marked received                                                       |                   |             |               |           |                |

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|                          |    |                                    |   |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
|--------------------------|----|------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| Purchasing               | 6  | Partially Receive Purchase Order   |   |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
| Purchasing               | 6  | Partially Receive Purchase Order   | 1 | Navigate to Receive Orders                                                                                                                          | Item Receipts screen opens                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |
| Purchasing               | 6  | Partially Receive Purchase Order   | 2 | Enter quantity to be received on line item(s) and save record(s)                                                                                    | Received amount updates based on what was marked received                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |  |
| Purchasing               | 7  | Close Purchase Order               |   |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
| Purchasing               | 7  | Close Purchase Order               | 1 | Navigate to Purchase Order list                                                                                                                     | Purchase Order List screen opens                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |  |  |
| Purchasing               | 7  | Close Purchase Order               | 2 | Open desired PO and select Close                                                                                                                    | Purchase Order status changes to Closed                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |  |  |
| Purchasing               | 8  | Create Blanket Purchase Order      |   |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
| Purchasing               | 8  | Create Blanket Purchase Order      | 1 | Navigate to Enter Blanket Purchase Order                                                                                                            | Blanket Purchase Order screen opens                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |  |  |
| Purchasing               | 8  | Create Blanket Purchase Order      |   | Enter blanket PO data and save record                                                                                                               | Confirmation message appears stating "transaction successfully saved"                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |  |
| Purchasing               | 9  | Release Qty/Amount from Blanket PO |   |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
| Purchasing               | 9  | Release Qty/Amount from Blanket PO | 1 | With the desired Blanket PO open in the Blanket Purchase Order screen, select the pencil icon in the Schedule column on the desired item to release |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
| Purchasing               | 9  | Release Qty/Amount from Blanket PO | 2 | Select the Release checkbox, then enter a date, quantity to release and memo, then select OK                                                        | If the amount scheduled to release is less than is purchased, a dialogue box will appear stating "You have scheduled less than you are purchasing. Do you wish to continue?" Selecting OK will return the user to the Blanket Purchase Order screen<br>If the amount scheduled to release = amount purchased, selecting OK will return the user to the Blanket Purchase Order screen |  |  |  |  |  |  |
| Purchasing               | 9  | Release Qty/Amount from Blanket PO | 3 | Save the Blanket Purchase Order record                                                                                                              | Processed Transactions screen opens with confirmation message stating "transaction successfully saved"<br>Purchase Orders for any released amounts are shown                                                                                                                                                                                                                         |  |  |  |  |  |  |
| Accounts Payable / Bills | 10 | Bill Entry                         |   |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |

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|                          |    |                      |   |                                                                      |                                                                                                                      |  |  |  |  |  |
|--------------------------|----|----------------------|---|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Accounts Payable / Bills | 10 | Bill Entry           | 1 | Navigate to Enter Bills                                              | Bill screen opens                                                                                                    |  |  |  |  |  |
| Accounts Payable / Bills | 10 | Bill Entry           | 2 | Enter Bill data and save record                                      | Bill record saves and routes for approval                                                                            |  |  |  |  |  |
| Accounts Payable / Bills | 10 | Bill Entry           | 3 | Attach file(s) to bill record by dragging dropping file(s)           | Confirmation message appears stating that "file.ext upload completed"<br>File can then be found in File Cabinet      |  |  |  |  |  |
| Accounts Payable / Bills | 11 | Bill Review/Approval |   |                                                                      |                                                                                                                      |  |  |  |  |  |
| Accounts Payable / Bills | 11 | Bill Review/Approval | 1 | Navigate to Approve Bills                                            | Approve Bills screen opens                                                                                           |  |  |  |  |  |
| Accounts Payable / Bills | 11 | Bill Review/Approval | 2 | Indicate Bill(s) to approve and select Submit                        | Confirmation message appears stating "Bill successfully approved"<br>Bill now shows with Approval Status of Approved |  |  |  |  |  |
| Accounts Payable / Bills | 12 | Pay Bills            |   |                                                                      |                                                                                                                      |  |  |  |  |  |
| Accounts Payable / Bills | 12 | Pay Bills            | 1 | Navigate to Pay Bills                                                | Bill Payments screen opens                                                                                           |  |  |  |  |  |
| Accounts Payable / Bills | 12 | Pay Bills            | 2 | Indicate Department and Bill(s) to be paid and select Save           | Confirmation message appears stating "Transaction successfully saved"<br>Process Bill Payments screen opens          |  |  |  |  |  |
| Accounts Payable / Bills | 12 | Pay Bills            | 3 | Select OK in the Processed Bill Payments screen                      | Home screen opens                                                                                                    |  |  |  |  |  |
| Accounts Payable / Bills | 13 | Void Bill Payment    |   |                                                                      |                                                                                                                      |  |  |  |  |  |
| Accounts Payable / Bills | 13 | Void Bill Payment    | 1 | Navigate to Pay Bills List                                           | Bill Payments screen opens                                                                                           |  |  |  |  |  |
| Accounts Payable / Bills | 13 | Void Bill Payment    | 2 | Select Edit or View on the desired Bill, then Select the Void option | Voiding Journal screen opens showing the void of the bill payment.                                                   |  |  |  |  |  |
| Accounts Payable / Bills | 13 | Void Bill Payment    | 3 | Save Voiding Journal                                                 | Confirmation message appears stating "Transaction successfully saved"                                                |  |  |  |  |  |
| Accounts Payable / Bills | 14 | Bill Credits         |   |                                                                      |                                                                                                                      |  |  |  |  |  |
| Accounts Payable / Bills | 14 | Bill Credits         | 1 | Navigate to Bill List                                                | Bills screen opens                                                                                                   |  |  |  |  |  |
| Accounts Payable / Bills | 14 | Bill Credits         | 2 | Select View on the desired Bill, then select the Credit option       | Bill Credit screen opens                                                                                             |  |  |  |  |  |

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|                          |    |                               |   |                                                                        |                                                                                                                                               |  |  |  |  |  |
|--------------------------|----|-------------------------------|---|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Accounts Payable / Bills | 14 | Bill Credits                  | 3 | Adjust the amount to credit as desired, then select Save               | Confirmation message appears stating "Transaction successfully saved"<br>Bill screen opens indicating the credit applied to the selected Bill |  |  |  |  |  |
| Accounts Payable / Bills | 15 | Print Checks                  |   |                                                                        |                                                                                                                                               |  |  |  |  |  |
| Accounts Payable / Bills | 15 | Print Checks                  | 1 | Navigate to Print Checks and Forms                                     | Print Checks and Forms screen opens                                                                                                           |  |  |  |  |  |
| Accounts Payable / Bills | 15 | Print Checks                  | 2 | Select Checks                                                          | Print Checks screen opens                                                                                                                     |  |  |  |  |  |
| Accounts Payable / Bills | 15 | Print Checks                  | 3 | Select desired account in Account dropdown                             | Available checks (Bill Payments with To Be Printed selected) will show on the screen                                                          |  |  |  |  |  |
| Accounts Payable / Bills | 15 | Print Checks                  | 4 | Indicate desired checks to print and select Print                      | PDF Check(s) will open in a new browser tab                                                                                                   |  |  |  |  |  |
| Accounts Payable / Bills | 15 | Print Checks                  | 5 | Print Check(s) to desired printer                                      | Check(s) print to selected printer                                                                                                            |  |  |  |  |  |
| Accounts Payable / Bills | 16 | Generate Positive Pay File    |   |                                                                        |                                                                                                                                               |  |  |  |  |  |
| Accounts Payable / Bills | 16 | Generate Positive Pay File    | 1 | Navigate to Positive Pay                                               | Positive Pay screen opens                                                                                                                     |  |  |  |  |  |
| Accounts Payable / Bills | 16 | Generate Positive Pay File    | 2 | Indicate check range for file (Cheque From/Check To) and select Submit | Payment File Administration screen opens. File Processed status will update to Processed status                                               |  |  |  |  |  |
| Accounts Payable / Bills | 16 | Generate Positive Pay File    | 3 | Edit positive pay file if needed                                       | New browser window generates for user to make manual changes to positive pay file                                                             |  |  |  |  |  |
| Accounts Payable / Bills | 16 | Generate Positive Pay File    | 4 | Download positive pay file                                             | File downloads                                                                                                                                |  |  |  |  |  |
| Journal Entries          | 17 | Entering Journal Entries      |   |                                                                        |                                                                                                                                               |  |  |  |  |  |
| Journal Entries          | 17 | Entering Journal Entries      | 1 | Navigate to Make Journal Entries                                       | Journal screen opens                                                                                                                          |  |  |  |  |  |
| Journal Entries          | 17 | Entering Journal Entries      | 2 | Enter Journal Entry data and save record                               | Confirmation message appears stating "Transaction successfully saved"<br>Journal Entry shows with Approval Status of Pending Approval         |  |  |  |  |  |
| Journal Entries          | 18 | Journal Entry Review/Approval |   |                                                                        |                                                                                                                                               |  |  |  |  |  |
| Journal Entries          | 18 | Journal Entry Review/Approval | 1 | Navigate to Approve Journal Entries                                    | Approve Journals screen opens                                                                                                                 |  |  |  |  |  |

|                                   |    |                               |   |                                                                             |                                                                                                                                                                         |  |  |  |  |  |
|-----------------------------------|----|-------------------------------|---|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Journal Entries                   | 18 | Journal Entry Review/Approval | 2 | Indicate Journal Entries to be approved and select Save                     | Confirmation message appears stating "All journal entries have been successfully approved"<br>Approved checkbox on Journal screen indicates that the record is approved |  |  |  |  |  |
| Customers                         | 19 | Customer Entry                |   |                                                                             |                                                                                                                                                                         |  |  |  |  |  |
| Customers                         | 19 | Customer Entry                | 1 | Navigate to Customers                                                       | Customers screen opens                                                                                                                                                  |  |  |  |  |  |
| Customers                         | 19 | Customer Entry                | 2 | Select New Customer option, enter customer data, then select Save           | Customer created/saved within the Customer list                                                                                                                         |  |  |  |  |  |
| Accounts Receivable               | 20 | AR Invoice Entry              |   |                                                                             |                                                                                                                                                                         |  |  |  |  |  |
| Accounts Receivable               | 20 | AR Invoice Entry              | 1 | Navigate to Create Invoices                                                 | Invoice screen opens                                                                                                                                                    |  |  |  |  |  |
| Accounts Receivable               | 20 | AR Invoice Entry              | 2 | Enter invoice data and save record                                          | Invoice record saves                                                                                                                                                    |  |  |  |  |  |
| Accounts Receivable               | 21 | Print AR Invoice              |   |                                                                             |                                                                                                                                                                         |  |  |  |  |  |
| Accounts Receivable               | 21 | Print AR Invoice              | 1 | Navigate to Create Invoices                                                 | Invoice screen opens                                                                                                                                                    |  |  |  |  |  |
| Accounts Receivable               | 21 | Print AR Invoice              | 2 | Search for desired invoice. Select Print option                             | PDF invoice will open in a new browser tab                                                                                                                              |  |  |  |  |  |
| Accounts Receivable               | 21 | Print AR Invoice              | 3 | Print invoice to desired printer                                            | Invoice prints to selected printer                                                                                                                                      |  |  |  |  |  |
| Accounts Receivable               | 22 | Email AR Invoice              |   |                                                                             |                                                                                                                                                                         |  |  |  |  |  |
| Accounts Receivable               | 22 | Email AR Invoice              | 1 | Navigate to Create Invoices                                                 | Invoice screen opens                                                                                                                                                    |  |  |  |  |  |
| Accounts Receivable               | 22 | Email AR Invoice              | 2 | Search for desired invoice. Select Email option within the Actions dropdown | Invoice is emailed to customer and user initiating email                                                                                                                |  |  |  |  |  |
|                                   | 22 | Email AR Invoice              | 3 | Attach file(s) to invoice record by dragging dropping file(s)               | Confirmation message appears stating that "file.ext upload completed"<br>File can then be found in File Cabinet                                                         |  |  |  |  |  |
| Accounts Receivable/Cash Receipts | 23 | Receive Payment on AR Invoice |   |                                                                             |                                                                                                                                                                         |  |  |  |  |  |
| Accounts Receivable/Cash Receipts | 23 | Receive Payment on AR Invoice | 1 | Navigate to Create Invoices                                                 | Invoice screen opens                                                                                                                                                    |  |  |  |  |  |
| Accounts Receivable/Cash Receipts | 23 | Receive Payment on AR Invoice | 2 | Search for desired invoice. Select Accept Payment option                    | Payment screen opens                                                                                                                                                    |  |  |  |  |  |

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|                                   |    |                               |    |                                                                                                      |                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
|-----------------------------------|----|-------------------------------|----|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Accounts Receivable/Cash Receipts | 23 | Receive Payment on AR Invoice | 3  | Enter payment information and select Save                                                            | Payment record is saved. AR Invoice status updates to reflect payment                                                                                                                                                                                                                                          |  |  |  |  |  |
| Cash Sales (Receipts)             | 24 | Enter Cash Sales (Receipts)   |    |                                                                                                      |                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
| Cash Sales (Receipts)             | 24 | Enter Cash Sales (Receipts)   | 1  | Navigate to Enter Cash Sales                                                                         | Cash Sale screen opens                                                                                                                                                                                                                                                                                         |  |  |  |  |  |
| Cash Sales (Receipts)             | 24 | Enter Cash Sales (Receipts)   | 2  | Enter Cash Sale data and save record                                                                 | Cash Receipt record is saved                                                                                                                                                                                                                                                                                   |  |  |  |  |  |
| Bank Reconciliation               | 25 | Upload Bank Statement File    |    |                                                                                                      |                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
| Bank Reconciliation               | 25 | Upload Bank Statement File    | 1  | Navigate to Upload File (Transactions > Bank > Banking Import History > Upload File)                 | Upload File screen opens                                                                                                                                                                                                                                                                                       |  |  |  |  |  |
| Bank Reconciliation               | 25 | Upload Bank Statement File    | 2  | Select a file, Financial Institution, Format Profile, then select Import                             | File Import completes. Popup confirming completion of upload. Banking Import History screen confirms upload completion                                                                                                                                                                                         |  |  |  |  |  |
| Bank Reconciliation               | 26 | Match Bank Data               |    |                                                                                                      |                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
| Bank Reconciliation               | 26 | Match Bank Data               | 1  | Navigate to Match Bank Data                                                                          | Match Bank Data screen opens                                                                                                                                                                                                                                                                                   |  |  |  |  |  |
| Bank Reconciliation               | 26 | Match Bank Data               | 2  | Select an Account from the Account dropdown                                                          | 1. To Be Matched tab (if transactions need matching): Imported Bank Data section populates with uploaded bank statement<br>NS for Govt transactions show in the Account Transactions section<br>2. Review tab (if transactions auto-match):<br>NS for Govt and imported bank data transactions show as matched |  |  |  |  |  |
| Bank Reconciliation               | 26 | Match Bank Data               | 2a | Check transactions within To Be Matched tab (if transactions are not auto-matched and in Review tab) | checked transactions show in lower panes                                                                                                                                                                                                                                                                       |  |  |  |  |  |
| Bank Reconciliation               | 26 | Match Bank Data               | 3  | When all desired bank data is matched, select Submit                                                 | Confirmation message appears stating "NetSuite is confirming and clearing transactions."                                                                                                                                                                                                                       |  |  |  |  |  |
| Bank Reconciliation               | 27 | Reconcile Account Statement   |    |                                                                                                      |                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
| Bank Reconciliation               | 27 | Reconcile Account Statement   | 1  | Navigate to Reconcile Account Statement                                                              | Reconcile Account Statement screen opens                                                                                                                                                                                                                                                                       |  |  |  |  |  |



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|                     |    |                             |   |                                                                                                                                        |                                                                                                                                                                                                                          |  |  |  |  |  |
|---------------------|----|-----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Bank Reconciliation | 27 | Reconcile Account Statement | 2 | Specify Account, Statement End Date, Ending Statement Balance, then select Reconcile                                                   | Close Statement confirmation message appears. Selecting OK opens the Reconciled Statements screen showing the status of the statement set to Closed.                                                                     |  |  |  |  |  |
| Bank Management     | 28 | Create Handwritten Checks   |   |                                                                                                                                        |                                                                                                                                                                                                                          |  |  |  |  |  |
| Bank Management     | 28 | Create Handwritten Checks   | 1 | Navigate to Write Checks                                                                                                               | Check screen opens                                                                                                                                                                                                       |  |  |  |  |  |
| Bank Management     | 28 | Create Handwritten Checks   | 2 | Enter check data (payee, item(s), department, etc) and select Save                                                                     | Confirmation message appears stating "Transaction successfully saved."<br>Check record now exists in the DB for reconciliation.                                                                                          |  |  |  |  |  |
| Bank Management     | 29 | Create Deposits             |   |                                                                                                                                        |                                                                                                                                                                                                                          |  |  |  |  |  |
| Bank Management     | 29 | Create Deposits             | 1 | Navigate to Make Deposits                                                                                                              | Deposits screen opens                                                                                                                                                                                                    |  |  |  |  |  |
| Bank Management     | 29 | Create Deposits             | 2 | Enter deposit data and select Save                                                                                                     | Confirmation message appears stating "Transaction successfully saved."<br>Deposit now exists in the DB for reconciliation                                                                                                |  |  |  |  |  |
| Fixed Assets        | 30 | Manually Create Fixed Asset |   |                                                                                                                                        |                                                                                                                                                                                                                          |  |  |  |  |  |
| Fixed Assets        | 30 | Manually Create Fixed Asset | 1 | Navigate to Assets                                                                                                                     | FAM Asset List screen opens                                                                                                                                                                                              |  |  |  |  |  |
| Fixed Assets        | 30 | Manually Create Fixed Asset | 2 | Select New FAM Asset option                                                                                                            | FAM Asset screen opens for user to enter asset data                                                                                                                                                                      |  |  |  |  |  |
| Fixed Assets        | 30 | Manually Create Fixed Asset | 3 | Enter asset information (asset name, depreciation information, etc), then select Save                                                  | Fixed Asset record is saved in the DB                                                                                                                                                                                    |  |  |  |  |  |
| Fixed Assets        | 31 | Asset Depreciation          |   |                                                                                                                                        |                                                                                                                                                                                                                          |  |  |  |  |  |
| Fixed Assets        | 31 | Asset Depreciation          | 1 | Navigate to Asset Depreciation                                                                                                         | Depreciate Assets screen opens                                                                                                                                                                                           |  |  |  |  |  |
| Fixed Assets        | 31 | Asset Depreciation          | 2 | Select the desired Asset Types, Subsidiaries, depreciation period and depreciation reference, then select the Depreciate Assets option | FAM Process Status page opens, clicking the refresh option will update status as depreciation completes. Once status is completed, the depreciation run has been recorded in the DB and on the asset records depreciated |  |  |  |  |  |
| Fixed Assets        | 32 | Asset Disposal              |   |                                                                                                                                        |                                                                                                                                                                                                                          |  |  |  |  |  |
| Fixed Assets        | 32 | Asset Disposal              | 1 | Navigate to Asset Disposal                                                                                                             | Asset Sale/Disposal screen opens                                                                                                                                                                                         |  |  |  |  |  |

|              |    |                |   |                                                                                                                  |                                                                                                                                                                             |  |  |  |  |  |
|--------------|----|----------------|---|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Fixed Assets | 32 | Asset Disposal | 2 | Indicate Disposal Type (Sale or Write-Off), Disposal Date, Assets being disposed, then select the Dispose option | FAM Process Status page opens, clicking the refresh option will update status as disposal completes. Once status is completed, the asset has been disposed of within the DB |  |  |  |  |  |
|--------------|----|----------------|---|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|

## XV. PLAN DETAILS

Awarded Proposer will be responsible to provide a Testing and Quality Assurance Plan that describes all phases of testing that may be used: unit, system, interface, integration, regression, parallel, and user acceptance testing (UAT). It is the City's expectation that the Testing and Quality Assurance Plan govern all phases of the Project and that the Proposer will also provide assistance during each testing phase involving the City users. The Awarded Proposer will develop the initial UAT plan, provide templates and guidance for developing test scripts, and will provide onsite support during UAT. The Awarded Proposer will also provide a plan for stress testing the system, which will occur during or after UAT. Proposer to confirm their proposal includes providing the services identified in this Section (Item XV Plan Details) and provide any additional services that are also provided as part of your Testing and Quality Assurance Plan not listed.

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Planning for your testing activity is an important step in the implementation process and is critical to ensure the quality in implementation. A well-tested system is a key factor in a successful go live and in full user enablement.

**Unit Testing** occurs during configuration to ensure key processes function appropriately and include the project changes related to your unique requirements.

**Integration Testing** validates the data migration from the legacy software to NetSuite for Government and any third-party integrations. System Testing validates workflow approvals, user roles, and permissions.

**User Acceptance Testing (UAT)** occurs prior to go-live to confirm functionality. Your Oracle Local Government team will provide you with User Acceptance test scripts to guide you through the testing process.

Your team will need to engage and assist with the planning for User Acceptance Testing to ensure that your system is fully tested prior to going live. With Oracle's guidance and support, your team will be responsible for updating the template(s) provided by Oracle to accommodate your unique processes.

During Testing, Oracle provides the following quality assurance services:

- Planning – Planning sessions scheduled, and test templates reviewed.
- Preparation – UAT guidance, training, and test template development.
- Testing Support – General support in testing coordination, remediation, and troubleshooting.
- Conducting UAT – Users complete UAT with Oracle guidance.

## **XVI. LEVELS OF SUPPORT**

What levels of support will be provided by the Proposer during the City testing phases (e.g., parallel and UAT)? Will Proposer resources be onsite during certain testing phases? Are varying service levels offered for testing support?

### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle has estimated time to assist with your testing activity as described on Slide 4 of the Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior, included as an appendix to the Price Proposal.

Major milestones (i.e., Kick Off and Go-live) may be completed on-site, as mutually agreed. Most of the project will be completed remotely and will require participation from the organization's stakeholders and business process leads. Following Oracle NetSuite for Government's standard implementation approach, Oracle staffing will be all onshore, will be shared with other projects, and will work remotely as much as possible.

## **XVII. PARALLEL TESTING**

Describe the proposed approach to payroll parallel testing, including the number of anticipated parallel tests which would be performed for payroll processes.

### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

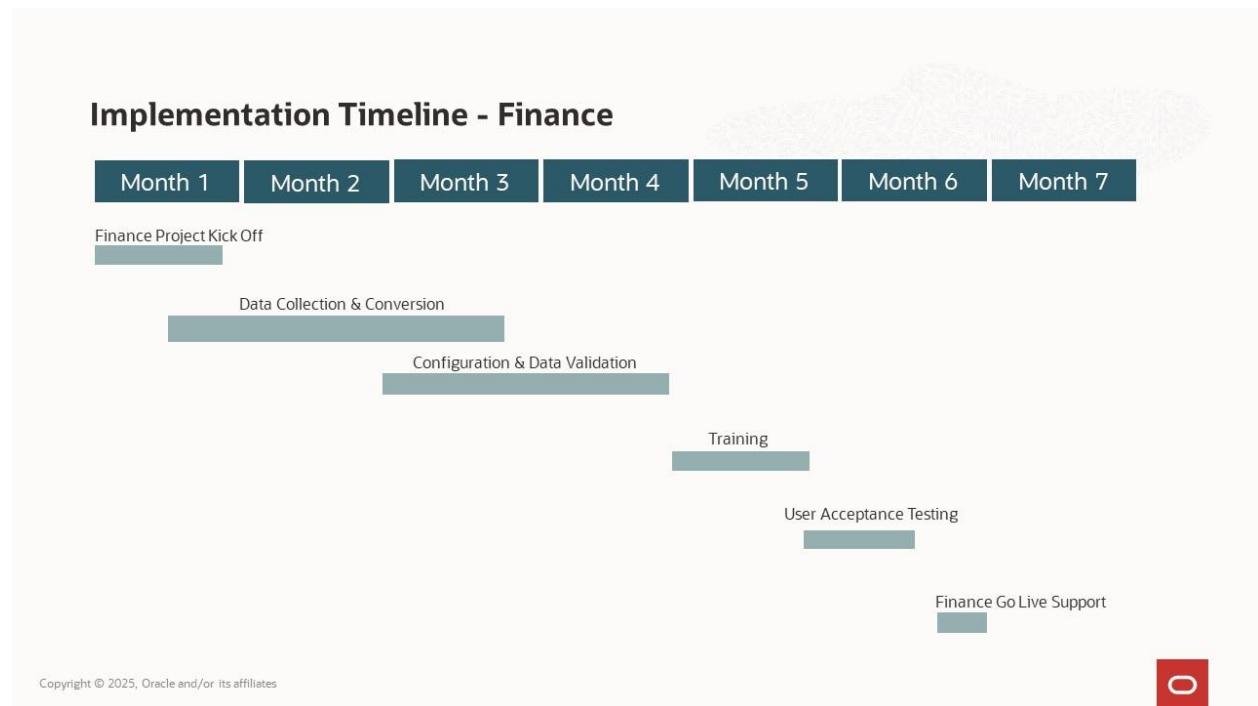
Please see the ADP proposal, under separate cover, for further information.

## Tab 4 – Project Schedule

### I. PROJECT SCHEDULE

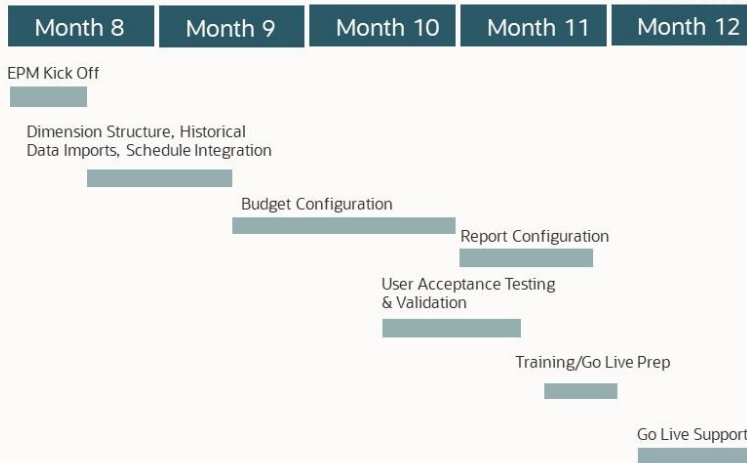
- i. Proposer shall submit a proposed Project Schedule with the major milestones, activities, and timing of deliverables for the Scope of Work described in the RFP. In addition, the response should reflect Project predecessors, successors, and dependencies.
- The City requests that the sample Project Schedule be in a Gantt chart format.
  - The City would expect implementation to begin in October 2025.
  - Proposer to submit as an Exhibit, a sample Project Schedule and insert in Tab 4
- Exhibit submitted Yes ☒ No

#### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:



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## Implementation Timeline – Enterprise Performance Management (“EPM”)



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## II. PROJECT DELIVERABLES, MILESTONES, AND PAYMENT APPLICATIONS

- Proposer to include a list of deliverables and milestones of the Project and should describe exactly how and what will be provided to meet the needs of the City.
- Proposer to submit their payment schedule, tied to the listed deliverables and milestones for review by the City. This schedule shall be consistent with the terms provided in Cost Narrative below and should not include the dollar amounts for payments, but rather the events that would trigger payments.

Exhibit submitted Yes No **X**

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Major milestones (i.e., Kick Off and Go-live) may be completed on-site, as mutually agreed. Most of the project will be completed remotely and will require participation from the organization’s stakeholders and business process leads. Following Oracle NetSuite for Government’s standard implementation approach, Oracle staffing will be all onshore, will be shared with other projects, and will work remotely as much as possible.

### III. PROJECT SCHEDULE QUESTIONS

**Table 4-01: Project Schedule Questions**

|                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Based on current obligations, what is the earliest you can begin implementation after contract signing?                                                                                                                    | Implementation can commence approximately two (2) weeks after contract signature.                                                                                                                                                                                                                                                   |
| 2. What activities would the Proposer expect to occur within the first 60 days of contract signing?                                                                                                                           | Kick Off Meeting, Initial Business Process Review, Initial Data Conversion Strategy Meeting, Sign Off of Project Plan, Initial Data Collection & Conversion, Initial Configuration workshops.                                                                                                                                       |
| 3. How long does the typical implementation of the product being proposed take for an organization of similar size to the City?                                                                                               | The specific schedule for the entirety of your project will be confirmed during the Engage Stage of your implementation. The Finance module is estimated at 7 months to implement. Following the completion of the Finance module the team will implement the Enterprise Performance Management (EPM) module estimated at 5 months. |
| 4. What special considerations are there related to the timing of go-live activities? Does it vary based on functionality (e.g., benefits go-live being aligned with open enrollment, payroll with calendar year or quarter)? | Generally, a go-live date is chosen at the beginning of the implementation. It can be scheduled around HR activities such as open enrollment; however, it does not need to be. YTDs can be brought over through data conversion so year-end/quarter end is not necessary when considering a go-live date.                           |

### IV. PROJECTED GO-LIVE DATES

The City anticipates that implementation activities would begin in October 2025. The City would like to target January 2027 as a potential go-live date for financial modules, July 2027 as a go-live date for human resources and payroll modules. The City follows a January 1 – December 31 fiscal year.

Proposers are encouraged propose phasing and timelines that best align with the Proposers implementation approach.

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**Table 4-02: Projected Go-Live Dates**

| Phase | Functional Areas | Potential Start Date         | Target Go-Live Date           |
|-------|------------------|------------------------------|-------------------------------|
| I     | Finance          | Contract signature + 2 weeks | Contract signature + 7 months |

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|    |     |                               |                                          |
|----|-----|-------------------------------|------------------------------------------|
| II | EPM | Contract signature + 8 months | 5 months after the completion of Phase I |
|----|-----|-------------------------------|------------------------------------------|

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## Tab 5 – References

### I. INSTRUCTIONS FOR REFERENCES

Proposer is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered, which includes the provision of contact person(s) who do not have knowledge of the services provided by your firm. **Failure to submit references may result in the Proposal not being considered for evaluation.**

The City may request a more detailed list, including other governmental agencies. The City reserves the right to request or contact additional or different references from the provided customer list for consideration, including past experience with the City.

**Additional references may be submitted as an attachment to show depth of client base and number of installations within the past five years. This includes clients that are currently in the process of implementing the proposed software solution.**

### II. SOFTWARE AND PROFESSIONAL SERVICES REFERENCES

Proposers to use the format provided in the table below for providing reference information in conformance with the guidelines in Section I. The City has a strong preference for public sector references that are using the proposed software solution, for new implementation project references and not upgrades from a previous version, and for references that have worked with the proposed system integrator/value-added reseller.

- References Numbered 1 – 5:
  - *Entity had a go-live date within the past five years*
- Reference Numbered 6:
  - *Entity had a go-live date five or more years in the past*

In the event the Proposer cannot provide the required six references, the Proposer may substitute other organizations to ensure six total references are provided, with understanding that this will be reflective in the evaluation of the Proposer. Substitute references may include those that are in the implementation process, have implemented comparable scopes of work without including all system modules, etc.

#### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

As of providing this response we have over forty (40) agencies either implementing or using NetSuite for Government nationwide. Our history as Oracle in the government space allows us to scale a solution like NetSuite for Government and put your customer experience at the forefront.

Oracle is very sensitive to the time and effort our existing and prospective customers expend in handling reference calls, and therefore can only provide a limited number. Further, Oracle maintains contractual confidentiality and/or 'no publicity' standards with all of our customers that may prohibit our disclosing additional customer information.

While Oracle does not openly publish details about specific clients, through previous cloud implementations, we have identified key traits of a cloud culture and encourage our end users to embody them as they transition from an on-premises solution, throughout implementation:

- Acceleration: We increase the pace across all things we do, from decision making to product releases and more
- Transparency: We increase transparency across all stakeholders – Business, Operations, IT, and more
- Simplicity: We drive simplicity across all things we do to reduce ongoing maintenance and run costs
- Empowerment: We empower team members to manage their business, making decisions based on a well-defined set of criteria
- Versatility: We develop adaptable resources who can move seamlessly across roles
- Innovation: We create an environment that fosters creativity and human-centered innovation to address industry trends
- Collaboration: We enable collaboration to drive rapid decision-making

Should Oracle be chosen as the successful proposer for the City, we will be happy to arrange for discussions with current customers, both live and under implementation.

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**Table 5-01 Reference Table**

| Reference Table                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference Number: <u>1</u>                                                                                                                                                                                                                                                                                                                                                                           |
| Governmental Entity Name: <u>Des Moines Water Works , IA</u><br>What is the approximate staff count of the Entity? <u>Please discuss with client.</u><br>What is the approximate population served by the Entity? <u>Please discuss with client.</u>                                                                                                                                                 |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Please discuss with client.</u>                                                                                                                                                                                        |
| <b><u>Contact Information</u></b><br>Address: <u>2201 George Flagg Parkway</u><br>City, State, Zip: <u>Des Moines, IA 50321</u><br>Reference Contact Name: <u>Michelle Holland</u> Title: <u>Controller</u><br>Phone No.: <u>(515) 323-6208</u> Email Address: <u>holland@dmww.com</u><br>Start Date of Project: <u>Please discuss with client.</u> Go-Live Date: <u>Please discuss with client.</u> |

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**Project Information**

Vendor Project Manager/Lead for this Client: Please discuss with client.  
 Name and Version of software system installed: Please discuss with client.  
 Legacy software system replaced: Please discuss with client.  
 Scope of Modules installed: Please discuss with client.  
 Model used (Hosted, On-Premise, SaaS, etc.): SaaS  
 Is this reference still using the software? Yes ☒ No ☐  
 Total Project Cost: Please discuss with client.

**Reference Table**

Reference Number: 2

Governmental Entity Name: City of Arcadia, CA

What is the approximate staff count of the Entity? Please discuss with client.

What is the approximate population served by the Entity? Please discuss with client.

Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Please discuss with client.

**Contact Information**

Address: 240 West Huntington Dr.  
 City, State, Zip: Arcadia, CA 91066  
 Reference Contact Name: Henry Chen Title: Interim Administrative Services Manager  
 Phone No.: (626) 574-5427 Email Address: hchen@arcadiaca.gov  
 Start Date of Project: Please discuss with client. Go-Live Date: Please discuss with client.

**Project Information**

Vendor Project Manager/Lead for this Client: Please discuss with client.  
 Name and Version of software system installed: Please discuss with client.  
 Legacy software system replaced: Please discuss with client.  
 Scope of Modules installed: Please discuss with client.  
 Model used (Hosted, On-Premise, SaaS, etc.): SaaS  
 Is this reference still using the software? Yes ☒ No ☐  
 Total Project Cost: Please discuss with client.

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**Begin Oracle Confidential**

| Reference Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference Number: <u>3</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Governmental Entity Name: <u>Oregon Cascades West Council of Governments, OR</u><br>What is the approximate staff count of the Entity? <u>Please discuss with client.</u><br>What is the approximate population served by the Entity? <u>Please discuss with client.</u>                                                                                                                                                                                                                                                                                                                    |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Please discuss with client.</u>                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>Contact Information</u></b><br>Address: <u>1400 Queen Avenue SE #201</u><br>City, State, Zip: <u>Albany, OR 97322</u><br>Reference Contact Name: <u>Jason Sele</u> Title: <u>Technology Services Director</u><br>Phone No.: <u>(541) 788-7353</u> Email Address: <u>jsele@ocwcog.org</u><br>Start Date of Project: <u>Please discuss with client.</u> Go-Live Date: <u>Please discuss with client.</u>                                                                                                                                                                                |
| <b><u>Project Information</u></b><br>Vendor Project Manager/Lead for this Client: <u>Please discuss with client.</u><br>Name and Version of software system installed: <u>Please discuss with client.</u><br>Legacy software system replaced: <u>Please discuss with client.</u><br>Scope of Modules installed: <u>Please discuss with client.</u><br>Model used (Hosted, On-Premise, SaaS, etc.): <u>SaaS</u><br>Is this reference still using the software? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>Total Project Cost: <u>Please discuss with client.</u> |

| Reference Table                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference Number: <u>4</u>                                                                                                                                                                                                                                                             |
| Governmental Entity Name: <u>City of Bettendorf, IA</u><br>What is the approximate staff count of the Entity? <u>Please discuss with client.</u><br>What is the approximate population served by the Entity? <u>Please discuss with client.</u>                                        |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Please discuss with client.</u>                                                                          |
| <b><u>Contact Information</u></b><br>Address: <u>1609 State Street</u><br>City, State, Zip: <u>Bettendorf, IA 52722</u><br>Reference Contact Name: <u>Jason Schadt</u> Title: <u>Finance Director</u><br>Phone No.: <u>(563) 344-4116</u> Email Address: <u>jschadt@bettendorf.org</u> |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Start Date of Project: <u>Please discuss with client.</u> Go-Live Date: <u>Please discuss with client.</u></p> <p><b><u>Project Information</u></b></p> <p>Vendor Project Manager/Lead for this Client: <u>Please discuss with client.</u></p> <p>Name and Version of software system installed: <u>Please discuss with client.</u></p> <p>Legacy software system replaced: <u>Please discuss with client.</u></p> <p>Scope of Modules installed: <u>Please discuss with client.</u></p> <p>Model used (Hosted, On-Premise, SaaS, etc.): <u>SaaS</u></p> <p>Is this reference still using the software? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Total Project Cost: <u>Please discuss with client.</u></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Reference Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference Number: <u>5</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Governmental Entity Name: <u>Washington County, UT</u></p> <p>What is the approximate staff count of the Entity? <u>Please discuss with client.</u></p> <p>What is the approximate population served by the Entity? <u>Please discuss with client.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Please discuss with client.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b><u>Contact Information</u></b></p> <p>Address: <u>111 East Tabernacle St.</u></p> <p>City, State, Zip: <u>St. George, UT 84770</u></p> <p>Reference Contact Name: <u>Luke Peck</u> Title: <u>Chief Deputy Auditor</u></p> <p>Phone No.: <u>(435) 301-7239</u> Email Address: <u>luke.peck@washco.utah.gov</u></p> <p>Start Date of Project: <u>Please discuss with client.</u> Go-Live Date: <u>Please discuss with client.</u></p> <p><b><u>Project Information</u></b></p> <p>Vendor Project Manager/Lead for this Client: <u>Please discuss with client.</u></p> <p>Name and Version of software system installed: <u>Please discuss with client.</u></p> <p>Legacy software system replaced: <u>Please discuss with client.</u></p> <p>Scope of Modules installed: <u>Please discuss with client.</u></p> <p>Model used (Hosted, On-Premise, SaaS, etc.): <u>SaaS</u></p> <p>Is this reference still using the software? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Total Project Cost: <u>Please discuss with client.</u></p> |

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| Reference Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference Number: <u>6</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Governmental Entity Name: <u>Town of North Greenbush, NY</u><br>What is the approximate staff count of the Entity? <u>Please discuss with client.</u><br>What is the approximate population served by the Entity? <u>Please discuss with client.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Please discuss with client.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Contact Information</u></b><br>Address: <u>2 Douglas Street</u><br>City, State, Zip: <u>Wynantskill, NY 12198</u><br>Reference Contact Name: <u>Michael Chaires</u> Title: <u>Comptroller</u><br>Phone No.: <u>(518) 283-3525 ext. 19</u> Email Address: <u>mchaires@northgreenbush.org</u><br>Start Date of Project: <u>Please discuss with client.</u> Go-Live Date: <u>Please discuss with client.</u><br><b><u>Project Information</u></b><br>Vendor Project Manager/Lead for this Client: <u>Please discuss with client.</u><br>Name and Version of software system installed: <u>Please discuss with client.</u><br>Legacy software system replaced: <u>Please discuss with client.</u><br>Scope of Modules installed: <u>Please discuss with client.</u><br>Model used (Hosted, On-Premise, SaaS, etc.): <u>SaaS</u><br>Is this reference still using the software? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>Total Project Cost: <u>Please discuss with client.</u> |

**End Oracle Confidential**

### III. CONTRACT TERMINATION/NON-RENEWAL

Provide a summary of any contracts/license agreements/hosted subscriptions that the customer provided notice of cancellation to your firm, with or without cause, or elected to not renew in the past five years as it relates to the software solution proposed. The summary shall state the name of the customer, summary of the contract, term of the contract and reason for cancellation or non-renewal. *If none, state as such.*

Submitted as an Exhibit ☐ or Response provided as:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

This question is vague and overly broad in scope, Oracle has not been terminated for cause on a public sector project in the past five (5) years and its response is limited to Oracle America, Inc. and the actions of its acquired companies after the dates of their acquisition.

### IV. LITIGATION

Provide a summary of any litigation filed against the Proposer or subcontractor/partner in the past seven years, which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Submitted as Attachment ☐ or Type/Provide Response here:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle America, Inc. ("Oracle") does engage in litigation in the normal course of business. Oracle does not comment on pending claims and/or litigation; however, Oracle is an indirect, wholly-owned subsidiary of Oracle Corporation, a public company which reports all litigation and/or legal claims that may have a material, adverse effect on the operation of its business in the Form 10-K filings and any subsequent updates with the Securities and Exchange Commission. Oracle Corporation's Form 10-K can be found at the following site: <http://investor.oracle.com/financial-reporting/sec-filings/default.aspx>.

---

## Tab 6 – Cost Narrative

### I. PART I: COST WORKSHEETS

Proposer to submit and complete the Cost Worksheets as contained in Attachment C. Proposers shall not modify the worksheets in any way. The City understands that there will be potentially four primary types of costs associated with procuring a new system: software licensing, implementation services, annual maintenance costs, and annual subscription costs.

The below statements are provided to further guide the Proposer on how to fill out the cost worksheets.

- a. **Software Licensing Cost:** Software license costs include all costs related to licensing the software application and include third-party software license fees, where applicable. In presenting software license fees, the Proposer shall:
  - Explain all factors that could affect licensing fees in the Vendor Notes field of Attachment C.
  - To the extent possible, the Proposer shall show any applicable discounts separately from the prices for products and Services.
- b. **Implementation Services Cost:** Implementation service costs typically include all costs related to professional services (including general implementation, project management, configuration, and other professional services), data conversion, customization, and training. It is important to note the following:
  - In the event the product or service is provided at no additional cost, the item should be noted as "No charge."
  - In the event the product or service is not being included in the Proposal, the item should be noted as "No bid."
  - Proposer shall make clear the basis of calculation for all fees and costs.
  - All estimated travel expenses and related out-of-pocket costs must be included as a separate line item in Attachment C on a not-to-exceed basis. The City shall not be liable for additional travel costs or out-of-pocket costs incurred for any reason outside the City's control. Travel expenses will be paid as incurred on a monthly basis.
- c. **Annual Maintenance Cost:** Annual maintenance costs include the annual maintenance and support fees for the application environment. **The City expects software maintenance costs will not increase in the first five (5) years upon go-live operation and will increase by no more than 3% annually thereafter, and that maintenance costs will not be payable until after go-live sign-off.** Unless a standard offering or otherwise included in scope of the Proposal, Proposers shall list



any disaster recovery, enhanced support, or annual hosting server upgrade or other costs as optional.

- d. **Ongoing Software Subscription Cost (If SaaS Deployment):** Ongoing software subscription costs include the annual payments for access to the software, hosting costs, backup costs, and potentially disaster recovery provisions. The City expects to pre-negotiate any rates of increase in these costs in the first 10 years. **The City expects annual subscription costs will not increase in the first five (5) years upon go-live operation, and will increase by no more than 3% annually thereafter.**

## II. PART II: TRAVEL AND EXPENSE EXHIBIT

Proposer to submit a travel and expense policy that will apply for the duration of the Project up to final payment and for the future as it relates to any renewal terms. The City requests that vendors traveling to perform onsite services stay in lodging accommodations within City limits. The City expects that vendors do not charge professional services rates for time spent in connection with traveling to and from the City to perform services.

Confirm Exhibit attached in Price Proposal

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Please refer to the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior.

## III. PART III: PAYMENT AND RETAINAGE TERMS

Proposer to submit a brief statement of agreement with the payment and retainage terms identified herein for each Cost Worksheet submitted. If a Proposer does not agree with all items, a description should be provided for those items for which an exception is taken.

Proposer confirms that the RFP proposal is submitted in compliance with the payment and retainage terms provided below in Part III.b.iii, Payment and Retainage Terms.

Brief Statement:

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

The attached Oracle NetSuite for Government: Professional Services Budgetary Estimate assumes contracting on a Fixed Price basis. Please also see Attachment C for pricing information. At this pre-award stage, Oracle respectfully submits that the product(s) and services it is proposing in this response would be contracted subject to the General Terms and Conditions for Oracle's Proposal. In the event of an award,

Oracle is open to discussing contract terms with the City as part of the resulting post-award contract negotiations.

The City requests that the following Payment and Retainage Terms be utilized for the City's Project:

- a. **Software Licensing:** Use of an acceptance-based payment schedule for software licensing.
  - i. Potential milestones including system deployment, Phase Kickoff, Initial Module/System Configuration, Approval of Phase Go-Live, and Acceptance of System. The City expects that licensing for any software modules will not be payable until the associated project phase for that module begins. For example, if Module X were a part of a potential Phase II to the project, the City would expect to have payment milestones for Module X begin with the phase kickoff for Phase II.
  - ii. Proposer shall fully describe their proposed milestone-based payment schedule for software licensing as part of their Price Proposal.

Brief Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

N/A. Oracle NetSuite for Government is a SaaS and is not licensed.

- b. **Implementation Services Cost:** Implementation service costs typically include all costs related to implementation, configuration, data conversion, customization, and training.
  - i. The City prefers that implementation service costs be proposed as “not-to-exceed” amounts and that the City will be charged for Services as incurred up to the not-to-exceed amounts. Establishment of a not-to-exceed amount does not obligate the City to expend the full amount.
  - ii. The City prefers that services be invoiced on a deliverable, phased, or milestone basis.
  - iii. The City prefers that twenty percent (20%) of each invoice for the implementation service costs will be retained (as a “holdback”) until successful completion, and the City’s written acceptance, of the Project.

Brief Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please refer to the details of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate.

- c. **Annual Maintenance Cost:** The City expectation is that it will not pay maintenance fees on functional areas being implemented nor will the annual maintenance period begin until formal City acceptance has been provided to approve live processing for the associated Project phase. For example, the annual maintenance fees associated with the purchasing module will be paid upon City acceptance of the Project phase associated with the purchasing module.

Brief Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

As part of NetSuite for Government SaaS, the City will not be charged any maintenance fees.

- d. **Ongoing Software Subscription Cost (If SaaS Deployment):** Ongoing software subscription costs include the annual payments for access to the software, hosting costs, backup costs, and potentially disaster recovery provisions. The City expects that subscription costs for software modules will not be payable until the associated project phase for that module begins. For example, if payroll were a part of a potential Phase II to the project, the City would expect to have payment for the payroll module begin with the phase kickoff for Phase II. The City expects to pre-negotiate any rates of increase in these costs in the first 10 years.

Brief Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Included in NetSuite for Government's submission is 10 years of pricing split up between an initial 5-year term and a 5-year optional renewal term. If selected vendor of choice, negotiation of terms is done during contracting between Oracle and the City. The initial term commences upon provisioning of NetSuite for Government.

#### **IV. NARRATIVE DESCRIPTION OF PRICE PROPOSAL**

Proposers are encouraged to include a narrative description of the proposed costs, including, at a minimum the following;

- a. Any optional services/offerings for professional services

Brief Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle will assist you in the design and configuration of your NetSuite for Government Cloud Services. Our approach is designed to provide you with ample assistance, information sharing, configuration, testing, training, and post-implementation assistance to accomplish project objectives.

- b. Any discounts that have been offered

Brief Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle has priced our response in accordance with the needs outlined in the RFP.

- c. Any additional service offerings that may be out of scope, but may be available on an optional basis to serve to shift some of the implementation work effort from the City to the vendor during implementation.

Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

There are no additional system modules, products, or services being included.

- d. Any projected or anticipated cost savings or cost avoidance considerations related to the proposed software and services (savings in City staff time, savings in ongoing hardware acquisition/maintenance costs, etc.).

Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

One of the main benefits of choosing a SaaS solution is that you avoid the expense of many infrastructure components and the associated management and maintenance costs. By eliminating the need for expensive infrastructure and maintenance (including hardware, middleware, databases, and disaster recovery) you are typically able to slash overall IT costs.

- e. A description of any future upgrade costs, including upgrades to hardware, software, and related professional services costs (such as training, configuration, and other anticipated services costs related to upgrades in the future).

Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle NetSuite for Government is a SaaS – all costs associated with the upgrades are included in the subscription fees.

- f. A description of the estimated travel costs, including the number of trips, average duration of trips and number of staff included per trip, average cost per trip, and whether seasonality in pricing has been considered in the travel estimate.

Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Based on a mix of on-site and remote services, an additional amount of approximately 10% of the total fees for services may be reasonable for you to budget for expenses. Travel and living expenses are billed as incurred on an actual basis.

- g. Other topics or statements related to the price proposal that the Proposer feels will help the City better understand the pricing structure or key differentiators for the proposed products and services.

Statement:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Oracle NetSuite for Government is a SaaS subscription service and is priced as specified in the response to the RFP. In the event of an award, your expectations in this section may be addressed as part of the resulting post-award contract negotiations between you and Oracle.

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## Tab 7 – Sample Contracts, Warranty, and Escrow

### I. SAMPLE CONTRACTS FOR EACH LICENSE MODEL PROPOSED

As an Exhibit to Tab 6, Proposer to provide their sample contract(s) that would be used as basis for developing:

- i. The software licensing agreement (if applicable)
- ii. The recurring maintenance agreement (if applicable)
- iii. The software subscription agreement (if applicable)
- iv. The professional services agreement (if applicable)
- v. The data privacy agreement (if applicable)
- vi. Any other agreements (service level agreement, escrow, etc.) as applicable

Exhibit submitted    Yes                      No

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please refer to the Public Sector Agreement for Oracle Cloud Services sample included as part of Oracle's response and the current version of Oracle's policies as applicable to the products/services being offered which are provided at <http://oracle.com/contracts> for Service Level Agreements.

Proposer to describe the overall contract structure, including how (if any) MOUs or other inter-party agreements between sub-contractors would be structured:

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please see Public Sector Agreement for Oracle Cloud Services sample.

Are the proposed software/services available for purchase through any existing cooperative purchasing agreements or pre-competed contracting vehicles (e.g., OMNIA Partners, NASPO ValuePoint, Sourcewell)?

**ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Yes, NASPO ValuePoint.

## II. THIRD-PARTY LICENSE AGREEMENTS

As an Exhibit to Tab 6, Proposer to provide any third-party license agreements that would be separate from the Proposers license agreement, i.e., Adobe or other partner/third-party modules proposed.

Exhibit submitted Yes No ☒

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

Not applicable.

## III. WARRANTY

A comprehensive warranty in form and content satisfactory to the City is sought by the City for all software and implementation services covered by this RFP. The entire system solution as proposed in this RFP must include a first-year warranty (for Proposer-supplied hardware and software) to conform to contractually agreed specifications, and to protect against any defects or damage caused by Manufacturer, Proposer, or subcontractors, in the systems' equipment or software. The year-one warranty will begin (for products accepted in phases) at the point that the system is officially accepted by the City. All repairs made under warranty will be at the sole expense of the Proposer (or Manufacturer), including parts, software, labor, travel expenses, meals, lodging and any other costs associated with the repair.

Proposer to provide as an Exhibit to Tab 6 or submit below a detailed explanation of their Warranty provisions. Proposer to be explicit in when the warranty period expires and when the fees for maintenance will start and be invoiced.

Attached as an Exhibit: \_\_\_\_\_ or detailed below as:

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

For warranty information, please refer to the Public Sector Agreement for Oracle Cloud Services sample, specifically Section 6, provided as part of Oracle's response. For additional information regarding Oracle's contracts and policies visit: <https://www.oracle.com/corporate/contracts/>.

## GENERAL TERMS AND CONDITIONS FOR ORACLE'S PROPOSAL

Oracle America, Inc. for Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning (ERP) Software Systems Environment, RFP-25-11-FIN-0-2025/JD, issued February 26, 2025 ("the proposal").

The proposal is subject to the below general terms and conditions (these "general terms and conditions"). **These general terms and conditions will prevail in the event of any inconsistencies with any terms and conditions of the Request for Proposals ("RFP").**

### Evaluation

- The proposal is for your evaluation purposes only. The proposal is not for incorporation into any contract that may result between you and Oracle for products and/or services, nor does it act to amend any existing agreements or orders. Neither you nor Oracle shall be obligated in any way until the parties have executed a final agreement for the applicable Oracle products and/or services. **Oracle disclaims and takes exception to any terms or statements contained in or with the RFP that (i) seek to impose legal or operational requirements on Oracle with regards to its products or the delivery of its services or (ii) conflict with these general terms and conditions.**
- The proposal (and all Oracle statements and responses contained herein), as well as any related demonstrations, are provided on an "AS-IS" basis and shall not be construed as creating any representation or warranty including, but not limited to, implied warranties of fitness for a particular purpose, satisfactory quality or merchantability, representations or warranties as to performance, or product or service availability. All representations and warranties will be as stated in the executed final agreement for the applicable Oracle products and/or services.
- The proposal is based upon information that you have provided to Oracle. You are solely responsible for determining if the Oracle products and/or services described in the proposal meet your requirements, including any regulatory or legal obligations. Any "Yes/No" / "Compliant/Non-Compliant" / "In place" or like indicators provided by Oracle in the proposal, such as in technical and functional matrices, must be read in the context of Oracle's explanations and assumptions provided in the proposal.
- As of April 15, 2025, Oracle makes no representations regarding the accessibility status of Oracle NetSuite for Government because the product has not yet been evaluated by Oracle for accessibility. No other terms, conditions, statements or any other such representations regarding or related to accessibility shall apply to the Oracle products provided under this proposal. Oracle cannot make any commitments about future product directions, including plans to address accessibility or the availability of VPATs. Product direction remains at the sole discretion of Oracle.

### Ownership and Export

- Oracle's proposal materials are the copyrighted property of Oracle. You do not acquire any intellectual property rights in Oracle property under the proposal.

### Confidentiality

- Oracle confidential information is provided to you as Oracle proprietary and confidential information under these general terms and conditions.
- For purposes of the proposal, Oracle confidential information will include anything Oracle identifies as "Oracle Confidential – Trade Secret Information" or "Oracle Confidential" as part of the proposal, as well as any information and responses in the following categories ("Confidential Categories"): functional/technical matrices and/or narrative responses and/or customized screenshots or product graphics, consulting services methodology or plans, customer references or Oracle employee resumes. Where technically possible, individual Oracle responses have been marked as "Oracle

**Use or disclosure of information contained in the proposal is subject to these general terms and conditions.**



Confidential – Trade Secret Information” or “Oracle Confidential” information.

- In addition, all responses included by Oracle in any tabs or text boxes of the proposal, including any Yes/No responses, that fall under the foregoing Confidential Categories are considered Oracle confidential information, whether or not marked as such.
- Subject to these general terms and conditions, you may use Oracle confidential information solely for the purpose of evaluating your potential acquisition of the applicable Oracle product and/or services discussed in the proposal, and you may not disclose such information outside the government or your organization (as the case may be). You further may not disclose the confidential information in this proposal to any third party without Oracle’s prior written consent. In addition, you may disclose confidential information only to those employees, agents and subcontractors who have a “need to know” such information in connection with the evaluation of the proposal; provided that, their use remains limited to the foregoing purpose and subject to confidential treatment of the proposal pursuant to terms no less protective than those included hereunder; you are responsible for ensuring that your employees, agents and subcontractors comply with these general terms and conditions.
- If there is a request to disclose Oracle confidential information, including under open records laws, Oracle requests prompt notice from you so that Oracle may have the opportunity to defend its confidential information against such a request, including seeking judicial protection, if appropriate.

### **Contract Terms**

- Any Oracle technical support services, consulting services, cloud service or other services (collectively “services”) will be provided in accordance with the terms of your new Oracle Cloud Services Agreement as may be amended by you and Oracle following award of the contract to Oracle (the “Agreement”) and one or more Oracle ordering document(s) governed by such Agreement.
- This paragraph should be included only where the proposal is not referencing an existing agreement which terms already address these concepts: You may not rely on any future availability of any program(s) or program/computer hardware/operating system combination in evaluating Oracle’s proposal or awarding a contract to Oracle.

### **Validity**

- Oracle’s proposal is valid for a period of one hundred and eight (180) days from the due date of the request, unless otherwise mutually agreed in writing by you and Oracle.



## PUBLIC SECTOR AGREEMENT FOR ORACLE CLOUD SERVICES

This Public Sector Agreement for Oracle Cloud Services (this "Agreement") is between Oracle America, Inc. ("Oracle," "we," "us," or "our") and the entity that has executed this Agreement as identified in the signature block below ("You" or "Your"). This Agreement sets forth the terms and conditions that govern orders placed under this Agreement.

### 1. USE OF THE SERVICES

1.1. We will make the Oracle services listed in Your order (the "Services") available to You pursuant to this Agreement and Your order. Except as otherwise stated in this Agreement or Your order, You have the non-exclusive, worldwide, limited right to use the Services during the period defined in Your order, unless earlier terminated in accordance with this Agreement or Your order (the "Services Period"), solely for Your internal business operations. You may allow Your Users (as defined below) to use the Services for this purpose, and You are responsible for their compliance with this Agreement and Your order.

1.2. The Service Specifications describe and govern the Services. During the Services Period, we may update the Services and Service Specifications to reflect changes in, among other things, laws, regulations, rules, technology, industry practices, patterns of system use, and availability of Third Party Content (as defined below). Oracle updates to the Services or Service Specifications will not materially reduce the level of performance, functionality, security or availability of the Services during the Services Period of Your order.

1.3. You may not, and may not cause or permit others to: (a) use the Services to harass any person; cause damage or injury to any person or property; publish any material that is false, defamatory, harassing or obscene; violate privacy rights; promote bigotry, racism, hatred or harm; send unsolicited bulk e-mail, junk mail, spam or chain letters; infringe intellectual or other property rights; sell, manufacture, market and/or distribute any product or service in violation of applicable laws; or otherwise violate applicable laws, ordinances or regulations; (b) perform or disclose any benchmarking or availability testing of the Services, except as permitted in the Service Specifications; (c) perform or disclose any performance or vulnerability testing of the Services without Oracle's prior written approval, except as permitted in the Service Specifications, or perform or disclose network discovery, port and service identification, vulnerability scanning, password cracking or remote access testing of the Services; or (d) use the Services to perform cyber currency or crypto currency mining ((a) through (d) collectively, the "Acceptable Use Policy"). In addition to other rights that we have in this Agreement and Your order, we have the right to take remedial action if the Acceptable Use Policy is violated, and such remedial action may include removing or disabling access to material that violates the policy.

### 2. FEES AND PAYMENT

2.1. All fees payable are due within 30 days from the invoice date. Once placed, Your order is non-cancelable and the sums paid nonrefundable, except as provided in this Agreement or Your order. You will pay any sales, value-added or other similar taxes imposed by applicable law that we must pay based on the Services You ordered, except for taxes based on our income. Fees for Services listed in an order are exclusive of taxes and expenses, unless expressly stated otherwise in Your order.

2.2. If You exceed the quantity of Services ordered, then You promptly must purchase and pay fees for the excess quantity.

2.3. You understand that You may receive multiple invoices for the Services. Invoices will be submitted to You pursuant to Oracle's Invoicing Standards Policy, available at <https://www.oracle.com/contracts/cloud-services>.

### 3. OWNERSHIP RIGHTS AND RESTRICTIONS

3.1. You or Your licensors retain all ownership and intellectual property rights in and to Your Content (as defined below). We or our licensors retain all ownership and intellectual property rights in and to the Services, derivative works thereof, and anything developed or delivered by or on behalf of us under this Agreement.

3.2. You may have access to Third Party Content through use of the Services. Unless otherwise stated in Your order, all ownership and intellectual property rights in and to Third Party Content and the use of such content is governed by separate third party terms between You and the third party.

3.3. You have the authority to and do grant us the right to host, use, process, display and transmit Your Content to provide the Services pursuant to and in accordance with this Agreement and Your order. You have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of Your Content, and for obtaining all rights related to Your Content required by Oracle to perform the Services.

3.4. Except as permitted by this Agreement or Your order, You may not, and may not cause or permit others to: (a) modify, make derivative works of, disassemble, decompile, reverse engineer, reproduce, republish, download, or copy any part of the Services (including data structures or similar materials produced by programs); (b) access or use the Services to build or support, directly or indirectly, products or services competitive to Oracle; or (c) license, sell, transfer, assign, distribute, outsource, permit timesharing or service bureau use of, commercially exploit, or make available the Services to any third party.

#### **4. NONDISCLOSURE**

4.1. By virtue of this Agreement, the parties may disclose to each other information that is confidential ("Confidential Information"). Confidential Information shall be limited to the terms and pricing under this Agreement and Your order, Your Content residing in the Services, and all information clearly identified as confidential at the time of disclosure.

4.2. A party's Confidential Information shall not include information that: (a) is or becomes a part of the public domain through no act or omission of the other party; (b) was in the other party's lawful possession prior to the disclosure and had not been obtained by the other party either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the other party by a third party without restriction on the disclosure; or (d) is independently developed by the other party.

4.3 Subject to applicable law, each party agrees not to disclose the other party's Confidential Information to any third party other than as set forth in the following sentence for a period of five years from the date of the disclosing party's disclosure of the Confidential Information to the receiving party; however, we will protect the confidentiality of Your Content residing in the Services for as long as such information resides in the Services. Each party may disclose Confidential Information only to those employees, agents or subcontractors who are required to protect it against unauthorized disclosure in a manner no less protective than required under this Agreement, and each party may disclose the other party's Confidential Information in any legal proceeding or to a governmental entity as required by law.

4.4 The parties acknowledge and agree that You and this Agreement are subject to applicable freedom of information or open records laws. Should You receive a request under such law for Oracle's Confidential Information, You agree to give Oracle adequate prior notice of the request and before releasing Oracle's Confidential Information to a third party, in order to allow Oracle sufficient time to seek injunctive relief or other relief against such disclosure.

#### **5. PROTECTION OF YOUR CONTENT**

5.1. In order to protect Your Content provided to Oracle as part of the provision of the Services, Oracle will comply with the applicable administrative, physical, technical and other safeguards, and other applicable aspects of system and content management, available at <https://www.oracle.com/contracts/cloud-services>.

5.2. To the extent Your Content includes Personal Information (as that term is defined in the applicable data privacy policies and the Data Processing Agreement (as defined below)), Oracle will furthermore comply with the following:

- a. the relevant Oracle privacy policies applicable to the Services, available at <http://www.oracle.com/us/legal/privacy/overview/index.html>; and
- b. the applicable version of the Data Processing Agreement for Oracle Services (the "Data Processing Agreement"), unless stated otherwise in Your order. The version of the Data Processing Agreement applicable to Your order (i) is available at <https://www.oracle.com/contracts/cloud-services> and is incorporated herein by reference, and (ii) will remain in force during the Services Period of Your order. In

the event of any conflict between the terms of the Data Processing Agreement and the terms of the Service Specifications (including any applicable Oracle privacy policies), the terms of the Data Processing Agreement shall take precedence.

5.3. Without prejudice to Sections 5.1 and 5.2 above, You are responsible for (a) any required notices, consents and/or authorizations related to Your provision of, and our processing of, Your Content (including any Personal Information) as part of the Services, (b) any security vulnerabilities, and the consequences of such vulnerabilities, arising from Your Content, including any viruses, Trojan horses, worms or other harmful programming routines contained in Your Content, and (c) any use by You or Your Users of the Services in a manner that is inconsistent with the terms of this Agreement and/or Your order. To the extent You disclose or transmit Your Content to a third party, we are no longer responsible for the security or confidentiality of such content outside of Oracle's control.

5.4. Unless otherwise specified in Your order (including in the Service Specifications), Your Content may not include any data that imposes specific data security, data protection, or regulatory obligations on Oracle in addition to or different from those specified in the Data Processing Agreement, Service Specifications or this Agreement. If Your Content includes any of the foregoing data (e.g., certain regulated health or payment card information), Oracle will process such data only pursuant to the terms of Your order, the Data Processing Agreement, Service Specifications and this Agreement. You are responsible for complying with Your specific regulatory, legal or data security obligations which may apply to such data. If available for the Services, You may purchase additional services from us (e.g., Oracle Payment Card Industry Compliance Services) designed to address specific data security, data protection or regulatory requirements applicable to such data.

## **6. WARRANTIES, DISCLAIMERS AND EXCLUSIVE REMEDIES**

6.1. Each party represents that it has validly entered into this Agreement and that it has the power and authority to do so. We warrant that during the Services Period we will perform the Services using commercially reasonable care and skill and in all material respects as described in the Service Specifications (the "Services Warranty"). If the Services provided to You were not performed as warranted, You must promptly provide us with a written notice that describes the deficiency in the Services (including, as applicable, the service request number notifying us of the deficiency in the Services).

6.2. WE DO NOT WARRANT THAT THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, THAT WE WILL CORRECT ALL SERVICES ERRORS, OR THAT THE SERVICES WILL MEET YOUR REQUIREMENTS OR EXPECTATIONS. WE ARE NOT RESPONSIBLE FOR ANY ISSUES RELATED TO THE PERFORMANCE, OPERATION OR SECURITY OF THE SERVICES THAT ARISE FROM YOUR CONTENT OR THIRD PARTY CONTENT OR SERVICES PROVIDED BY THIRD PARTIES.

FOR ANY BREACH OF THE SERVICES WARRANTY, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY SHALL BE THE CORRECTION OF THE DEFICIENT SERVICES THAT CAUSED THE BREACH OF WARRANTY, OR, IF WE CANNOT SUBSTANTIALLY CORRECT THE DEFICIENCY IN A COMMERCIALY REASONABLE MANNER, YOU MAY END THE DEFICIENT SERVICES AND WE WILL REFUND TO YOU THE FEES PAID FOR THE DEFICIENT SERVICES FOR THE PERIOD OF TIME DURING WHICH THE SERVICES WERE DEFICIENT.

6.3. TO THE EXTENT NOT PROHIBITED BY LAW, THESE WARRANTIES ARE EXCLUSIVE AND THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING FOR SOFTWARE, HARDWARE, SYSTEMS, NETWORKS OR ENVIRONMENTS OR FOR MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE.

## **7. LIMITATION OF LIABILITY**

7.1. IN NO EVENT WILL EITHER PARTY OR ITS AFFILIATES BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, OR ANY LOSS OF REVENUE, PROFITS (EXCLUDING FEES UNDER THIS AGREEMENT), SALES, DATA, DATA USE, GOODWILL, OR REPUTATION.

7.2. IN NO EVENT SHALL THE AGGREGATE LIABILITY OF ORACLE AND OUR AFFILIATES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR YOUR ORDER, WHETHER IN CONTRACT, TORT, OR OTHERWISE, EXCEED THE TOTAL AMOUNTS ACTUALLY PAID UNDER YOUR ORDER FOR THE ORACLE

PRODUCTS OR SERVICES GIVING RISE TO THE LIABILITY DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE DATE OF THE EVENT GIVING RISE TO SUCH LIABILITY.

## **8. INDEMNIFICATION**

If a third party makes a claim against either You or Oracle ("Recipient," which may refer to You or us, depending upon which party received the Material), that any information, design, specification, instruction, software, service, data, hardware, or material (collectively, "Material") furnished by either You or us ("Provider," which may refer to You or us depending on which party provided the Material) infringes the third party's intellectual property rights, the Provider, at the Provider's sole cost and expense, will, to the extent not prohibited by law, defend the Recipient against the claim and indemnify the Recipient from the damages, liabilities, costs and expenses awarded by the court to the third party claiming infringement or the settlement agreed to by the Provider, if the Recipient does the following:

- a. notifies the Provider promptly in writing, not later than 30 days after the Recipient receives notice of the claim (or sooner if required by applicable law);
- b. gives the Provider sole control of the defense and any settlement negotiations to the extent permitted by law; and
- c. gives the Provider the information, authority and assistance the Provider needs to defend against or settle the claim.

8.1. If the Provider believes or it is determined that any of the Material may have violated a third party's intellectual property rights, the Provider may choose to either modify the Material to be non-infringing (while substantially preserving its utility or functionality) or obtain a license to allow for continued use, or if these alternatives are not commercially reasonable, the Provider may end the license for, and require return of, the applicable Material and refund any unused, prepaid fees the Recipient may have paid to the other party for such Material. If such return materially affects our ability to meet obligations under the relevant order, then we may, upon 30 days' prior written notice, terminate the order and refund any unused, prepaid fees for the Services under the terminated order. If such Material is third party technology and the terms of the third party license do not allow us to terminate the license, then we may, upon 30 days' prior written notice, end the Services associated with such Material and refund any unused, prepaid fees for such Services.

8.2. The Provider will not indemnify the Recipient if the Recipient (a) alters the Material or uses it outside the scope of use identified in the Provider's user or program documentation or Service Specifications, or (b) uses a version of the Material which has been superseded (and the Recipient has been notified in writing of the new version), if the infringement claim could have been avoided by using an unaltered current version of the Material which was made available to the Recipient. The Provider will not indemnify the Recipient to the extent that an infringement claim is based upon any material not furnished by the Provider. We will not indemnify You to the extent that an infringement claim is based on Third Party Content or any material from a third party portal or other external source that is accessible or made available to You within or by the Services (e.g., a social media post from a third party blog or forum, a third party web page accessed via a hyperlink, marketing data from third party data providers, etc.).

8.3. This Section 8 provides the parties' exclusive remedy for any claims or damages under Section 8.1.

## **9. TERM AND TERMINATION**

9.1. Unless this Agreement is terminated earlier, You may place orders governed by this Agreement for a period of five years from the date You accept this Agreement. Even if terminated, this Agreement will continue to govern any order for the duration of the Services Period of such order.

9.2. Services shall be provided for the Services Period defined in Your order. Notwithstanding anything to the contrary in the Service Specifications, the Services You order will not be automatically renewed.

9.3. We may suspend Your and/or Your Users' access to, or use of, the Services if we believe that (a) there is a significant threat to the functionality, security, integrity, or availability of the Services or any content, data, or applications in the Services; (b) You or Your Users are accessing or using the Services to commit an illegal act; (c) there is a violation of the Acceptable Use Policy; or (d) You provided false account or payment information or Your digital payment method is refused. When reasonably practicable and lawfully permitted, we will provide You with advance notice of any such suspension. For Services with the applicable operational capability, Oracle will

use reasonable efforts to limit any suspension only to the portion of the Services related to the issue causing suspension. We will use reasonable efforts to re-establish the Services promptly after we determine that the issue causing the suspension has been resolved. During any suspension period, we will make Your Content (as it existed on the suspension date) available to You. Any suspension under this Section shall not excuse You from Your payment obligations.

9.4. If either of us breaches a material term of this Agreement or any order and fails to correct the breach within 30 days of written specification of the breach (provided in accordance with Section 16.1 below), then the breaching party is in default and the non-breaching party may terminate (a) in the case of breach of any order, the order under which the breach occurred; or (b) in the case of breach of this Agreement, this Agreement and any orders that have been placed under this Agreement. If we terminate any orders as specified in the preceding sentence, You must pay within 30 days all amounts that have accrued prior to such termination, as well as all sums remaining unpaid for the terminated order(s) plus related taxes and expenses. Except for nonpayment of fees, the non-breaching party may agree in its sole discretion to extend the 30 day period for so long as the breaching party continues reasonable efforts to cure the breach. You agree that if You are in default under this Agreement and/or Your order, You may not use those Services ordered.

9.5 You may terminate this Agreement at any time without cause by giving Oracle 30 days prior written notice of such termination. Termination of the Agreement will not affect orders that are outstanding at the time of termination. Those orders will be performed according to their terms as if this Agreement were still in full force and effect. However, those orders may not be renewed or extended subsequent to termination of this Agreement.

9.6 At the end of the Services Period, we will make Your Content (as it existed at the end of the Services Period) available for retrieval by You during a retrieval period specified in the Service Specifications. Following the retrieval period, and except as may be required by law, we will delete any of Your Content that remains in the Services. Our data deletion practices are described in more detail in the Service Specifications.

9.7 Provisions that survive termination or expiration of this Agreement are those relating to limitation of liability, indemnification, payment and others which by their nature are intended to survive.

## **10. THIRD PARTY CONTENT, SERVICES AND WEBSITES**

10.1. The Services may enable You to link to, transfer Your Content or Third Party Content to, or otherwise access, third parties' websites, platforms, content, products, services, and information ("Third Party Services"). Oracle does not control and is not responsible for Third Party Content or Third Party Services. You are solely responsible for complying with the terms of access and use of Third Party Services, and if Oracle accesses or uses any Third Party Services on Your behalf to facilitate performance of the Services, You are solely responsible for ensuring that such access and use, including through passwords, credentials or tokens issued or otherwise made available to You, is authorized by the terms of access and use for such services. If You transfer or cause the transfer of Your Content or Third Party Content from the Services to a Third Party Service or other location, that transfer constitutes a distribution by You and not by Oracle.

10.2. Any Third Party Content we make accessible is provided on an "as-is" and "as available" basis without any warranty of any kind. We disclaim all liabilities arising from or related to Third Party Content.

10.3. You acknowledge that: (a) the nature, type, quality and availability of Third Party Content may change at any time during the Services Period, and (b) features of the Services that interoperate with Third Party Services, such as Facebook™, YouTube™ and Twitter™, etc., depend on the continuing availability of such third parties' respective application programming interfaces (APIs). We may need to update, change or modify the Services under this Agreement as a result of a change in, or unavailability of, such Third Party Content, Third Party Services or APIs. Any change to Third Party Content, Third Party Services or APIs, including their unavailability, during the Services Period does not affect Your obligations under this Agreement or the applicable order, and You will not be entitled to any refund, credit or other compensation due to any such changes.

## **11. SERVICE MONITORING, ANALYSES AND ORACLE-PROVIDED SOFTWARE**

11.1. We continuously monitor the Services to facilitate Oracle's operation of the Services; to help resolve Your service requests; to detect and address threats to the functionality, security, integrity, and availability of the Services as well as any content, data, or applications in the Services; and to detect and address illegal acts or violations of the Acceptable Use Policy. Oracle monitoring tools do not collect or store any of Your Content residing

in the Services, except as needed for such purposes. Oracle does not monitor, and does not address issues with, non-Oracle software provided by You or any of Your Users that is stored in, or run on or through, the Services. Information collected by Oracle monitoring tools (excluding Your Content) may also be used to assist in managing Oracle's product and service portfolio, to help Oracle address deficiencies in its product and service offerings, and for license management purposes.

11.2. We may (a) compile statistical and other information related to the performance, operation and use of the Services, and (b) use data from the Services in aggregated form for security and operations management, to create statistical analyses, and for research and development purposes (above clauses (a) and (b) are collectively referred to as "Service Analyses"). We retain all intellectual property rights in Service Analyses.

11.3. We may provide You with the ability to obtain certain Oracle-provided Software (as defined below) for use with the Services. Unless we specify that separate terms will apply to Oracle-provided Software, any Oracle-provided Software is provided as part of the Services and You have the non-exclusive, worldwide, limited right to use, and allow Your Users to use, such Oracle-provided Software, subject to the terms of this Agreement and Your order, solely to facilitate Your authorized use of the Services. Your right to use any Oracle-provided Software will terminate upon the earlier of our notice (by web posting or otherwise) or the end of the Services associated with the Oracle-provided Software. Your right to use any part of the Oracle-provided Software that is licensed under the separate terms is not restricted in any way by this Agreement.

## **12. HARDWARE DEVICES**

The terms in this Section 12 (Hardware Devices) only apply to an order which includes a Hardware Device.

12.1. Your order may include a Hardware Device (as defined below), which You may use with the applicable Services as described in the Service Specifications. The terms of this Agreement and Your order (including those terms that refer to Services) govern Hardware Devices, the Operating System and Integrated Software (both as defined below), unless expressly stated otherwise in this Section 12, or if the terms by their nature would be inapplicable to Hardware Devices.

12.2. We provide a limited warranty for Hardware Devices as described in the Oracle Hardware Warranty available at <http://www.oracle.com/contracts/hardware>. Any changes to the Oracle Hardware Warranty will not apply to Hardware Devices ordered prior to such change.

12.3. We provide technical support services for Hardware Devices as described in the Service Specifications and/or Oracle's Hardware and Systems Support Policies in effect at the time the technical support services are provided (available at <http://www.oracle.com/contracts/hardware>), as applicable.

12.4. With respect to our indemnification for Hardware Devices under Section 8, notwithstanding the provisions of Section 8.2, if we believe or it is determined that the Hardware Device (or portion thereof) may have violated a third party's intellectual property rights, we may choose to either replace or modify the Hardware Device (or portion thereof) to be non-infringing (while substantially preserving its utility or functionality) or obtain a right to allow for continued use, or if these alternatives are not commercially reasonable, we may remove the applicable Hardware Device (or portion thereof) and refund the net book value for the Hardware Device.

12.5. "Hardware Device" is defined as hardware that meets both of the following requirements: (a) the hardware is managed by or used as part of the Services, and (b) the hardware is designated as a Hardware Device by Oracle. Title to Hardware Devices will transfer to You upon delivery to You unless otherwise specified in Your order.

12.6. "Operating System" refers to the software that manages the Hardware Device. You have the right to use the Operating System delivered with the Hardware Device (and any updates acquired through our technical support services) only as incorporated in, and as part of, the Hardware Device and subject to the terms of the license agreement(s) delivered with or on the Hardware Device. Current versions of the license agreements are located in the documentation for the Hardware Device.

12.7. "Integrated Software" refers to any software or programmable code that is embedded or integrated in a Hardware Device and enables the functionality of the Hardware Device. Integrated Software does not include and You do not have rights to (a) code or functionality for diagnostic, maintenance, repair or technical support services; or (b) separately licensed applications, development tools, or system management software or other code that is separately licensed by us or a third party. You have the limited, non-exclusive right to use Integrated Software



delivered with a Hardware Device (and any updates acquired through our technical support services) only as incorporated in, and as part of, the Hardware Device and subject to any terms delivered with or on the Hardware Device and/or in the applicable documentation.

12.8. We or our licensors retain all ownership and intellectual property rights in and to the Operating System and Integrated Software. The Hardware Device may contain or require the use of third party technology that is provided with or pre-installed on the Hardware Device. Third party technology is licensed under terms which we may provide to You (i) with or on the Hardware Device, (ii) in the applicable product documentation, (iii) in the readme files, or (iv) in the notice files. Your right to use this third party technology under separate license terms are not restricted in any way by this Agreement. We do not warrant or provide any technical support services for this third party technology.

12.9. The Operating System or Integrated Software may include separate works, identified in a readme file, notice file or the applicable documentation, which are licensed under open source or similar license terms; Your rights to use the Operating System and Integrated Software under such terms are not restricted in any way by this Agreement. The appropriate terms associated with these separate works can be found in the readme files, notice files or in the documentation accompanying the Operating System and Integrated Software. For software (i) that is part of the Operating System or Integrated Software and (ii) that You receive from us in binary form and (iii) that is licensed under an open source license that gives You the right to receive the source code for that binary, You may obtain a copy of the applicable source code from <https://oss.oracle.com/sources/> or <http://www.oracle.com/goto/opensourcecode>. If the source code for the software was not provided to You with the binary, You may also receive a copy of the source code on physical media by submitting a written request pursuant to the instructions in the "Written Offer for Source Code" section of the latter website.

### **13. EXPORT**

13.1. Export control and economic sanctions laws and regulations ("export laws") of the United States and any other relevant local export laws apply to the Oracle Products and Services ordered under this Agreement. Such export laws govern use of the Oracle Products and Services (including technical data) and any Oracle products or services deliverables provided under this Agreement, and You and we each agree to comply with all such export laws (including "deemed export" and "deemed re-export" regulations). You agree that no data, information, software programs and/or materials resulting from the Oracle products or services (or direct product thereof) will be exported, directly or indirectly, in violation of these laws, or will be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation, or development of missile technology.

13.2. You acknowledge that the Services are designed with capabilities for You and Your Users to access the Services without regard to geographic location and to transfer or otherwise move Your Content between the Services and other locations such as User workstations. You are solely responsible for the authorization and management of User accounts across geographic locations, as well as export control and geographic transfer of Your Content.

### **14. FORCE MAJEURE**

Neither You nor we shall be responsible for failure or delay of performance if caused by: an act of war, hostility, or sabotage; act of God; pandemic; electrical, internet, or telecommunication outage that is not caused by the obligated party; government restrictions (including, without limitation, an embargo, economic sanction or the denial or cancelation of any export, import or other license); or other event outside the reasonable control of the obligated party. Both You and we will use reasonable efforts to mitigate the effect of a force majeure event. If such event continues for more than 30 days, either of You or we may cancel unperformed Services and affected orders upon written agreement. This Section does not excuse either party's obligation to take reasonable steps to follow its normal disaster recovery procedures or Your obligation to pay for the Services.

### **15. UCITA**

The Uniform Computer Information Transactions Act does not apply to this Agreement or to orders placed under it.



## **16. NOTICE**

16.1. Any notice required under this Agreement shall be provided to the other party in writing. If You have a legal dispute with us or if You wish to provide a notice under the Indemnification Section of this Agreement, or if You become subject to insolvency or other similar legal proceedings, You will promptly send written notice to: Oracle America, Inc., 500 Oracle Parkway Redwood Shores, CA 94065, Attention: General Counsel, Legal Department.

16.2. We may give notices applicable to our Services customers by means of a general notice on the Oracle portal for the Services, and notices specific to You (a) by electronic mail to Your e-mail address on record in our account information or (b) by written communication sent by first class mail or pre-paid post to Your address on record in our account information.

16.3. You may register to receive notice of updates to the Oracle Cloud Hosting and Delivery Policies and the Data Processing Agreement (and certain other Service Specifications made available by Oracle) at <http://www.oracle.com/contracts/cloud-services>.

## **17. ASSIGNMENT**

You may not assign this Agreement or give or transfer the Services or any interest in the Services to another individual or entity.

## **18. OTHER**

18.1. We are an independent contractor, and each party agrees that no partnership, joint venture, or agency relationship exists between the parties.

18.2. Our business partners and other third parties, including any third parties with which the Services have integrations or that are retained by You to provide consulting services, implementation services or applications that interact with the Services, are independent of Oracle and are not Oracle's agents. Even if recommended by us, we are not liable for, bound by, or responsible for any problems with the Services or Your Content arising due to any acts or omissions of any business partner or third party, unless the business partner or third party is providing Services as our subcontractor or is otherwise engaged by Oracle in connection with performance of its obligations under this Agreement, and, if so, then only to the same extent as we would be responsible for our resources under this Agreement.

18.3. If any term of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain effective and such term shall be replaced with another term consistent with the purpose and intent of this Agreement.

18.4. Except for actions for nonpayment or breach of Oracle's proprietary rights, no action, regardless of form, arising out of or relating to this Agreement may be brought by either party more than two years after the cause of action has accrued.

18.5. Prior to entering into an order governed by this Agreement, You are solely responsible for determining whether the Services meet Your technical, business or regulatory requirements. Oracle will cooperate with Your efforts to determine whether use of the standard Services are consistent with those requirements. Additional fees may apply to any additional work performed by Oracle or changes to the Services. You remain solely responsible for Your regulatory compliance in connection with Your use of the Services.

## **19. ENTIRE AGREEMENT**

19.1. You agree that this Agreement and the information which is incorporated into this Agreement by written reference (including reference to information contained in a URL or referenced policy), together with the applicable order, is the complete agreement for the Oracle Products and Services ordered by You and supersedes all prior or contemporaneous agreements, proposals, negotiations, demonstrations or representations, written or oral, regarding such Oracle Products and Services.

19.2. It is expressly agreed that the terms of this Agreement and any Oracle order shall supersede the terms in any purchase order, procurement internet portal, or other similar non-Oracle document, and no terms included in

any such purchase order, portal, or other non-Oracle document shall apply to Your order. In the event of any inconsistencies between the terms of an order and the Agreement, the order shall take precedence; however, unless expressly stated otherwise in an order, the terms of the Data Processing Agreement shall take precedence over any inconsistent terms in an order. This Agreement and orders hereunder may not be modified and the rights and restrictions may not be altered or waived except in a writing signed or accepted online by authorized representatives of You and of Oracle; however, Oracle may update the Service Specifications, including by posting updated documents on Oracle's websites. No third party beneficiary relationships are created by this Agreement.

## 20. AGREEMENT DEFINITIONS

20.1. **"Oracle-provided Software"** means any software agent, application or tool that Oracle makes available to You specifically for purposes of facilitating Your access to, operation of, and/or use with, the Services.

20.2. **"Program Documentation"** refers to the user manuals, help windows, readme files for the Services and any Oracle-provided Software. You may access the documentation online at <http://oracle.com/contracts> or such other address specified by Oracle.

20.3. **"Service Specifications"** means the following documents, as applicable to the Services under Your order: (a) the Oracle Cloud Hosting and Delivery Policies, the Program Documentation, the Oracle service descriptions, and the Oracle Corporate Security Practices; (b) Oracle's privacy policies; and (c) any other Oracle documents that are referenced in or incorporated into Your order. The following do not apply to any non-Cloud Oracle service offerings acquired under Your order, such as professional services: the Oracle Cloud Hosting and Delivery Policies and Program Documentation. The following do not apply to any Oracle-provided Software: the Oracle Cloud Hosting and Delivery Policies.

20.4. **"Third Party Content"** means all software, data, text, images, audio, video, photographs and other content and material, in any format, that are obtained or derived from third party sources outside of Oracle that You may access through, within, or in conjunction with Your use of, the Services. Examples of Third Party Content include data feeds from social network services, rss feeds from blog posts, Oracle data marketplaces and libraries, dictionaries, and marketing data. Third Party Content includes third-party sourced materials accessed or obtained by Your use of the Services or any Oracle-provided tools.

20.5. **"Users"** means, for Services, those employees, contractors, and end users, as applicable, authorized by You or on Your behalf to use the Services in accordance with this Agreement and Your order. For Services that are specifically designed to allow Your clients, agents, customers, suppliers or other third parties to access the Services to interact with You, such third parties will be considered "Users" subject to the terms of this Agreement and Your order.

20.6. **"Your Content"** means all software, data (including Personal Information), text, images, audio, video, photographs, non-Oracle or third party applications, and other content and material, in any format, provided by You or any of Your Users that is stored in, or run on or through, the Services. Services under this Agreement, Oracle-provided Software, other Oracle Products and Services, and Oracle intellectual property, and all derivative works thereof, do not fall within the meaning of the term "Your Content." Your Content includes any Third Party Content that is brought by You into the Services by Your use of the Services or any Oracle-provided tools.

## 21. CLOUD SERVICES AGREEMENT EFFECTIVE DATE

The Effective Date of this Cloud Services Agreement is \_\_\_\_\_. (DATE TO BE COMPLETED BY ORACLE)

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK. THE SIGNATURE BLOCK FOR THIS AGREEMENT FOLLOWS IMMEDIATELY ON THE NEXT PAGE.

Company Name: \_\_\_\_\_

Oracle America, Inc.

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Agreement No.: \_\_\_\_\_ *[to be completed by Oracle]*

## Tab 8 – Exceptions to Project Scope and Contract Terms

The City reserves the right to disallow exceptions it finds are not in the best interests of the City. Any and all exceptions must be identified and fully explained in the submitted Proposal. It is the City's intention to be made aware of any exceptions to terms or conditions prior to contract negotiations.

*Note: Deviations to the payment and retainage schedule to be provided in the Price Proposal. Deviations to functionality to be provided in Tab 8 (Attachment B).*

### I. DEVIATIONS TO SCOPE OF WORK

- i. The Proposer to identify and describe any exceptions/deviations to the Scope of Work and identify their impact to the City, including, but not limited to workarounds; reductions in performance; capacity; flexibility; accuracy; and ultimately, cost and value.

#### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

NetSuite for Government does not provide certain features or modules for Bid Management. The impact on the City is the need to implement a third-party application to bridge functionality gaps not covered by NetSuite for Government. Please refer to Tab 9 or the separate Oracle America Proposal Response to Attachment B workbook for specific details.

Additionally, Oracle has estimated time for post go-live assistance as described on Slide 4 of the Oracle NetSuite for Government: Professional Services Budgetary Estimate for City located as an appendix to the Price Proposal.

- ii. Proposer to identify the areas where they feel the requested service or product is not available, deviates from the specific requests, or is deemed an unwise or unwarranted approach.

#### **ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:**

Please see Oracles' response above and Tab 14 or the Oracle America Proposal Response to Attachment B workbook.

## II. DEVIATIONS/EXCEPTIONS TO RFP TERMS AND CONDITIONS AS PROPOSED BY THE TOWN

As an Exhibit to Tab 7, Proposer to provide any deviations or exceptions to the language proposed by the City in the RFP. Each item to be listed along with the requested alternative language for review by the City.

*If no deviations taken, state as such.* Substantive exceptions to the City's terms, submitted after the date and time established for the submittal of Proposals, will not be considered.

No deviations taken: ☐

### ORACLE NETSUITE FOR GOVERNMENT SAAS RESPONSE:

While your business is important to us at this pre-award stage, Oracle takes exception to any provision of the RFP that purports to establish the contractual and legal terms under which Oracle will provide products or services to you; You should not construe, nor does Oracle consider, the response to be legally binding upon Oracle. Oracle respectfully submits that the product(s) and services it is proposing in this response would be contracted subject to Oracle's General Terms and Conditions for Oracle's Proposal and a new Public Sector Agreement for Cloud Services. In the event of an award, Oracle is open to discussing contract terms with the City as part of the resulting post-award contract negotiations.

## Tab 9 – Functional and Technical Requirements Response

This tab is to include Proposer's response as detailed in Attachment B – Functional and Technical Requirements/Capabilities, which is an Excel document to be filled out by the Proposer. Proposers are required to use the following legend for completing Attachment B – Functional and Technical Requirements/Capabilities.

- i. Proposers are instructed to enter only one response indicator in response to each requirement. Responses to an individual requirement that contain more than one indicator (e.g., C/T) will be treated as a response of "N" feature/function not provided.
- ii. If a Proposer is not proposing on certain functionality, a response of "No Bid" shall be provided for all applicable areas.
- iii. A response of "No Bid" should not be used as a replacement for an "N" response.
- iv. Requirements left blank will be treated as a response of "N" feature/function not provided.
- v. **If a third-party system is a part of the proposal**, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.

**Table 14-1: Requirements Response Indicators**

| Indicator | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                       |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S         | <b>Standard:</b> Feature/Function is <b>included in the current software release</b> and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                      | Proposers are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                         |
| F         | <b>Future:</b> Feature/Function <b>will be available in a future software release</b> available to the City by January 1, 2026, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                                    | If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer shall indicate the planned release version, as well as the time the release will be generally available. |
| C         | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Proposer shall indicate the cost of such a modification.                                                         |

| Indicator | Definition                                                                                                                                                                                                                                                                                     | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| T         | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified. | If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Proposer shall identify this third-party system and include a cost proposal to secure this system. <b>If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.</b> |
| N         | <b>No:</b> Feature/Function cannot be provided.                                                                                                                                                                                                                                                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## City of Superior

## Functional and Technical Requirements

| Indicator                                                                                | Definition                                                                                                                                                                                                                                                                                                                   | Instruction                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S                                                                                        | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                            | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                         |                 |                                                                                                                                                                                                                                                          |
| F                                                                                        | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                             | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |                 |                                                                                                                                                                                                                                                          |
| C                                                                                        | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications.</b> All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                         |                 |                                                                                                                                                                                                                                                          |
| T                                                                                        | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system.</b> This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements |                 |                                                                                                                                                                                                                                                          |
| N                                                                                        | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                                                                                                                                                                                          |
| General and Technical                                                                    |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                                                                                                                                          |
| Req #                                                                                    | Description of Capability                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                         | Vendor Response | Comments                                                                                                                                                                                                                                                 |
| The entirety of this Tab is Oracle Confidential – Trade Secret Information.              |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                                                                                                                                          |
| Technical Environment                                                                    |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                                                                                                                                          |
| GT.1                                                                                     | The system shall flow all changes made in the system throughout all proposed system modules without the need for duplicate data entry.                                                                                                                                                                                       | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                                                                                                                                                                          |
| GT.2                                                                                     | The system shall support import and export data with web services formats.                                                                                                                                                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                                                                                                                                                                          |
| GT.3                                                                                     | The system shall integrate with third-party signature validation systems (e.g., DocuSign).                                                                                                                                                                                                                                   | Desired                                                                                                                                                                                                                                                                                                                                             | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| GT.4                                                                                     | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.                                                                                                                          | Critical                                                                                                                                                                                                                                                                                                                                            | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| The system shall import and export data from (or to) standard file formats including but |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                                                                                                                                          |
| GT.5                                                                                     | .html;                                                                                                                                                                                                                                                                                                                       | Critical                                                                                                                                                                                                                                                                                                                                            | N               | Users can export the report as a PDF file and embed it in an HTML document                                                                                                                                                                               |
| GT.6                                                                                     | PDFs that are text based and searchable;                                                                                                                                                                                                                                                                                     | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                                                                                                                                                                          |



## City of Superior

## Functional and Technical Requirements

|                                                                                                 |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes. | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
| GT.7                                                                                            | .txt;                                                                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.8                                                                                            | .csv;                                                                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.9                                                                                            | .xlsx (MS Excel version 2016 or later, including MS 365);                                                                                                                                           | Critical | S |                                                                                                                                                                                                                                                          |
| GT.10                                                                                           | .docx (MS Word version 2016 or later, including MS 365);                                                                                                                                            | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.11                                                                                           | .ics (MS Outlook version 2016 or later, including MS 365, for calendaring);                                                                                                                         | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.12                                                                                           | .xml; and                                                                                                                                                                                           | Critical | S | Through standard open API.                                                                                                                                                                                                                               |
| GT.13                                                                                           | Other City-defined desktop productivity applications.                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.14                                                                                           | The system has the ability to provide a toolkit to create and manage API's, in an easy user-friendly interface.                                                                                     | Critical | S |                                                                                                                                                                                                                                                          |
| GT.15                                                                                           | The system has the ability to support API's (Application Programming Interface) for third-party system integration.                                                                                 | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| GT.16                                                                                           | The system has its own API keys and connectors for third-party and in-house system integration.                                                                                                     | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.17                                                                                           | The system shall support scheduled data feeds for exchanging file import/exports with third-party systems.                                                                                          | Desired  | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| GT.18                                                                                           | The system shall provide a centralized data dictionary that fully describes table structure, interdependencies, and appropriate levels of metadata.                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.19                                                                                           | The system shall store and apply digital copies of signatures to documents (e.g., checks, notification letters) with appropriate security permissions.                                              | Critical | S | Electronic signatures can be saved within the system and used to print signatures on documents like POs and AP checks. Ability to integrate with signature capture technologies and various third-party e-signature applications through standard APIs.  |
| GT.20                                                                                           | The system shall support application of certificate verified internal electronic signatures providing assurance of authenticity, integrity, and non-repudiation.                                    | Critical | S |                                                                                                                                                                                                                                                          |
| GT.21                                                                                           | The system shall operate on mobile devices (e.g., tablets, smart phones) and size-render appropriately.                                                                                             | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.22                                                                                           | The system shall be device agnostic when run on mobile devices (e.g., the system can be run on Android, iOS, Windows, etc.).                                                                        | Desired  | S |                                                                                                                                                                                                                                                          |

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes. | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services.                                                                                                                                                                                                                                                                        |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.23                                                                                           | The system shall provide a production, test, and development environment including the ability to track software changes applied to each environment and roll back as necessary.                    | Critical | S | NetSuite for Government supports multiple sandboxes associated to a production account. Each sandbox is an isolated "test" account in which the customer can develop and test new configurations without worrying about affecting the production account. Monthly updates are included in each sandbox account with additional upon request updates provided at additional cost.                                                                                                                                                |
| <b>Document Management</b>                                                                      |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.24                                                                                           | The system shall provide "Document Management System" functionality to track electronic files associated with specific system records.                                                              | Critical | S | File Cabinet is used to store and organize your business documents in much the same way as you store any files on your computer. You can store files that you receive or plan to send by email. Also, you can attach files stored in the File Cabinet to records in NetSuite for Government, such as customer records, transactions, and vendors. The system uses "drag and drop" or file upload functionality to access the files. Most File Cabinet folders can be restricted either by the folder owner or an administrator. |
| GT.25                                                                                           | The system shall support data storage with discrete version control in accordance with defined operational standards.                                                                               | Desired  | N |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.26                                                                                           | The system shall provide the ability to link imported documents to specific records.                                                                                                                | Critical | S | Yes, you can attach files stored in the File Cabinet to records in NetSuite for Government, such as customer records, transactions, and vendors.                                                                                                                                                                                                                                                                                                                                                                                |
| GT.27                                                                                           | The system shall use "drag and drop", electronic file upload and scan document functionality to associate electronic files to transactions within the system.                                       | Desired  | S | Yes, The system uses "drag and drop" or file upload functionality to access the files.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| GT.28                                                                                           | The system shall restrict modification of attached documents based on individual or department permissions.                                                                                         | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.29                                                                                           | The system shall allow a user to scan documents directly into the system.                                                                                                                           | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.30                                                                                           | The system shall permit export or a file directly for document storage, for example in a third-party system or network drive.                                                                       | Desired  | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.31                                                                                           | The system shall email a hyperlink of an electronic file to another internal party.                                                                                                                 | Desired  | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GT.32                                                                                           | The system shall allow email of an electronic file to an internal or external party (e.g., send a copy of a purchase order to a vendor).                                                            | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes. | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| GT.33                                                                                           | The system shall identify records with documentation/attachments.                                                                                                                                   | Critical | S | Documents are identified by type such as CSV, Word, PNG Image, PDF etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| GT.34                                                                                           | The system shall associate electronic files with a system record with the following types: (e.g., MS Excel, MS Word, shape, PDF, .dwg, .tif, .jpg.).                                                | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| GT.35                                                                                           | The system shall allow the City to restrict or define allowable file types.                                                                                                                         | Critical | N |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| GT.36                                                                                           | The system shall allow the City to set file size limitations.                                                                                                                                       | Critical | N | The system has a file size limit of 100GB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| GT.37                                                                                           | The system shall allow the City to electronically stamp documents.                                                                                                                                  | Desired  | S | All documents are logged in System Notes audit trail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| GT.38                                                                                           | The system shall limit the number of records generated in a query, with a notification to the user of an incomplete data set.                                                                       | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| GT.39                                                                                           | The system shall support the purging of linked electronic files, according to City defined schedules, allowing for differing schedules based on the document, module, and/or litigation hold.       | Desired  | S | All application data is perpetually stored in the customer database and NetSuite for Government retains all customer data for as long as the customer is in good standing. Archive/purging and scheduling differs by data type. Customers and Vendors can be deactivated. Files/attachments can be inactivated, offloaded or deleted in order to manage file cabinet storage space. As the sole owner of your data, you manage your file retention policies and can delete or off-board files to an alternate backup accordingly.                                                                                                                                                                                                                |
| GT.40                                                                                           | The system shall electronically capture and store files, with Optical Character Recognition (OCR) capabilities.                                                                                     | Critical | S | Capture vendor invoices more quickly and with fewer errors by eliminating manual data entry and automating the entire invoice capture process. NetSuite for Government Bill Capture allows you to email or drag-and-drop vendor invoices directly into NetSuite for Government. The system scans invoices using artificial intelligence based document detection and optical character recognition (OCR). Bill record fields are automatically populated with the appropriate details, leveraging intelligent data recognition and insights from previous vendor invoices to enhance accuracy. It also automatically matches bills with associated purchase orders and receiving documents and maintains the original document as an attachment. |
| <b>Security</b>                                                                                 |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.                                                                       | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services.                                                                                                                                    |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                                                                                           |          |   |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.41                                                                                           | The system shall utilize the organization's authentication protocol. ( <a href="https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/auth-sync-overview">https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/auth-sync-overview</a> ). | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.42                                                                                           | The system shall utilize the existing Active Directory user authentication regardless of deployment method.                                                                                                                                                               | Critical | S | NetSuite for Government can integrate with Active Directory via SAML (cloud-based connections).                                                                                                                                                                                                                                                                                             |
| GT.43                                                                                           | The system shall support Single Sign-On (SSO).                                                                                                                                                                                                                            | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.44                                                                                           | The system shall inherit groups from Active Directory for application authentication.                                                                                                                                                                                     | Desired  | N |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.45                                                                                           | The system shall assign users a unique ID and password.                                                                                                                                                                                                                   | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.46                                                                                           | The system has the ability for IDs and passwords to use "strong passwords" including; alpha, numeric, lowercase, uppercase, and special characters, as defined by organization policy.                                                                                    | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.47                                                                                           | The system shall require that passwords are changed on a defined schedule, as defined by organization policy.                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.48                                                                                           | The system has the ability for passwords to have an organization-defined minimum length and complexity.                                                                                                                                                                   | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.49                                                                                           | The system shall mask passwords as they are typed or entered onto the screen.                                                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.50                                                                                           | The system shall limit consecutive failed log in attempts.                                                                                                                                                                                                                | Desired  | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.51                                                                                           | The system shall store passwords in encrypted form, if the system requires that passwords be stored.                                                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.52                                                                                           | The system shall allow for multi-factor authentication.                                                                                                                                                                                                                   | Critical | S | Multi-factor authentication (MFA) is just one layer of securing user access to your NetSuite for Government account. In addition to a username and password, a role can be configured with an additional layer of protection where users provide a verification code. The verification code can be obtained from an authenticator app, or for example, by a message sent to a mobile phone. |
| GT.53                                                                                           | The system shall provide import and export capabilities with user-level security options to control access to sensitive information.                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                                                                                                                                                             |
| GT.54                                                                                           | The system shall encrypt data stored in the database (data at rest).                                                                                                                                                                                                      | Critical | S | Encryption of data at rest - records identified as sensitive are encrypted by the NetSuite application by default using Advanced Encryption Standard (AES) before being stored in the database.                                                                                                                                                                                             |

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes. | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
| GT.55                                                                                           | The system shall encrypt data stored in the application.                                                                                                                                            | Critical | S | Yes, specific PII fields are masked/displayed in the user interface based on user access.                                                                                                                                                                |
| GT.56                                                                                           | The system shall encrypt data in-transit.                                                                                                                                                           | Critical | S |                                                                                                                                                                                                                                                          |
| <b>The system shall provide security at the following levels:</b>                               |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
| GT.57                                                                                           | Department;                                                                                                                                                                                         | Critical | S |                                                                                                                                                                                                                                                          |
| GT.58                                                                                           | Division;                                                                                                                                                                                           | Critical | S |                                                                                                                                                                                                                                                          |
| GT.59                                                                                           | Role or group;                                                                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| GT.60                                                                                           | User ID;                                                                                                                                                                                            | Critical | S |                                                                                                                                                                                                                                                          |
| GT.61                                                                                           | Screen;                                                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                          |
| GT.62                                                                                           | Menu;                                                                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.63                                                                                           | Report;                                                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                          |
| GT.64                                                                                           | Field;                                                                                                                                                                                              | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.65                                                                                           | Field value as defined by the City (e.g., benefit category, employee class);                                                                                                                        | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.66                                                                                           | Element in chart of accounts; and                                                                                                                                                                   | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.67                                                                                           | Transaction type.                                                                                                                                                                                   | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.68                                                                                           | The system shall provide role-based security.                                                                                                                                                       | Critical | S |                                                                                                                                                                                                                                                          |
| GT.69                                                                                           | The system shall allow the City to determine which fields are visible to which security roles.                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| <b>The system shall track audit changes throughout the system that creates a log of all</b>     |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
| GT.70                                                                                           | Date;                                                                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.71                                                                                           | Time, to the nearest minute;                                                                                                                                                                        | Critical | S |                                                                                                                                                                                                                                                          |
| GT.72                                                                                           | User;                                                                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.73                                                                                           | Information prior to change;                                                                                                                                                                        | Critical | S |                                                                                                                                                                                                                                                          |
| GT.74                                                                                           | Changed information; and                                                                                                                                                                            | Critical | S |                                                                                                                                                                                                                                                          |
| GT.75                                                                                           | Other administer-configurable information.                                                                                                                                                          | Critical | S |                                                                                                                                                                                                                                                          |
| GT.76                                                                                           | The system shall provide configurable audit reports.                                                                                                                                                | Critical | S |                                                                                                                                                                                                                                                          |
| GT.77                                                                                           | The system shall automatically send configured audit reports on a scheduled basis or by a triggered audit event.                                                                                    | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.78                                                                                           | The system shall allow auditing within modules to be determined by the module, and configured by the administrator.                                                                                 | Desired  | S | The system has audit trails throughout and elements can be added but we do not recommend removing elements.                                                                                                                                              |
| GT.79                                                                                           | The system shall update all security roles automatically (user discretion) when a change in the "master" role is made with updates made in real time and applied to all in-progress activities.     | Desired  | S |                                                                                                                                                                                                                                                          |

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.        | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                            |          |   |                                                                                                                                                                                                                                                          |
| GT.80                                                                                           | The system shall allow a city systems administrator to configure the duration in which audit logs are retained (e.g., 90 days).                                                                            | Desired  | N | Audit logs (System Notes) are maintained into perpetuity.                                                                                                                                                                                                |
| GT.81                                                                                           | The system shall allow the City system administrator to add and change permissions for system access.                                                                                                      | Critical | S | NetSuite for Government makes it easy for system administrators to enroll users and design workflows with role-based access controls, enforced password policies and strong encryption.                                                                  |
| GT.82                                                                                           | The system shall log users off the system after a City systems administrator-defined period of inactivity.                                                                                                 | Critical | N |                                                                                                                                                                                                                                                          |
| GT.83                                                                                           | The system shall allow a City system administrator to log out users by module.                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                          |
| GT.84                                                                                           | The system shall allow multiple levels of City designated system administrators (i.e., IT/technical and end-user department/functional).                                                                   | Critical | S |                                                                                                                                                                                                                                                          |
| GT.85                                                                                           | The system shall restrict users by module from logging into the system during periodic system maintenance.                                                                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.86                                                                                           | The system shall track audit changes at the database-level.                                                                                                                                                | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.87                                                                                           | The system shall automate the export of audit logs.                                                                                                                                                        | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.88                                                                                           | The system shall provide configurable exception reports.                                                                                                                                                   | Critical | S |                                                                                                                                                                                                                                                          |
| GT.89                                                                                           | The system shall allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system. | Critical | S |                                                                                                                                                                                                                                                          |
| <b>The system shall mask fields by user role including but not limited to:</b>                  |                                                                                                                                                                                                            |          |   |                                                                                                                                                                                                                                                          |
| GT.90                                                                                           | Tax numbers/ID;                                                                                                                                                                                            | Critical | S |                                                                                                                                                                                                                                                          |
| GT.91                                                                                           | Date of Birth;                                                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                          |
| GT.92                                                                                           | Passwords;                                                                                                                                                                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.93                                                                                           | Bank account numbers;                                                                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| GT.94                                                                                           | Social Security numbers;                                                                                                                                                                                   | Critical | S |                                                                                                                                                                                                                                                          |
| GT.95                                                                                           | Driver's License numbers;                                                                                                                                                                                  | Critical | S |                                                                                                                                                                                                                                                          |
| GT.96                                                                                           | Email addresses;                                                                                                                                                                                           | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.97                                                                                           | Addresses; and                                                                                                                                                                                             | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.98                                                                                           | Other, City-defined fields. Please describe limitations in comments.                                                                                                                                       | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.99                                                                                           | The system shall mask a portion of any of the above fields.                                                                                                                                                | Desired  | S | Yes, specific PII fields are masked/displayed in the user interface based on user access.                                                                                                                                                                |
| GT.100                                                                                          | The system shall mask or allow select information defined by the City as confidential (e.g., police officer personal/home address).                                                                        | Desired  | S |                                                                                                                                                                                                                                                          |



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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.                                              | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                                                                  |          |   |                                                                                                                                                                                                                                                          |
| GT.101                                                                                          | The system shall apply the same security permissions to system queries and reports as it does to data fields/elements, based on user/role (e.g., data fields masked on a record or transaction are similarly masked on reports run by the user). | Critical | S |                                                                                                                                                                                                                                                          |
| GT.102                                                                                          | The system shall be operational on a 24 x 7 scheduled basis.                                                                                                                                                                                     | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.103                                                                                          | The system shall ensure that all modules are compliant with the most recent version of the Payment Card Industry (PCI) Data Security Standards (DSS).                                                                                            | Critical | S |                                                                                                                                                                                                                                                          |
| <b>User Interface</b>                                                                           |                                                                                                                                                                                                                                                  |          |   |                                                                                                                                                                                                                                                          |
| GT.104                                                                                          | The system shall provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.                                                                         | Desired  | S | NetSuite for Government is a unified business management suite encompassing all the modules listed as included in this proposal.                                                                                                                         |
| GT.105                                                                                          | The system shall provide drop down boxes, or other pick list functionality, for data selection.                                                                                                                                                  | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.106                                                                                          | The system shall provide configurable quick keys or keyboard shortcuts (i.e., function keys).                                                                                                                                                    | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.107                                                                                          | The system supports the ability for the City to designate which non-system required fields can be "made" required to support business operations.                                                                                                | Critical | S |                                                                                                                                                                                                                                                          |
| GT.108                                                                                          | The system shall provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).                                                                                                                     | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.109                                                                                          | The system shall provide customizable screens based on roles and permissions.                                                                                                                                                                    | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.110                                                                                          | The system shall provide contextual help (i.e., field descriptions that are displayed based on the location of the mouse or cursor).                                                                                                             | Desired  | S | Field level help is configurable to accommodate City specific processes.                                                                                                                                                                                 |
| GT.111                                                                                          | The system shall provide customizable help.                                                                                                                                                                                                      | Desired  | S | Field level help is configurable to accommodate City specific processes.                                                                                                                                                                                 |
| GT.112                                                                                          | The system shall provide data validation on entry.                                                                                                                                                                                               | Critical | S |                                                                                                                                                                                                                                                          |
| GT.113                                                                                          | The system shall create error logs with detail associated with the error.                                                                                                                                                                        | Critical | S |                                                                                                                                                                                                                                                          |
| GT.114                                                                                          | The system shall allow users to send error reports to the City IT Department.                                                                                                                                                                    | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.115                                                                                          | The system shall provide configuration options for the level of detail that is logged in error logs.                                                                                                                                             | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.116                                                                                          | The system shall add a new value to a pick list table without having to navigate from the table, with appropriate security permissions.                                                                                                          | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.117                                                                                          | The system shall provide customizable screens based on roles and permissions.                                                                                                                                                                    | Desired  | S |                                                                                                                                                                                                                                                          |

## City of Superior

## Functional and Technical Requirements

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.                                  | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                                                      |          |   |                                                                                                                                                                                                                                                          |
| GT.118                                                                                          | The system shall spell check on any field with the ability for a user to accept or ignore suggestion.                                                                                                                                | Critical | S | Browser based spell checks are compatible.                                                                                                                                                                                                               |
| GT.119                                                                                          | The system shall validate against address field entries to align with City address standards.                                                                                                                                        | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.120                                                                                          | The system shall support CASS certification for USA and Canada.                                                                                                                                                                      | Desired  | N |                                                                                                                                                                                                                                                          |
| GT.121                                                                                          | The system shall support international addresses.                                                                                                                                                                                    | Critical | S |                                                                                                                                                                                                                                                          |
| GT.122                                                                                          | The system shall support international phone numbers.                                                                                                                                                                                | Critical | S |                                                                                                                                                                                                                                                          |
| GT.123                                                                                          | The system shall search by fragment or portion of a word or number.                                                                                                                                                                  | Critical | S | Predictive text is available in the main search bar.                                                                                                                                                                                                     |
| GT.124                                                                                          | The system has the ability for multiple windows to be open at the same time.                                                                                                                                                         | Critical | S |                                                                                                                                                                                                                                                          |
| GT.125                                                                                          | The system shall warn a user that they are about to execute a process and ask if they want to proceed (i.e., to warn before posting a batch of changes, etc.).                                                                       | Critical | S |                                                                                                                                                                                                                                                          |
| GT.126                                                                                          | The system shall allow an administrator to configure which business process are prompted with a warning to proceed, with appropriate security permissions.                                                                           | Critical | S |                                                                                                                                                                                                                                                          |
| GT.127                                                                                          | The system shall allow the configuration of processes using either the keyboard only, the mouse only, or a combination of the two, depending on a user's preference.                                                                 | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.128                                                                                          | The system shall allow the system administrator to rename field labels.                                                                                                                                                              | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.129                                                                                          | The system shall support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.                                                                                                                  | Critical | S |                                                                                                                                                                                                                                                          |
| GT.130                                                                                          | The system shall display which environment the user is logged into (i.e., test vs. production).                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| GT.131                                                                                          | The system shall render application windows to the set screen resolution without application window truncation, or require scrolling to access all areas of the window.                                                              | Critical | S |                                                                                                                                                                                                                                                          |
| GT.132                                                                                          | The system shall allow application windows, including text and field dimensions, to be maximized to fit allotted screen size (i.e., increase window size to increase amount of data displayed instead of simply zooming in on data). | Desired  | S |                                                                                                                                                                                                                                                          |
| <b>Workflow</b>                                                                                 |                                                                                                                                                                                                                                      |          |   |                                                                                                                                                                                                                                                          |
| GT.133                                                                                          | The system shall initiate and track workflow and approval processes.                                                                                                                                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.134                                                                                          | The system shall allow systems administrators to assign different levels of approval for the same user.                                                                                                                              | Critical | S |                                                                                                                                                                                                                                                          |
| GT.135                                                                                          | The system shall allow systems administrators to configure the system to maintain separation of duties related to workflow approval processes.                                                                                       | Critical | S |                                                                                                                                                                                                                                                          |
| GT.136                                                                                          | The system shall allow users to approve multiple tasks/transactions simultaneously.                                                                                                                                                  | Critical | N | Approvals are sequential not simultaneous.                                                                                                                                                                                                               |
| GT.137                                                                                          | The system shall provide workflow functionality in all proposed system modules.                                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| <b>The system shall set workflow rules by:</b>                                                  |                                                                                                                                                                                                                                      |          |   |                                                                                                                                                                                                                                                          |



## City of Superior

### Functional and Technical Requirements

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.                                                                                                                                                         | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                                                                                                                                                                             |          |   |                                                                                                                                                                                                                                                          |
| GT.138                                                                                          | User;                                                                                                                                                                                                                                                                                                                                                       | Critical | S |                                                                                                                                                                                                                                                          |
| GT.139                                                                                          | Role;                                                                                                                                                                                                                                                                                                                                                       | Critical | S |                                                                                                                                                                                                                                                          |
| GT.140                                                                                          | Department;                                                                                                                                                                                                                                                                                                                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.141                                                                                          | Any string in the Chart of Accounts or Account;                                                                                                                                                                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                          |
| GT.142                                                                                          | Thresholds;                                                                                                                                                                                                                                                                                                                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.143                                                                                          | Percentage argument;                                                                                                                                                                                                                                                                                                                                        | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.144                                                                                          | Numerical argument;                                                                                                                                                                                                                                                                                                                                         | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.145                                                                                          | Record type (i.e., permit type, purchase order, etc.);                                                                                                                                                                                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| GT.146                                                                                          | Priority type; and                                                                                                                                                                                                                                                                                                                                          | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.147                                                                                          | Other City-defined criteria. Please describe limitations in comments.                                                                                                                                                                                                                                                                                       | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.148                                                                                          | The system shall allow temporary availability status changes of users (e.g., unavailable due to vacation time).                                                                                                                                                                                                                                             | Critical | N | The system supports designating a temporary alternate approver for a specific period of time. The system does not support user status.                                                                                                                   |
| GT.149                                                                                          | The system shall re-route workflow assignments based on availability triggered by user unavailable status.                                                                                                                                                                                                                                                  | Critical | S | The system supports designating a temporary alternate approver for a specific period of time. This is not status based.                                                                                                                                  |
| GT.150                                                                                          | The system shall re-route workflow assignments based on availability triggered by City-defined periods of no response.                                                                                                                                                                                                                                      | Critical | S |                                                                                                                                                                                                                                                          |
| GT.151                                                                                          | The system shall notify a system admin of unsuccessful workflow processes.                                                                                                                                                                                                                                                                                  | Critical | S |                                                                                                                                                                                                                                                          |
| GT.152                                                                                          | The system shall provide event-driven notification by email to multiple users that can be configured at any step within any workflow.                                                                                                                                                                                                                       | Desired  | S | This notification is available on the dashboard or through reporting.                                                                                                                                                                                    |
| GT.153                                                                                          | The system shall allow notifications to be configurable (on/off) by the individual user type and/or module.                                                                                                                                                                                                                                                 | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.154                                                                                          | The system shall allow graphical tools for documenting workflow.                                                                                                                                                                                                                                                                                            | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.155                                                                                          | The system has the ability for a user to review and approve a workflow transaction directly from within an email, without requiring the user to follow a link to the system to approve the transaction (e.g., an approver can click "approve" in the email and have the approval be recorded in the system, and trigger the next applicable workflow step). | Critical | N |                                                                                                                                                                                                                                                          |
| <b>Reporting and Dashboards</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                             |          |   |                                                                                                                                                                                                                                                          |
| GT.156                                                                                          | The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).                                                                                                                                                                                                                                                             | Critical | S |                                                                                                                                                                                                                                                          |
| GT.157                                                                                          | The system shall customize the information presented on the EIS by user.                                                                                                                                                                                                                                                                                    | Critical | S |                                                                                                                                                                                                                                                          |

## City of Superior

## Functional and Technical Requirements

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes. | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services.                                           |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                                                                    |
| GT.158                                                                                          | The system shall customize the information presented on the EIS by group of users.                                                                                                                  | Critical | S | Based on roles                                                                                                                                                                                                                                                                                     |
| GT.159                                                                                          | The system shall display information on the EIS in real-time.                                                                                                                                       | Critical | S |                                                                                                                                                                                                                                                                                                    |
| GT.160                                                                                          | The system shall provide a library of standard reports (i.e., "canned" reports).                                                                                                                    | Critical | S | The system provides a variety of reporting capabilities and hundreds of standard reports that can be used to retrieve, present, and analyze real-time business results.                                                                                                                            |
| GT.161                                                                                          | The system shall allow a user to modify existing reports, with appropriate security permissions.                                                                                                    | Critical | S | Standard reports can be run as is, or modified by setting per-user preferences, selecting per-report viewing options, or defining custom reports in the Report Builder tool.                                                                                                                       |
| GT.162                                                                                          | The system shall provide an integrated report writer.                                                                                                                                               | Desired  | S |                                                                                                                                                                                                                                                                                                    |
| GT.163                                                                                          | The system shall provide an integrated report writer that has a consistent look and feel across all proposed system modules.                                                                        | Desired  | S | The system provides a variety of reporting capabilities and hundreds of standard reports that can be used to retrieve, present, and analyze real-time business results.                                                                                                                            |
| GT.164                                                                                          | The system shall provide an integrated report writer that allows the creation of reports comprised of any discrete data field throughout the system with proper security permissions.               | Desired  | S |                                                                                                                                                                                                                                                                                                    |
| GT.165                                                                                          | The system shall save a report as a new template after a user copies and modifies an existing report, with appropriate security permissions.                                                        | Desired  | S |                                                                                                                                                                                                                                                                                                    |
| GT.166                                                                                          | The system shall configure and save ad hoc reports by individual user, with the ability to provide access to other users with appropriate security permissions.                                     | Critical | S | You can use the ad hoc reporting feature to create your own reports to fit the specific needs of your business. For an ad hoc report, you can select the type of data you want to report on, the format of the report, and how you want to subtotal and group the information shown on the report. |
| GT.167                                                                                          | The system has the ability to save favorite reports in a menu or pick-list by individual user.                                                                                                      | Critical | S | Favorite reports can be saved to a user's personalized dashboard.                                                                                                                                                                                                                                  |
| GT.168                                                                                          | The system shall allow generated reports to be viewed on screen prior to printing.                                                                                                                  | Critical | S |                                                                                                                                                                                                                                                                                                    |
| GT.169                                                                                          | The system shall allow reports to be generated that are searchable.                                                                                                                                 | Critical | S |                                                                                                                                                                                                                                                                                                    |
| GT.170                                                                                          | The system shall configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).                                                             | Desired  | S |                                                                                                                                                                                                                                                                                                    |

## City of Superior

## Functional and Technical Requirements

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| GT.4                                                                                            | The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes. | Critical | S | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>The system shall import and export data from (or to) standard file formats including but</b> |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
| GT.171                                                                                          | The system shall allow reports to be generated that have "drill-down" capabilities.                                                                                                                 | Critical | S |                                                                                                                                                                                                                                                          |
| GT.172                                                                                          | The system shall print graphs and charts for presentation style reports.                                                                                                                            | Critical | S |                                                                                                                                                                                                                                                          |
| <b>Mobile Devices</b>                                                                           |                                                                                                                                                                                                     |          |   |                                                                                                                                                                                                                                                          |
| GT.173                                                                                          | The system shall provide a user interface that is fully accessible from mobile devices.                                                                                                             | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.174                                                                                          | The system is HTML responsive and can adjust to screen size of the mobile device being used. (e.g., iPhone, iPad, laptop).                                                                          | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.175                                                                                          | The system shall provide an iOS app for use on both iPhones and iPads.                                                                                                                              | Desired  | S |                                                                                                                                                                                                                                                          |
| GT.176                                                                                          | The system shall provide an Android app for use on Android phones and tablets.                                                                                                                      | Desired  | S |                                                                                                                                                                                                                                                          |

## City of Superior

### Functional and Technical Requirements

| Indicator                              | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                                          |
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| S                                      | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                         |                 |                                                                                                          |
| F                                      | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |                 |                                                                                                          |
| C                                      | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                         |                 |                                                                                                          |
| T                                      | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements |                 |                                                                                                          |
| N                                      | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                                          |
| General Ledger and Financial Reporting |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                                          |
| Req #                                  | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                         | Vendor Response | Comments                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 | The entirety of this Tab is Oracle Confidential – Trade Secret Information.                              |
| General Requirements                   |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                                          |
| GL.1                                   | The system shall provide a General Ledger that is integrated with all other proposed system modules so that reconciliation between applications is user friendly and efficient.                                                                                                                                               | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |
| GL.2                                   | The system shall produce statements at any user defined interval (i.e., daily, weekly, monthly, quarterly, and annually) in summary or detail and can be subtotaled at multiple levels in the chart of accounts.                                                                                                              | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |
| GL.3                                   | The system shall allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.                                                                                                                                             | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |
| GL.4                                   | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                                                                                                                                            | Critical                                                                                                                                                                                                                                                                                                                                            | N               | However, the system will automatically do rollovers for the next fiscal year without YE being completed. |
| GL.5                                   | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year.                                                                                                                 | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |
| GL.6                                   | The system shall support multi-year funds.                                                                                                                                                                                                                                                                                    | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |
| GL.7                                   | The system shall produce balance sheets and other financial reports from a prior closed year and period with an option to include inactive accounts with activity or a balance.                                                                                                                                               | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |
| GL.8                                   | The system shall automatically roll forward balances for balance sheet accounts at year end for a soft close.                                                                                                                                                                                                                 | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                                                          |

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| GL.4  | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                            | <b>Critical</b> | <b>N</b> | However, the system will automatically do rollovers for the next fiscal year without YE being completed.                                                                                                                                                             |
| GL.5  | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year. | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.9  | The system shall perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.                                           | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.10 | The system shall automatically update the fiscal year and period on the first day of each period, with ability to override with permissions.                                                                  | <b>Desired</b>  | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.11 | The system shall limit account inquiry access to the balance/summary level.                                                                                                                                   | <b>Desired</b>  | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.12 | The system shall restrict GL posting (i.e., live or batch) by account number with appropriate security permissions.                                                                                           | <b>Critical</b> | <b>S</b> | If trying to restrict access for people who can use this account number then yes.                                                                                                                                                                                    |
| GL.13 | The system shall flag an account as inactive based on a specified effective date.                                                                                                                             | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.14 | The system shall carry a range of the chart of accounts forward to eliminate the need to manually key these accounts into the system.                                                                         | <b>Critical</b> | <b>S</b> | All accounts not inactivated will rollover to the next year.                                                                                                                                                                                                         |
| GL.15 | The system shall perform automatic posting of recurring journal entries with appropriate security permissions.                                                                                                | <b>Desired</b>  | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.16 | The system shall flag a journal entry as a reversing journal entry and identify the new journal entry number and date.                                                                                        | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.17 | The system shall perform automatic reversals of month-end accruals at the beginning of the next period.                                                                                                       | <b>Desired</b>  | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.18 | The system shall allow users to retrieve GL related information a minimum of ten years old.                                                                                                                   | <b>Desired</b>  | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.19 | The system shall perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).                                                                | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.20 | The system shall allow the produced reports to be editable by a user for formatting and final edits.                                                                                                          | <b>Critical</b> | <b>S</b> | These edits would be made in Word or Excel to produce your final statements. NetSuite for Government is has editable GASB statements identified for a future release. Oracle does not provide timelines for future product functionality until eligible for release. |
| GL.21 | The system shall track pooled cash by fund for a singular bank account.                                                                                                                                       | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.22 | The system shall track multiple pooled cash by fund for multiple bank accounts.                                                                                                                               | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.23 | The system shall provide a pick-list of reasons for rejecting general ledger transactions.                                                                                                                    | <b>Desired</b>  | <b>N</b> | Would need to be completed during implementation.                                                                                                                                                                                                                    |
| GL.24 | The system shall display user defined reasons for rejecting general ledger transactions.                                                                                                                      | <b>Desired</b>  | <b>S</b> |                                                                                                                                                                                                                                                                      |
| GL.25 | The system shall provide at least 13 periods, including one for audit adjustments (period 13).                                                                                                                | <b>Critical</b> | <b>S</b> |                                                                                                                                                                                                                                                                      |

## City of Superior

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| GL.4                     | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                            | Critical | N | However, the system will automatically do rollovers for the next fiscal year without YE being completed.                                 |
| GL.5                     | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year. | Critical | S |                                                                                                                                          |
| GL.26                    | The system shall allow a user to move a division or project from one department to another and carry over all associated history.                                                                             | Critical | S |                                                                                                                                          |
| GL.27                    | The system shall attach documentation to an account based on account access permissions.                                                                                                                      | Desired  | S |                                                                                                                                          |
| GL.28                    | The system shall enter comments at account set up based on account access permissions.                                                                                                                        | Desired  | S |                                                                                                                                          |
| GL.29                    | The system shall add user date and time comments per GL account.                                                                                                                                              | Desired  | S |                                                                                                                                          |
| GL.30                    | The system shall add user date and time comments per GL account transaction.                                                                                                                                  | Desired  | S |                                                                                                                                          |
| GL.31                    | The system shall capture comments added for audit trail purposes.                                                                                                                                             | Desired  | S |                                                                                                                                          |
| <b>Chart of Accounts</b> |                                                                                                                                                                                                               |          |   |                                                                                                                                          |
| GT.32                    | The system shall provide a single chart of accounts file that is referenced by all other proposed system modules.                                                                                             | Critical | S |                                                                                                                                          |
| GT.33                    | The system shall either automatically generate or copy chart of account records when creating new funds, departments, and any other reorganizations.                                                          | Critical | S |                                                                                                                                          |
| GT.34                    | The system shall provide chart of account alphanumeric "short cuts" for reducing the number of key strokes when entering or looking up chart of account numbers.                                              | Desired  | S |                                                                                                                                          |
| GT.35                    | The system shall provide a "suggested text" function for looking up and selecting account numbers, with the ability to turn this function on/off by user.                                                     | Desired  | S | Predictive text is available throughout the system. User can turn it off on their browser.                                               |
| GT.36                    | The system shall only allow users with appropriate security permissions the ability to create or inactive a new account (i.e., only the Finance Director can create a new account).                           | Critical | S |                                                                                                                                          |
| GT.37                    | The system shall provide the ability to mass delete/archive historical accounts.                                                                                                                              | Desired  | S |                                                                                                                                          |
| GT.38                    | The system shall track monthly fund balances for distribution of interest.                                                                                                                                    | Desired  | S |                                                                                                                                          |
| GT.39                    | The system shall support 10 or more alphanumeric segments in the current chart of accounts.                                                                                                                   | Desired  | S | This is supportable however, we recommend reviewing your segmentation during implementation to streamline reporting and user experience. |
| GT.40                    | The system shall identify the Annual Comprehensive Financial Report (ACFR) reporting category and subcategory by account.                                                                                     | Desired  | S |                                                                                                                                          |
| GT.41                    | The system shall capture cost centers for transactions for departments to track activity within a single GL account.                                                                                          | Desired  | S |                                                                                                                                          |
| GT.42                    | The system shall set up a fund as non-interest bearing.                                                                                                                                                       | Desired  | S |                                                                                                                                          |
| GT.43                    | The system shall change the name of any segment of the account number while leaving the historic description the same.                                                                                        | Desired  | S |                                                                                                                                          |
| GT.44                    | The system shall support at least a 30-character long description field for each segment of the COA.                                                                                                          | Critical | S |                                                                                                                                          |



## City of Superior

### Functional and Technical Requirements

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|-----------------------------------------------------------------------------------------------------------------------------------------------|
| GL.4                   | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                            | Critical | N | However, the system will automatically do rollovers for the next fiscal year without YE being completed.                                      |
| GL.5                   | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year. | Critical | S |                                                                                                                                               |
| GT.45                  | The system shall support at least a 15-character short description field for each segment of the COA.                                                                                                         | Critical | S |                                                                                                                                               |
| <b>Journal Entries</b> |                                                                                                                                                                                                               |          |   |                                                                                                                                               |
| GL.46                  | The system shall import and export journal entries using MS Excel spreadsheets and other user-defined formats.                                                                                                | Critical | S |                                                                                                                                               |
| GL.47                  | The system shall edit journal entry data that was imported prior to posting to the GL with appropriate security and audit trail information.                                                                  | Critical | S |                                                                                                                                               |
| GL.48                  | The system shall post statistical or non-financial data.                                                                                                                                                      | Desired  | S |                                                                                                                                               |
| GL.49                  | The system shall use workflow technology to automatically route journal entries, including reversals, with attachments, to approvers prior to posting.                                                        | Critical | S |                                                                                                                                               |
| GL.50                  | The system shall provide standard, recurring, and reversing journal entry capabilities.                                                                                                                       | Critical | S |                                                                                                                                               |
| GL.51                  | The system shall maintain at least seven years of detailed journal entry transactions and budget information and provides the ability to maintain greater than seven years if desired.                        | Critical | S |                                                                                                                                               |
| GL.52                  | The system shall automatically populate fiscal year and period based on transaction type with the ability to override and disable.                                                                            | Critical | S |                                                                                                                                               |
| GL.53                  | The system shall automatically populate fiscal year and period based on effective date with the ability to override and disable.                                                                              | Critical | S |                                                                                                                                               |
| GL.54                  | The system shall automatically transfer activity from one account to another account with the ability to limit the setup of automatic transfers based on security permissions.                                | Critical | S |                                                                                                                                               |
| GL.55                  | The system shall disallow further posting to an account that is closed or inactive.                                                                                                                           | Critical | S |                                                                                                                                               |
| GL.56                  | The system shall disallow posting to a closed period.                                                                                                                                                         | Critical | S |                                                                                                                                               |
| GL.57                  | The system shall allow posting to a soft closed period based on user-defined permissions.                                                                                                                     | Critical | N | Period can be reopened/posted/closed, but posting is not allowed to closed period.                                                            |
| GL.58                  | The system shall prevent posting a journal entry to a control account.                                                                                                                                        | Critical | S |                                                                                                                                               |
| GL.59                  | The system shall prevent editing a sub-system batch prior to posting to the GL based on security permissions.                                                                                                 | Critical | S | The system handles items as real-time entries rather than "batches". Batches are done through imports. Imports can be edited prior to upload. |
| GL.60                  | The system shall generate date-specific reversing entries.                                                                                                                                                    | Critical | S |                                                                                                                                               |
| GL.61                  | The system shall accommodate free form text associated with a journal entry based on security permissions.                                                                                                    | Critical | S |                                                                                                                                               |
| GL.62                  | The system shall accommodate attachments associated with a journal entry based on security permissions.                                                                                                       | Critical | S |                                                                                                                                               |

## City of Superior

### Functional and Technical Requirements

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|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GL.4             | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                            | Critical | N | However, the system will automatically do rollovers for the next fiscal year without YE being completed.                                                                |
| GL.5             | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year. | Critical | S |                                                                                                                                                                         |
| GL.63            | The system shall remove attachments associated with a journal entry based on security permissions.                                                                                                            | Critical | S |                                                                                                                                                                         |
| GL.64            | The system shall allow for limited text description (100 characters) and expanded free form text on each transaction within a journal entry.                                                                  | Critical | S |                                                                                                                                                                         |
| GL.65            | The system shall automatically assign sequential numbers to all journal entry transactions for audit trail purposes.                                                                                          | Critical | S |                                                                                                                                                                         |
| <b>Reporting</b> |                                                                                                                                                                                                               |          |   |                                                                                                                                                                         |
| GL.66            | The system shall provide a financial statement report writer to allow end users to create user-defined financial statement and statistical reports without users needing to know the table structure.         | Critical | S |                                                                                                                                                                         |
| GL.67            | The system shall provide a library of "canned" reports to be used by City staff with limited parameter entry.                                                                                                 | Critical | S | The system provides a variety of reporting capabilities and hundreds of standard reports that can be used to retrieve, present, and analyze real-time business results. |
| GL.68            | The system shall provide linkage between reportable sections of the ACFR and other generated reports (i.e., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics).  | Critical | S |                                                                                                                                                                         |
| GL.69            | The system shall generate reports to assist the City with completing and filing mandatory State tax forms.                                                                                                    | Critical | S |                                                                                                                                                                         |
| GL.70            | The system shall export to various formats to create a custom designed ACFR document.                                                                                                                         | Critical | S | The system can export different formats of reports in order to create the ACFR outside of NetSuite for Government.                                                      |
| GL.71            | The system shall generate information for multiple periods and or multiple fiscal years in one query.                                                                                                         | Critical | S |                                                                                                                                                                         |
| GL.72            | The system shall query on all data fields in the General Ledger module in order to provide a user defined query screen.                                                                                       | Critical | S |                                                                                                                                                                         |
| GL.73            | The system shall support user defined queries and allow these queries to create reports.                                                                                                                      | Critical | S |                                                                                                                                                                         |
| GL.74            | The system shall set unique security permissions for each system-generated report.                                                                                                                            | Critical | S | This is done by the role.                                                                                                                                               |
| GL.75            | The system shall export all system-generated reports to .xlsx or .csv format.                                                                                                                                 | Critical | S | Reports can be exported as a CSV, Excel or PDF file.                                                                                                                    |
| GL.76            | The system shall support user defined queries and sharing of these in the system with other users.                                                                                                            | Critical | S |                                                                                                                                                                         |
| GL.77            | The system shall provide all query and reporting capabilities by summary or detail.                                                                                                                           | Critical | S |                                                                                                                                                                         |



## City of Superior

### Functional and Technical Requirements

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|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| GL.4                                                                                       | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                            | Critical | N | However, the system will automatically do rollovers for the next fiscal year without YE being completed.                                                |
| GL.5                                                                                       | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year. | Critical | S |                                                                                                                                                         |
| GL.78                                                                                      | The system shall generate a report across any segment or group of segments in the chart of accounts.                                                                                                          | Critical | S |                                                                                                                                                         |
| GL.79                                                                                      | The system shall schedule reports to be run during non-business hours on a user defined schedule.                                                                                                             | Desired  | S |                                                                                                                                                         |
| GL.80                                                                                      | The system shall display all reports to the screen with a user-defined option for printing, with the ability to turn this feature on or off.                                                                  | Critical | S |                                                                                                                                                         |
| GL.81                                                                                      | The system shall provide comparison reports (e.g., between different periods, as user-defined).                                                                                                               | Critical | S |                                                                                                                                                         |
| GL.82                                                                                      | The system shall select active and/or inactive accounts by year for reporting purposes for multiple user defined years.                                                                                       | Critical | S |                                                                                                                                                         |
| GL.83                                                                                      | The system shall generate a General Ledger Audit Report based on permissions.                                                                                                                                 | Desired  | S |                                                                                                                                                         |
| GL.84                                                                                      | The system shall produce monthly, quarterly, and annual financial statements (Income Statement, Balance Sheet, Budget Comparisons by Department, etc.).                                                       | Critical | S |                                                                                                                                                         |
| GL.85                                                                                      | The system shall produce monthly, quarterly, and annual financial statements at City-defined levels.                                                                                                          | Critical | S |                                                                                                                                                         |
| GL.86                                                                                      | The system shall print graphs and charts for presentation style reports.                                                                                                                                      | Critical | S |                                                                                                                                                         |
| GL.87                                                                                      | The system shall export graphs and charts for presentation style reports to common desktop publishing applications.                                                                                           | Desired  | S |                                                                                                                                                         |
| GL.88                                                                                      | The system shall report by pay period for personnel expense (i.e., 1 of the 26).                                                                                                                              | Critical | S |                                                                                                                                                         |
| GL.89                                                                                      | The system shall project and report on end of year accruals (e.g., payroll).                                                                                                                                  | Critical | S |                                                                                                                                                         |
| GL.90                                                                                      | The system shall print a summary explanation report of every GL account and its description.                                                                                                                  | Desired  | S |                                                                                                                                                         |
| GL.91                                                                                      | The system shall perform wildcard searches by GL transaction fields.                                                                                                                                          | Critical | S | Keywords in global search can include letters, numbers, dashes, underscores, and the % wildcard. The global search also has predictive text capability. |
| <b>The system, at a minimum, shall produce the following reports (current and previous</b> |                                                                                                                                                                                                               |          |   |                                                                                                                                                         |
| GL.92                                                                                      | The system shall print a summary explanation report of every GL account and its description.                                                                                                                  | Critical | S |                                                                                                                                                         |
| GL.93                                                                                      | Inception to date, for total expenditures for all City projects across multiple fiscal years by project type;                                                                                                 | Critical | S |                                                                                                                                                         |
| GL.94                                                                                      | Expenditures relative to budget;                                                                                                                                                                              | Critical | S |                                                                                                                                                         |
| GL.95                                                                                      | Revenues relative to budget;                                                                                                                                                                                  | Critical | S |                                                                                                                                                         |
| GL.96                                                                                      | Year-to-date expenditures;                                                                                                                                                                                    | Critical | S |                                                                                                                                                         |
| GL.97                                                                                      | Year-to-date revenues;                                                                                                                                                                                        | Critical | S |                                                                                                                                                         |
| GL.98                                                                                      | Month-to-date expenditures;                                                                                                                                                                                   | Desired  | S |                                                                                                                                                         |
| GL.99                                                                                      | Month-to-date revenues;                                                                                                                                                                                       | Critical | S |                                                                                                                                                         |
| GL.100                                                                                     | Budget to actual by all budget line items;                                                                                                                                                                    | Critical | S |                                                                                                                                                         |

## City of Superior

## Functional and Technical Requirements

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|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|----------------------------------------------------------------------------------------------------------|
| GL.4   | The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.                                                            | Critical | N | However, the system will automatically do rollovers for the next fiscal year without YE being completed. |
| GL.5   | The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year. | Critical | S |                                                                                                          |
| GL.101 | Multiple budget types to actual (e.g., actual to versions of budget);                                                                                                                                         | Critical | S |                                                                                                          |
| GL.102 | Open encumbrance report;                                                                                                                                                                                      | Critical | S |                                                                                                          |
| GL.103 | Pre-encumbrance report;                                                                                                                                                                                       | Desired  | S |                                                                                                          |
| GL.104 | Comparison of expenditures by month;                                                                                                                                                                          | Critical | S |                                                                                                          |
| GL.105 | Income statement;                                                                                                                                                                                             | Critical | S |                                                                                                          |
| GL.106 | Cash flow;                                                                                                                                                                                                    | Critical | S |                                                                                                          |
| GL.107 | Statement of net position;                                                                                                                                                                                    | Critical | S |                                                                                                          |
| GL.108 | Statement of revenues and expenditures including budget amounts;                                                                                                                                              | Critical | S |                                                                                                          |
| GL.109 | WIP construction;                                                                                                                                                                                             | Critical | S |                                                                                                          |
| GL.110 | Capital projects;                                                                                                                                                                                             | Critical | S |                                                                                                          |
| GL.111 | Comparison of revenues and expenditures by month;                                                                                                                                                             | Critical | S |                                                                                                          |
| GL.112 | Comparison of revenues and expenditures by quarter;                                                                                                                                                           | Critical | S |                                                                                                          |
| GL.113 | Summary and detail trial balance at any budget level;                                                                                                                                                         | Critical | S |                                                                                                          |
| GL.114 | Detail and summary project report;                                                                                                                                                                            | Critical | S |                                                                                                          |
| GL.115 | Summary trial balance across multiple funds;                                                                                                                                                                  | Critical | S |                                                                                                          |
| GL.116 | Month-to-date;                                                                                                                                                                                                | Critical | S |                                                                                                          |
| GL.117 | Year-to-date;                                                                                                                                                                                                 | Critical | S |                                                                                                          |
| GL.118 | Life-to-date;                                                                                                                                                                                                 | Critical | S |                                                                                                          |
| GL.119 | Multi-year grants for revenues and expenses;                                                                                                                                                                  | Critical | S |                                                                                                          |
| GL.120 | Multi-year projects for revenues and expenses;                                                                                                                                                                | Critical | S |                                                                                                          |
| GL.121 | Expense Budget at any level;                                                                                                                                                                                  | Critical | S |                                                                                                          |
| GL.122 | Revenue Budget at any level;                                                                                                                                                                                  | Critical | S |                                                                                                          |
| GL.123 | Cash Balance by Fund with associated detail;                                                                                                                                                                  | Critical | S |                                                                                                          |
| GL.124 | Trend Analysis for Expenditures;                                                                                                                                                                              | Critical | S |                                                                                                          |
| GL.125 | Any fund type financial statements;                                                                                                                                                                           | Critical | S |                                                                                                          |
| GL.126 | Financial statements for all separate legal entities; and                                                                                                                                                     | Critical | S |                                                                                                          |
| GL.127 | Consolidated Financial Statements.                                                                                                                                                                            | Critical | S |                                                                                                          |

## City of Superior

### Functional and Technical Requirements

| Indicator                                                                   | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                            |                 |          |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|
| S                                                                           | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system’s ability to meet the requirement.                                                                                                                                            |                 |          |
| F                                                                           | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                    |                 |          |
| C                                                                           | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                            |                 |          |
| T                                                                           | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to |                 |          |
| N                                                                           | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                    |                 |          |
| Budgeting – Operating, Personnel, Capital                                   |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                        |                 |          |
| Req #                                                                       | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                            | Vendor Response | Comments |
| The entirety of this Tab is Oracle Confidential – Trade Secret Information. |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                        |                 |          |
| General Requirements                                                        |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                        |                 |          |
| BD.1                                                                        | The system has the ability for the Budgeting module to use the same chart of accounts as the rest of the system.                                                                                                                                                                                                              | Critical                                                                                                                                                                                                                                                                                                               | S               |          |
| BD.2                                                                        | The system shall create all budgets by user-defined period.                                                                                                                                                                                                                                                                   | Desired                                                                                                                                                                                                                                                                                                                | S               |          |
| BD.3                                                                        | The system shall allow departments to further drill down to at least one level below the City's lowest level of chart of accounts for detailed tracking purposes.                                                                                                                                                             | Critical                                                                                                                                                                                                                                                                                                               | S               |          |
| BD.4                                                                        | The system shall provide a framework or model for budgeting, so that once a budget model is built, changes to the budget only require entering variance amounts.                                                                                                                                                              | Critical                                                                                                                                                                                                                                                                                                               | S               |          |
| BD.5                                                                        | The system shall store a minimum of seven years budget-to-actual results at any account level.                                                                                                                                                                                                                                | Desired                                                                                                                                                                                                                                                                                                                | S               |          |
| BD.6                                                                        | The system shall provide a long and short description field of a minimum of 256 and 50 characters (respectively) to store notes for each budgeted account with the ability to roll over to the general ledger, at all levels/versions of budgeting.                                                                           | Critical                                                                                                                                                                                                                                                                                                               | S               |          |
| BD.7                                                                        | The system shall provide salary and benefit information by employee, for budgeting purposes.                                                                                                                                                                                                                                  | Critical                                                                                                                                                                                                                                                                                                               | S               |          |
| BD.8                                                                        | The system shall create and enforce the budget at any segment of the City's chart of accounts.                                                                                                                                                                                                                                | Critical                                                                                                                                                                                                                                                                                                               | S               |          |

## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital                                                                |                                                                                                                                                                                 |             |                 |          |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                                                    | Description of Requirement                                                                                                                                                      | Criticality | Vendor Response | Comments |
| BD.9                                                                                                     | The system shall budget at any level with budgetary control at the line item level based on user-defined criteria.                                                              | Critical    | S               |          |
| BD.10                                                                                                    | The system shall provide adequate budget monitoring functionality, such as performing budget checks at the account category level.                                              | Critical    | S               |          |
| BD.11                                                                                                    | The system shall facilitate creation of the capital budget and store data for, at a minimum, five previous fiscal years, the current fiscal year, and five future fiscal years. | Critical    | S               |          |
| BD.12                                                                                                    | The system shall provide online budget entry and reporting capabilities for individual departments with appropriate security permissions.                                       | Critical    | S               |          |
| BD.13                                                                                                    | The system shall roll budget memos and/or text fields associated with a budget line item to the next fiscal year.                                                               | Critical    | S               |          |
| BD.14                                                                                                    | The system shall calculate a total for multiple sub-entries for each budgeted account line to identify the budget line detail.                                                  | Desired     | S               |          |
| BD.15                                                                                                    | The system shall display, inquire, and report on budget-to-actual with percentages and actual dollars of available budget for an account or group of accounts at any time.      | Critical    | S               |          |
| BD.16                                                                                                    | The system shall provide budgetary control at the department level to control spending based on City-defined criteria.                                                          | Critical    | S               |          |
| <b>The system shall provide a City-defined budget dashboard view of key indicators, including</b>        |                                                                                                                                                                                 |             |                 |          |
| BD.17                                                                                                    | Budget to actual;                                                                                                                                                               | Critical    | S               |          |
| BD.18                                                                                                    | Project completion;                                                                                                                                                             | Critical    | S               |          |
| BD.19                                                                                                    | Fund;                                                                                                                                                                           | Critical    | S               |          |
| BD.20                                                                                                    | Department;                                                                                                                                                                     | Critical    | S               |          |
| BD.21                                                                                                    | Division;                                                                                                                                                                       | Desired     | S               |          |
| BD.22                                                                                                    | Account code;                                                                                                                                                                   | Critical    | S               |          |
| BD.23                                                                                                    | Project;                                                                                                                                                                        | Critical    | S               |          |
| BD.24                                                                                                    | Grant;                                                                                                                                                                          | Critical    | S               |          |
| BD.25                                                                                                    | Sub-Entries (transactions);                                                                                                                                                     | Critical    | S               |          |
| BD.26                                                                                                    | Current year-to-date compared to previous year-to-date;                                                                                                                         | Critical    | S               |          |
| BD.27                                                                                                    | Current year-to-date compared to previous year-to-date with the ability to select by period (i.e. do not want to only show year-to-date total amounts);                         | Desired     | S               |          |
| BD.28                                                                                                    | Current year-to-date compared to multiple previous year-to-dates with the ability to select by year and period; and                                                             | Desired     | S               |          |
| BD.29                                                                                                    | Other, City-defined.                                                                                                                                                            | Desired     | S               |          |
| <b>The system shall add attachments at the detail level of the budget, including but not limited to:</b> |                                                                                                                                                                                 |             |                 |          |
| BD.30                                                                                                    | MS Word;                                                                                                                                                                        | Critical    | S               |          |
| BD.31                                                                                                    | MS Excel;                                                                                                                                                                       | Critical    | S               |          |
| BD.32                                                                                                    | PDF; and                                                                                                                                                                        | Critical    | S               |          |
| BD.33                                                                                                    | Other, City-defined.                                                                                                                                                            | Critical    | S               |          |

## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital                                                   |                                                                                                                                                                                                                                                         |             |                 |                            |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------------------|
| Req #                                                                                       | Description of Requirement                                                                                                                                                                                                                              | Criticality | Vendor Response | Comments                   |
| <b>Budget Preparation</b>                                                                   |                                                                                                                                                                                                                                                         |             |                 |                            |
| BD.34                                                                                       | The system shall produce a unified, Citywide budget and revenue estimate that is automatically consolidated from electronic inputs of different departments (i.e., debt service funds, all budget components such as statistical information).          | Critical    | S               |                            |
| BD.35                                                                                       | The system shall name and support multiple versions of a budget at a department level.                                                                                                                                                                  | Desired     | S               |                            |
| BD.36                                                                                       | The system shall support at least 5 versions of the City's budget by year with versioning history for each.                                                                                                                                             | Critical    | S               |                            |
| BD.37                                                                                       | The system shall store reasons (notes/comments) for each budget version.                                                                                                                                                                                | Critical    | S               |                            |
| BD.38                                                                                       | The system shall allow users with appropriate security permissions to identify and flag budget details that are one-time or recurring.                                                                                                                  | Critical    | S               |                            |
| BD.39                                                                                       | The system shall associate a start and end date with a supplemental budget request.                                                                                                                                                                     | Critical    | S               |                            |
| BD.40                                                                                       | The system shall prepare budgets that accommodate specific amounts needed for department, division, account, classification of account, fund, project/grant, special program, or other City-defined needs.                                              | Critical    | S               |                            |
| <b>The system shall load budget amounts based on one or more of the following ranges or</b> |                                                                                                                                                                                                                                                         |             |                 |                            |
| BD.41                                                                                       | Zero balances in all accounts;                                                                                                                                                                                                                          | Critical    | S               |                            |
| BD.42                                                                                       | Current year's original budget;                                                                                                                                                                                                                         | Critical    | S               |                            |
| BD.43                                                                                       | Current year's amended budget; and                                                                                                                                                                                                                      | Critical    | S               |                            |
| BD.44                                                                                       | Other, City-defined.                                                                                                                                                                                                                                    | Critical    | S               |                            |
| BD.45                                                                                       | The system shall create fixed cost budgets based on prior year actual activity, anticipated rate increases, and anticipated capital asset additions (i.e., equipment replacement, fleet maintenance, and fuel).                                         | Critical    | S               |                            |
| BD.46                                                                                       | The system shall create replacement and maintenance budgets based on an items useful life, annual maintenance, and annual replacement contributions.                                                                                                    | Desired     | S               |                            |
| BD.47                                                                                       | The system shall automate budget information to expedite budget offers and avoid human error.                                                                                                                                                           | Critical    | S               |                            |
| BD.48                                                                                       | The system shall allow administrators to pre-populate fields, allowing individual departments to fill in budget information, with an option by period, easily in a template format.                                                                     | Critical    | S               |                            |
| BD.49                                                                                       | The system shall allow new budgets to be created from historical financial information or past budgets.                                                                                                                                                 | Critical    | S               |                            |
| BD.50                                                                                       | The system shall identify and provide last fiscal year's outstanding encumbrances as adjustments to new fiscal year's adopted budget, and is able to be incorporated into the general ledger based on City-defined criteria following council approval. | Critical    | S               | Encumbrance carry forward. |
| BD.51                                                                                       | The system shall carry all general ledger accounts and transactions forward for budgeting purposes to eliminate the need to manually key these accounts into the system.                                                                                | Critical    | S               |                            |

## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital                                        |                                                                                                                                                                                    |             |                 |          |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                            | Description of Requirement                                                                                                                                                         | Criticality | Vendor Response | Comments |
| BD.52                                                                            | The system shall support the submission of a detailed budget, which includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget, and matching funds. | Desired     | S               |          |
| BD.53                                                                            | The system shall view City-defined budget detail through the entire process, utilizing multiple filtering capabilities (i.e., use of City-defined queries).                        | Critical    | S               |          |
| BD.54                                                                            | The system shall support the workflow of the City's budget process, with different phases and approval processes.                                                                  | Critical    | S               |          |
| BD.55                                                                            | The system shall support electronic workflow of notifications for reviewing the budget.                                                                                            | Critical    | S               |          |
| BD.56                                                                            | The system shall provide City-defined electronic budget review capabilities for individual departments.                                                                            | Critical    | S               |          |
| BD.57                                                                            | The system shall prevent users from making changes to a proposed departmental budget without appropriate approval.                                                                 | Critical    | S               |          |
| Budget Maintenance                                                               |                                                                                                                                                                                    |             |                 |          |
| BD.58                                                                            | The system shall track budget amounts and associated detail created during budget preparation at any level in the chart of accounts.                                               | Critical    | S               |          |
| BD.59                                                                            | The system shall track the original budget and amendments made during the year and distinguish between the two.                                                                    | Critical    | S               |          |
| BD.60                                                                            | The system shall provide a department user interface to maintain, modify, monitor, and manage detailed department level budgets with appropriate security permissions.             | Critical    | S               |          |
| BD.61                                                                            | The system shall allow the budget to be amended and/or adjusted (twice at minimum) during the year by authorized personnel and provides an audit trail of those amendments.        | Critical    | S               |          |
| BD.62                                                                            | The system shall present, track, and maintain, various budget statuses including: Revised, Adopted, Requested, and Approved.                                                       | Critical    | S               |          |
| <b>The system shall store the following information when a budget supplement</b> |                                                                                                                                                                                    |             |                 |          |
| BD.63                                                                            | Type of change;                                                                                                                                                                    | Critical    | S               |          |
| BD.64                                                                            | Reason for change;                                                                                                                                                                 | Critical    | S               |          |
| BD.65                                                                            | Original requestor of change;                                                                                                                                                      | Critical    | S               |          |
| BD.66                                                                            | Approvers of change;                                                                                                                                                               | Critical    | S               |          |
| BD.67                                                                            | Tracking of all historical changes;                                                                                                                                                | Critical    | S               |          |
| BD.68                                                                            | User making change;                                                                                                                                                                | Desired     | S               |          |
| BD.69                                                                            | Date and time of change requested;                                                                                                                                                 | Desired     | S               |          |
| BD.70                                                                            | Date, ordinance number, and language of City Council approval;                                                                                                                     | Desired     | S               |          |
| BD.71                                                                            | Comments/notes;                                                                                                                                                                    | Desired     | S               |          |
| BD.72                                                                            | Scanned and attached documentation; and                                                                                                                                            | Desired     | S               |          |
| BD.73                                                                            | Other, City-defined.                                                                                                                                                               | Desired     | S               |          |
| BD.74                                                                            | The system shall allow City-defined interfund or intrafund budget transfers of funding, through workflow, with appropriate permissions and approvals.                              | Desired     | S               |          |



## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital |                                                                                                                                                                                                                   |             |                 |                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|---------------------------------------------------|
| Req #                                     | Description of Requirement                                                                                                                                                                                        | Criticality | Vendor Response | Comments                                          |
| BD.75                                     | The system shall lockout changes to the budget after City-defined dates and criteria.                                                                                                                             | Critical    | S               |                                                   |
| BD.76                                     | The system shall provide internal controls for making budget adjustments.                                                                                                                                         | Critical    | S               |                                                   |
| BD.77                                     | The system shall reference and/or document City record information related to budget transfers/amendments.                                                                                                        | Critical    | S               |                                                   |
| Personnel/Position Budgeting              |                                                                                                                                                                                                                   |             |                 |                                                   |
| BD.78                                     | The system is integrated with the proposed payroll application, enabling the inclusion of payroll and personnel information into the budget in real-time or on a scheduled basis.                                 | Critical    | S               |                                                   |
| BD.79                                     | The system shall provide payroll and benefit information by position or by employee for budgeting purposes.                                                                                                       | Critical    | S               |                                                   |
| BD.80                                     | The system shall project position budgets for up to five years or other City defined period of time.                                                                                                              | Critical    | S               |                                                   |
| BD.81                                     | The system shall identify positions and employees receiving additional pays (e.g., working out-of-class and special pays) that can be partitioned for budgeting and forecasting.                                  | Critical    | S               |                                                   |
| BD.82                                     | The system shall generate payroll forecasts for various "what if" scenarios by applying multiple percentage increases to multiple earnings and benefits categories, as defined by the user.                       | Critical    | S               |                                                   |
| BD.83                                     | The system shall generate payroll forecasts by pay or step plan for budgeting purposes.                                                                                                                           | Critical    | S               |                                                   |
| BD.84                                     | The system shall include future pay and benefit increases/decreases (e.g., position step increases, contract provisions) in budget projections based on effective dates.                                          | Critical    | S               |                                                   |
| BD.85                                     | They system shall budget for vacant positions, including premium earnings, benefits, and other pays.                                                                                                              | Critical    | S               |                                                   |
| BD.86                                     | The system shall recalculate position budget forecasts based on employment actions and salary/benefit changes with appropriate review and approvals.                                                              | Critical    | S               |                                                   |
| BD.87                                     | The system shall allow for changes to and deletions of a position.                                                                                                                                                | Desired     | S               |                                                   |
| BD.88                                     | The system shall track actual vs. budget cost differences by position and/or job classification by City-defined periods (e.g., fiscal year and calendar year).                                                    | Desired     | S               |                                                   |
| BD.89                                     | The system shall approve actions related to a position through role-based security and workflow.                                                                                                                  | Critical    | S               |                                                   |
| BD.90                                     | The system shall have a position control file to ensure that new employees are linked to authorized pay and positions and to ensure that employment does not exceed authorized levels and adopted budget funding. | Desired     | S               |                                                   |
| BD.91                                     | The system shall make mass changes on employee data based on reorganizations (reassign departments or divisions).                                                                                                 | Desired     | S               | Enabled to make mass changes through CSV imports. |
| BD.92                                     | The system shall add or delete mass employee (FTE) to departments or divisions based upon user-defined need.                                                                                                      | Desired     | S               |                                                   |

## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital                         |                                                                                                                                                                                                                                          |             |                 |                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                                             | Description of Requirement                                                                                                                                                                                                               | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                                                                    |
| BD.93                                                             | The system shall define reporting relationships for each position control number, and allow for employees transferred, including supervisors, into new positions to automatically be assigned into a pre-determined reporting hierarchy. | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| <b>The system shall track the following position information:</b> |                                                                                                                                                                                                                                          |             |                 |                                                                                                                                                                                                                                                                                                             |
| BD.94                                                             | Multiple organizational levels;                                                                                                                                                                                                          | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.95                                                             | Pay grade and step plan;                                                                                                                                                                                                                 | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.96                                                             | Pay schedule;                                                                                                                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.97                                                             | Job classification code and/or title;                                                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.98                                                             | Date filled;                                                                                                                                                                                                                             | Critical    | N               |                                                                                                                                                                                                                                                                                                             |
| BD.99                                                             | Date vacated;                                                                                                                                                                                                                            | Critical    | N               |                                                                                                                                                                                                                                                                                                             |
| BD.100                                                            | Incentives and certification pay;                                                                                                                                                                                                        | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.101                                                            | Date established or approved;                                                                                                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.102                                                            | Budgeted Cost broken out (salary, benefits, other pay, other City-defined);                                                                                                                                                              | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.103                                                            | Actual Cost broken out (salary, benefits, other pay, other City-defined);                                                                                                                                                                | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.104                                                            | Funding Source Codes;                                                                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.105                                                            | FLSA Status;                                                                                                                                                                                                                             | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.106                                                            | EEO Function;                                                                                                                                                                                                                            | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| BD.107                                                            | EEO Category;                                                                                                                                                                                                                            | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| BD.108                                                            | Status (e.g., active, inactive, frozen, pending); and                                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.109                                                            | Other, City-defined.                                                                                                                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.110                                                            | The system shall assign multiple funding sources, including project and grants, to each employee or position.                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.111                                                            | The system shall forecast suggested wage progression changes.                                                                                                                                                                            | Critical    | N               | FUTURE - This requirement is identified on our roadmap. Oracle is committed to research and development to enhance Oracle's existing portfolio of products and services and to develop new products and services. Oracle does not provide exact expected release dates but does maintain a release roadmap. |
| BD.112                                                            | The system shall attach documents to position control records.                                                                                                                                                                           | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| BD.113                                                            | The system shall track authorized positions by exempt vs. non exempt.                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.114                                                            | The system shall track temporary, casual, part-time, and seasonal (positions without benefits).                                                                                                                                          | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| BD.115                                                            | The system shall drill-down from a filled position to the employee detail.                                                                                                                                                               | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| Multi-Year and Capital Improvement Budgeting                      |                                                                                                                                                                                                                                          |             |                 |                                                                                                                                                                                                                                                                                                             |



## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital                                         |                                                                                                                                                                                                                                                       |             |                 |          |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                             | Description of Requirement                                                                                                                                                                                                                            | Criticality | Vendor Response | Comments |
| BD.116                                                                            | The system shall accommodate multi-year projects for budget purposes by year with appropriate detail, to include life-to-date appropriations, adopted budget new appropriations, and be fully integrated with the financial system and other modules. | Critical    | S               |          |
| BD.117                                                                            | The system shall allow capital budgets to be created from historical financial information or past budgets.                                                                                                                                           | Critical    | S               |          |
| BD.118                                                                            | The system shall view the budget for a multi-year project or grant excluding encumbrances and carry-forward amounts of budget balances.                                                                                                               | Desired     | S               |          |
| BD.119                                                                            | The system shall view the budget for a multi-year project or grant including encumbrances and carry-forward amounts of budget balances.                                                                                                               | Critical    | S               |          |
| <b>The system shall identify a capital budget request based on the following:</b> |                                                                                                                                                                                                                                                       |             |                 |          |
| BD.120                                                                            | Project ID;                                                                                                                                                                                                                                           | Critical    | S               |          |
| BD.121                                                                            | Project number;                                                                                                                                                                                                                                       | Critical    | S               |          |
| BD.122                                                                            | Project name;                                                                                                                                                                                                                                         | Critical    | S               |          |
| BD.123                                                                            | Project type (user-defined);                                                                                                                                                                                                                          | Critical    | S               |          |
| BD.124                                                                            | Asset type (user-defined);                                                                                                                                                                                                                            | Critical    | S               |          |
| BD.125                                                                            | Project phases;                                                                                                                                                                                                                                       | Desired     | S               |          |
| BD.126                                                                            | Anticipated project start and end dates;                                                                                                                                                                                                              | Critical    | S               |          |
| BD.127                                                                            | Funding source(s);                                                                                                                                                                                                                                    | Critical    | S               |          |
| BD.128                                                                            | Budget Year; and                                                                                                                                                                                                                                      | Critical    | S               |          |
| BD.129                                                                            | Other, City-defined.                                                                                                                                                                                                                                  | Desired     | S               |          |
| BD.130                                                                            | The system shall budget for capital projects and/or grants beyond one year, to a minimum of 5 years.                                                                                                                                                  | Critical    | S               |          |
| BD.131                                                                            | The system shall budget for revenue sources in the capital budget.                                                                                                                                                                                    | Critical    | S               |          |
| BD.132                                                                            | The system shall allow for multiple funding sources for multi-year funds.                                                                                                                                                                             | Critical    | S               |          |
| BD.133                                                                            | The system shall track budget, expenditures, and funding sources for grants and multi-year funds.                                                                                                                                                     | Critical    | S               |          |
| <b>The system shall store the following information when a capital budget</b>     |                                                                                                                                                                                                                                                       |             |                 |          |
| BD.134                                                                            | Type of change;                                                                                                                                                                                                                                       | Critical    | S               |          |
| BD.135                                                                            | Reason for change;                                                                                                                                                                                                                                    | Critical    | S               |          |
| BD.136                                                                            | Original requestor of change;                                                                                                                                                                                                                         | Critical    | S               |          |
| BD.137                                                                            | Approvers of change;                                                                                                                                                                                                                                  | Critical    | S               |          |
| BD.138                                                                            | Tracking of all historical changes;                                                                                                                                                                                                                   | Critical    | S               |          |
| BD.139                                                                            | User making change;                                                                                                                                                                                                                                   | Desired     | S               |          |
| BD.140                                                                            | Date and time of change;                                                                                                                                                                                                                              | Desired     | S               |          |
| BD.141                                                                            | Comments/notes;                                                                                                                                                                                                                                       | Critical    | S               |          |
| BD.142                                                                            | Scanned and attached documentation; and                                                                                                                                                                                                               | Critical    | S               |          |
| BD.143                                                                            | Other, City-defined.                                                                                                                                                                                                                                  | Critical    | S               |          |
| BD.144                                                                            | The system shall consolidate a report that provides details for capital projects.                                                                                                                                                                     | Critical    | S               |          |

**City of Superior**  
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital                                                            |                                                                                                                                                                |             |                 |                                                                                                             |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| Req #                                                                                                | Description of Requirement                                                                                                                                     | Criticality | Vendor Response | Comments                                                                                                    |
| BD.145                                                                                               | The system shall export CIP and other project data to a project management tool (e.g., MS Project).                                                            | Critical    | S               | Yes, however NetSuite for Government comes with a full Project Management module unified within the system. |
| <b>Forecasting</b>                                                                                   |                                                                                                                                                                |             |                 |                                                                                                             |
| BD.146                                                                                               | The system shall provide a budget model or framework for forecasting purposes.                                                                                 | Critical    | S               |                                                                                                             |
| <b>The system shall provide budget trending and forecasting capabilities including:</b>              |                                                                                                                                                                |             |                 |                                                                                                             |
| BD.147                                                                                               | Straight line projection;                                                                                                                                      | Critical    | S               |                                                                                                             |
| BD.148                                                                                               | Trend analysis;                                                                                                                                                | Critical    | S               |                                                                                                             |
| BD.149                                                                                               | Percentage based on last year actual;                                                                                                                          | Critical    | S               |                                                                                                             |
| BD.150                                                                                               | Percentage based on last year budgeted;                                                                                                                        | Critical    | S               |                                                                                                             |
| BD.151                                                                                               | Monthly budget based on prior year actual trend data for a particular month;                                                                                   | Desired     | S               |                                                                                                             |
| BD.152                                                                                               | Last year actual for the remainder of the current fiscal year;                                                                                                 | Critical    | S               |                                                                                                             |
| BD.153                                                                                               | Any segment in the chart of accounts;                                                                                                                          | Critical    | S               |                                                                                                             |
| BD.154                                                                                               | Current year's amended budget;                                                                                                                                 | Critical    | S               |                                                                                                             |
| BD.155                                                                                               | Previous year's budget;                                                                                                                                        | Critical    | S               |                                                                                                             |
| BD.156                                                                                               | Previous year's actual (with the ability to select which year and period);                                                                                     | Critical    | S               |                                                                                                             |
| BD.157                                                                                               | A combination of prior complete years and "current" partial year with a normalized 12-month total (e.g., to predict the remaining months in the current year); | Critical    | S               |                                                                                                             |
| BD.158                                                                                               | Estimated to expend of the current year budget;                                                                                                                | Critical    | S               |                                                                                                             |
| BD.159                                                                                               | Any previous year budget or actual with percentage increase;                                                                                                   | Critical    | S               |                                                                                                             |
| BD.160                                                                                               | Any previous year budget or actual with percentage decrease;                                                                                                   | Critical    | S               |                                                                                                             |
| BD.161                                                                                               | City-defined percentages to department level above or below baselines;                                                                                         | Critical    | S               |                                                                                                             |
| BD.162                                                                                               | City-defined percentages to the account level above or below baselines;                                                                                        | Critical    | S               |                                                                                                             |
| BD.163                                                                                               | For all requirements above, ability to distribute and budget by period (i.e., seasonal budget.); and                                                           | Desired     | S               |                                                                                                             |
| BD.164                                                                                               | Other, City-defined.                                                                                                                                           | Desired     | S               |                                                                                                             |
| <b>The system shall provide salary and benefit forecasting capabilities based on the integration</b> |                                                                                                                                                                |             |                 |                                                                                                             |
| BD.165                                                                                               | Number of positions;                                                                                                                                           | Critical    | S               |                                                                                                             |
| BD.166                                                                                               | Number of pay periods;                                                                                                                                         | Critical    | S               |                                                                                                             |
| BD.167                                                                                               | Multiple types of pay;                                                                                                                                         | Critical    | S               |                                                                                                             |
| BD.168                                                                                               | Current salary ranges;                                                                                                                                         | Critical    | S               |                                                                                                             |
| BD.169                                                                                               | Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases);                                                   | Critical    | S               |                                                                                                             |
| BD.170                                                                                               | Mid-year pay adjustments that apply universally (e.g., Cost of Living Adjustment increases);                                                                   | Critical    | S               |                                                                                                             |
| BD.171                                                                                               | Overtime;                                                                                                                                                      | Critical    | S               |                                                                                                             |

## City of Superior

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital |                                                                                                                                                                                                                            |             |                 |                |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------|
| Req #                                     | Description of Requirement                                                                                                                                                                                                 | Criticality | Vendor Response | Comments       |
| BD.172                                    | Longevity;                                                                                                                                                                                                                 | Critical    | S               |                |
| BD.173                                    | Holiday pay days;                                                                                                                                                                                                          | Desired     | S               |                |
| BD.174                                    | Shift differential;                                                                                                                                                                                                        | Critical    | S               |                |
| BD.175                                    | Lead pay; and                                                                                                                                                                                                              | Critical    | S               |                |
| BD.176                                    | Other, City-defined.                                                                                                                                                                                                       | Critical    | S               |                |
| BD.177                                    | The system shall allow budget forecasts/models to be named.                                                                                                                                                                | Desired     | S               |                |
| BD.178                                    | The system shall allow at least 10 budget forecasting models to be saved per year, system wide.                                                                                                                            | Critical    | S               |                |
| BD.179                                    | The system shall provide forecasting capabilities that use real-time data and information.                                                                                                                                 | Critical    | S               |                |
| BD.180                                    | The system shall provide long-term forecasting capabilities for a minimum of 5 years in the future.                                                                                                                        | Desired     | S               |                |
| BD.181                                    | The system shall allow for the generation of "what if" scenarios for revenue, and expense forecasting.                                                                                                                     | Critical    | S               |                |
| Reporting                                 |                                                                                                                                                                                                                            |             |                 |                |
| BD.182                                    | The system shall provide budget dashboards.                                                                                                                                                                                | Critical    | S               |                |
| BD.183                                    | The system shall query on all data fields in the budgeting module in order to provide a City-defined query screen.                                                                                                         | Critical    | S               |                |
| BD.184                                    | The system shall provide an ad hoc report writing tool.                                                                                                                                                                    | Desired     | S               |                |
| BD.185                                    | The system shall export budget data to MS Excel.                                                                                                                                                                           | Critical    | S               |                |
| BD.186                                    | The system shall integrate with common desktop publishing applications (e.g., Adobe Acrobat) for producing the final or "presentation" budget document.                                                                    | Critical    | S               | Export to PDF. |
| BD.187                                    | The system shall produce ADA compliant budget documentation.                                                                                                                                                               | Desired     | N               |                |
| BD.188                                    | The system shall track and report on adjustments made to the budget during the year.                                                                                                                                       | Critical    | S               |                |
| BD.189                                    | The system shall report on budgets at any level of the chart of account structure.                                                                                                                                         | Critical    | S               |                |
| BD.190                                    | The system shall display budget-to-actual with percentages and actual dollars for an account or group of accounts at any time including future time periods (e.g., projected months).                                      | Critical    | S               |                |
| BD.191                                    | The system shall query for specific words in budget line items.                                                                                                                                                            | Desired     | S               |                |
| BD.192                                    | The system shall allow "wildcard" searches for a portion of a word.                                                                                                                                                        | Desired     | S               |                |
| BD.193                                    | The system shall allow "drill-down" from any line item in the budget.                                                                                                                                                      | Desired     | S               |                |
| BD.194                                    | The system shall project and report on end of year accruals (e.g., payroll).                                                                                                                                               | Critical    | S               |                |
| BD.195                                    | The system shall allow analysis of the current year budget by providing real-time reports that indicate all or any combination of budget-to-actual revisions, invoices, encumbrances, requisitions, and available balance. | Critical    | S               |                |
| BD.196                                    | The system shall generate a report to serve as the City's "Budget Book."                                                                                                                                                   | Critical    | S               |                |
| BD.197                                    | The system shall provide real-time reporting on current balances on specified line item accounts and line item account activity.                                                                                           | Critical    | S               |                |

**City of Superior**

## Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital |                                                                                                                                                                                             |             |                 |          |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                     | Description of Requirement                                                                                                                                                                  | Criticality | Vendor Response | Comments |
| BD.198                                    | The system shall generate a report showing the prior fiscal year's original budget plus any changes/amendments to reach the final budget (i.e., the full lifecycle of a prior year budget). | Desired     | S               |          |
| BD.199                                    | The system shall generate budget-to-actual reports that contains data for up to five years.                                                                                                 | Critical    | S               |          |
| BD.200                                    | The system shall create reports based on City-defined criteria.                                                                                                                             | Critical    | S               |          |

## City of Superior

### Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S         | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                                                                                                                                                 |
| F         | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                                                                                                                                         |
| C         | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                                                                                                                                                 |
| T         | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party. |
| N         | <b>No:</b> Feature/Function cannot be provided.                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

#### Capital Asset Accounting

| Req #                                                                              | Description of Requirement                                                                                                                                                                    | Criticality | Vendor Response | Comments                                                                                   |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|--------------------------------------------------------------------------------------------|
| <b>The entirety of this Tab is Oracle Confidential – Trade Secret Information.</b> |                                                                                                                                                                                               |             |                 |                                                                                            |
| <b>General Requirements</b>                                                        |                                                                                                                                                                                               |             |                 |                                                                                            |
| CA.1                                                                               | The system shall provide a Capital Assets module that is integrated with all other system modules including (but not limited to) General Ledger, Budgeting, Purchasing, and Accounts Payable. | Critical    | S               |                                                                                            |
| CA.2                                                                               | The system shall allow the user to select the general ledger account based on the type of asset created.                                                                                      | Critical    | S               |                                                                                            |
| CA.3                                                                               | The system shall allow a review of asset journal entries prior to posting to the general ledger.                                                                                              | Critical    | S               |                                                                                            |
| CA.4                                                                               | The system shall transfer the CIP cost in order to create a general ledger journal entry based on asset type.                                                                                 | Desired     | S               |                                                                                            |
| CA.5                                                                               | The system shall accumulate capital expenditures for multi-year construction projects that have not been placed in service.                                                                   | Critical    | S               |                                                                                            |
| CA.6                                                                               | The system shall track assets funded by grants.                                                                                                                                               | Desired     | N               | We currently track projects associated to grants. Fixed assets are associated to projects. |
| CA.7                                                                               | The system shall track assets purchased through lease.                                                                                                                                        | Critical    | S               |                                                                                            |
| CA.8                                                                               | The system shall modify valuation due to improvements, damage or replacements to the asset.                                                                                                   | Desired     | S               |                                                                                            |

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| <b>S</b>                        | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |   |                                                                                                      |
| CA.9                            | The system shall automatically account for capital assets, at the time of purchase order or requisition entry, based on account number selected, with workflow approvals.                                                                         | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.10                           | The system shall allow a user to manually flag a capital asset at the time of purchasing or requisition with the ability to turn this feature on or off.                                                                                          | Critical                                                                                                                                                                    | S | Asset is flagged by virtue of the account assigned.                                                  |
| CA.11                           | The system shall set a user-defined threshold dollar amount, for City-defined accounts, for a purchase to be considered a capital asset with the ability to turn this feature on or off.                                                          | Critical                                                                                                                                                                    | N | Thresholds are not supported.                                                                        |
| CA.12                           | The system shall declassify or un-declare a capital asset.                                                                                                                                                                                        | Desired                                                                                                                                                                     | S | Manual journal entry.                                                                                |
| CA.13                           | The system shall transfer data from the purchase order to the capital asset                                                                                                                                                                       | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.14                           | The system shall record, recognize, and capitalize assets that are subsidized by third-party entities for the City, such as the federal or state government.                                                                                      | Desired                                                                                                                                                                     | N | We currently track projects associated to grants/funding. Fixed assets are associated to projects.   |
| CA.15                           | The system shall record cost at acquisition.                                                                                                                                                                                                      | Critical                                                                                                                                                                    | S |                                                                                                      |
| CA.16                           | The system shall maintain salvage values for capital assets.                                                                                                                                                                                      | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.17                           | The system shall calculate replacement costs of the capital assets based on user defined rules.                                                                                                                                                   | Critical                                                                                                                                                                    | S |                                                                                                      |
| CA.18                           | The system shall modify assets by user-defined criteria, with proper security permissions.                                                                                                                                                        | Critical                                                                                                                                                                    | S |                                                                                                      |
| CA.19                           | The system shall automatically update the capital assets system from AP entry with appropriate review and approval.                                                                                                                               | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.20                           | The system shall store original purchase order number, invoice number, original check number and original vendor information.                                                                                                                     | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.21                           | The system shall drill-down into linked POs, invoices, checks and vendor file information.                                                                                                                                                        | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.22                           | The system shall track equipment and devices which are not considered capital assets (e.g., items of value less than \$5,000 that the City would like to track, such as power tools or tablets, or grant funded items).                           | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.23                           | The system shall track equipment and devices, based upon a City-defined acquisition value.                                                                                                                                                        | Critical                                                                                                                                                                    | S |                                                                                                      |
| CA.24                           | The system shall flag goods at the time of invoice payment in order to reduce the amount of data entry required in the set-up of asset records.                                                                                                   | Desired                                                                                                                                                                     | S |                                                                                                      |
| CA.25                           | The system shall integrate with the City's GIS database for the purpose of tracking the geographical location of assets.                                                                                                                          | Desired                                                                                                                                                                     | N | Interface with GIS is limited. The system can store mapping data on an asset in a user define field. |
| CA.26                           | The system shall attach multiple file types to an asset record.                                                                                                                                                                                   | Desired                                                                                                                                                                     | S |                                                                                                      |
| <b>Asset Entry and Tracking</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                                      |
| CA.27                           | The system shall allow for either parent/child method of tracking or standard tracking.                                                                                                                                                           | Desired                                                                                                                                                                     | S |                                                                                                      |



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| <b>S</b>                                                                    | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                    |
| CA.28                                                                       | The system shall allow for unlimited different active parent/child asset pairings.                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                    |
| CA.29                                                                       | The system shall support an unlimited quantity of assets.                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                    |
| CA.30                                                                       | The system shall provide controls for maintaining unique system generated capital asset tag numbers with barcodes.                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                    |
| CA.31                                                                       | The system shall support the scanning of asset barcodes for physical inventory/assets (e.g., light bar on a police cruiser) purposes.                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>S</b> | Requires a keyboard wedge scanner.                                 |
| CA.32                                                                       | The system shall detect duplicate serial numbers in the same asset type.                                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>N</b> |                                                                    |
| CA.33                                                                       | The system shall indicate a parent and/or child asset as "disposed."                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                    |
| CA.34                                                                       | The system shall automatically expire all child related assets once the parent asset has been expired with the ability to turn this feature on or off.                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>N</b> |                                                                    |
| CA.35                                                                       | The system shall manage linked assets.                                                                                                                                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                    |
| CA.36                                                                       | The system shall track assets for legally separate component units (e.g., economic development corporation).                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                    |
| <b>The system shall accommodate the following asset disposal processes:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                    |
| CA.37                                                                       | Public Auction;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.38                                                                       | Sale;                                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.39                                                                       | Donate;                                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.40                                                                       | Junk process;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.41                                                                       | Transfer process;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.42                                                                       | Parts tear-down;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.43                                                                       | Trade-in;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.44                                                                       | Fire/flood;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.45                                                                       | Vehicle accident;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.46                                                                       | Recycle/Salvage;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.47                                                                       | Lost; and                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>S</b> | User defined field is needed to support this process.              |
| CA.48                                                                       | Other user-defined criteria.                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                    |
| CA.49                                                                       | The system shall customize workflow routines for each asset disposal process listed above.                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>S</b> | User defined field and workflow is needed to support this process. |
| CA.50                                                                       | The system shall record City-defined information at the time of asset disposal related to the asset (e.g., condition of asset, mileage, etc.).                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                    |
| CA.51                                                                       | The system shall automatically assign unique asset numbers.                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                    |
| CA.52                                                                       | The system shall copy an existing asset record as a starting point for the entry of a new asset (such as existing fleet maintained asset record as a starting point for the entry of a new fleet maintained asset).                               | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                    |
| CA.53                                                                       | The system shall store at least 9 templates for use when entering new assets.                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                    |
| CA.54                                                                       | The system shall set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                    |

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| CA.55               | The system shall accommodate at least 99 different asset classes within each category.                                                                                                                                                            | Desired                                                                                                                                                                     | S |  |
| CA.56               | The system has the ability to allow the City to establish a minimum of 20 asset categories (e.g., machinery and equipment, land, intangibles).                                                                                                    | Desired                                                                                                                                                                     | S |  |
| CA.57               | The system has the ability to allow the City to define asset information that must be maintained (e.g., associated fund, cost, status, etc.).                                                                                                     | Desired                                                                                                                                                                     | S |  |
| CA.58               | The system shall mass transfer assets from one organization/department code to another with appropriate security permissions (e.g., reorganization).                                                                                              | Critical                                                                                                                                                                    | S |  |
| CA.59               | The system shall allow the transfer of an asset from one department or fund to another.                                                                                                                                                           | Critical                                                                                                                                                                    | S |  |
| CA.60               | The system shall import from third-party software for uploading asset information en masse with appropriate review and approval.                                                                                                                  | Critical                                                                                                                                                                    | S |  |
| <b>Depreciation</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |  |
| CA.61               | The system shall capture depreciation balance at the date of transfer or disposal.                                                                                                                                                                | Critical                                                                                                                                                                    | S |  |
| CA.62               | The system shall provide depreciation calculation results for user defined periods of time.                                                                                                                                                       | Critical                                                                                                                                                                    | S |  |
| CA.63               | The system shall report depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record.                                                                                     | Critical                                                                                                                                                                    | S |  |
| CA.64               | The system shall project current year's depreciation by department and other criteria as well as add multiple years expense, and then project the future years depreciation by department.                                                        | Critical                                                                                                                                                                    | S |  |
| CA.65               | The system shall project current year's depreciation by the type of asset as well as add multiple years expense, and then project the future years depreciation by the type of asset.                                                             | Desired                                                                                                                                                                     | S |  |
| CA.66               | The system shall default to straight line depreciation.                                                                                                                                                                                           | Critical                                                                                                                                                                    | S |  |
| CA.67               | The system shall allow the reversal of changes made based on depreciation, with appropriate security permissions.                                                                                                                                 | Critical                                                                                                                                                                    | S |  |
| CA.68               | The system shall allow a user to configure the date of depreciation calculation (i.e., half year in the year of acquisition/disposal, half month, etc.).                                                                                          | Critical                                                                                                                                                                    | S |  |
| CA.69               | The system shall set standard and user-controlled depreciation methods with the ability to change the standard method.                                                                                                                            | Critical                                                                                                                                                                    | S |  |
| CA.70               | The system shall calculate "back" depreciation to original acquisition date.                                                                                                                                                                      | Critical                                                                                                                                                                    | S |  |
| CA.71               | The system shall recalculate depreciation based on changes made to asset criteria (including changes made to original acquisition date).                                                                                                          | Critical                                                                                                                                                                    | S |  |
| CA.72               | The system shall update or change depreciation information for a group of assets with appropriate security permissions.                                                                                                                           | Critical                                                                                                                                                                    | S |  |
| CA.73               | The system shall link to a depreciation expense account.                                                                                                                                                                                          | Critical                                                                                                                                                                    | S |  |
| CA.74               | The system shall provide an automatic calculation of depreciation changes at period end.                                                                                                                                                          | Critical                                                                                                                                                                    | S |  |
| CA.75               | The system shall automatically flag an asset when it is time to retire it from the system based on useful life.                                                                                                                                   | Desired                                                                                                                                                                     | S |  |



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| CA.76                         | The system shall archive retired and/or sold assets on a scheduled or user-defined basis.                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>N</b> | We do not archive customer data, but our solution does provide features for de-activating and re-activating older or unused transaction and relationship data. |
| <b>Reporting and Querying</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                                                                                                |
| CA.77                         | The system shall support full text search of all fields.                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.78                         | The system shall query information or generate reports on capital assets by user-defined criteria such as by general ledger account code segment, date range, location, activity, departments, and asset class.                                   | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.79                         | The system shall report capital asset expenditures against a capital budget.                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                                                                                                                |
| CA.80                         | The system shall monitor, or report on assets based on department, category code, or other descriptions such as serial number or replacement year.                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.81                         | The system shall report on disposal date and value.                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.82                         | The system shall output listings of assets by any system-defined field, such as location, category, department, and value.                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.83                         | The system shall run reports of asset items assigned to employee, departments, division, and by date range.                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                                                                                                                |
| CA.84                         | The system shall report on assets based on funding source.                                                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>S</b> |                                                                                                                                                                |
| CA.85                         | The system shall generate reports on period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code.                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.86                         | The system shall report on assets for legally separate component units.                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.87                         | The system shall create depreciation reports and other types, both canned and ad-hoc.                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.88                         | The system shall provide GASB and ACFR compliant reports.                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.89                         | The system shall generate valuation report on all of the City's capital assets.                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.90                         | The system shall report on actions taken on an asset to track its full location and assignment history.                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.91                         | The system shall generate a single report of both capital asset and inventory data including unit number, unit cost, asset number, current and accumulated depreciation, and date of purchase.                                                    | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |
| CA.92                         | The system shall export reports to multiple file formats including .PDF, .XLSX, and .CSV.                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>S</b> |                                                                                                                                                                |

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| F                    | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |                 |                                                                             |
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| N                    | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                             |
| Purchasing           |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                             |
| Req #                | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                         | Vendor Response | Comments                                                                    |
|                      |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 | The entirety of this Tab is Oracle Confidential – Trade Secret Information. |
| General Requirements |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                             |
| PU.1                 | The system shall provide a Purchasing module that is integrated with all other proposed system modules including (but not limited to) general ledger, fixed assets, budgeting, accounts payable, inventory, and grants.                                                                                                       | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.2                 | The system shall allow a 10 character dollar amount for a purchase order (i.e., \$99,000,000.00).                                                                                                                                                                                                                             | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.3                 | The system shall attach more than one supporting document to a transaction (e.g., separate quotes).                                                                                                                                                                                                                           | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.4                 | The system shall drill-down to supporting documents or transactions throughout the purchasing application/module.                                                                                                                                                                                                             | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.5                 | The system shall categorize requisitions and purchase orders as user defined types. (i.e., sole source, blanket PO or emergency purchases).                                                                                                                                                                                   | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.6                 | The system shall generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing.                                                                                                                                                            | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.7                 | The system shall allow purchasing staff to override or modify the purchase type with the appropriate security permissions.                                                                                                                                                                                                    | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |
| PU.8                 | The system shall give all system users with appropriate security permissions visibility (view only) into the status of the procurement and where it is in the workflow and procurement stage at any point in the process.                                                                                                     | Desired                                                                                                                                                                                                                                                                                                                                             | S               |                                                                             |

## City of Superior

## Functional and Technical Requirements

| Purchasing |                                                                                                                                                                                                                                       |             |                 |                                                                                                                                                                                        |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #      | Description of Requirement                                                                                                                                                                                                            | Criticality | Vendor Response | Comments                                                                                                                                                                               |
| PU.9       | The system shall establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget approval.                                                                   | Desired     | S               | The system has the ability to establish emergency expenditure approval however, not to exceed budget.                                                                                  |
| PU.10      | The system provides authorized personnel with appropriate permissions the ability to bypass the requisition process and get a purchase order number in emergency situations with appropriate audit controls including an audit trail. | Desired     | S               |                                                                                                                                                                                        |
| PU.11      | The system shall flag all emergency purchases until supporting information for the records is updated.                                                                                                                                | Desired     | S               |                                                                                                                                                                                        |
| PU.13      | The system shall provide real time access to account numbers and available balances at any time during the purchasing process.                                                                                                        | Critical    | S               |                                                                                                                                                                                        |
| PU.14      | The system shall verify funding availability at the line item, category or group, department, cost center/project, object and fund level from a department's budget at the time of a requisition, purchase order, or modification.    | Desired     | S               |                                                                                                                                                                                        |
| PU.15      | The system shall provide electronic notification of needed approval actions.                                                                                                                                                          | Critical    | S               |                                                                                                                                                                                        |
| PU.16      | The system shall provide electronic notification of completed approval (or rejection) actions.                                                                                                                                        | Critical    | S               |                                                                                                                                                                                        |
| PU.17      | The system shall route requisitions and purchase orders using workflow based on account number.                                                                                                                                       | Critical    | S               |                                                                                                                                                                                        |
| PU.18      | The system shall route requisitions and purchase orders using workflow based on a range of account numbers.                                                                                                                           | Critical    | S               |                                                                                                                                                                                        |
| PU.19      | The system shall route requisitions and purchase orders using workflow based on dollar amount.                                                                                                                                        | Critical    | S               |                                                                                                                                                                                        |
| PU.20      | The system shall route requisitions and purchase orders using workflow based on other City-defined fields or rules.                                                                                                                   | Critical    | S               |                                                                                                                                                                                        |
| PU.22      | The system shall enforce purchasing competition thresholds (e.g., \$25,000 requires a formal RFP/Bid process).                                                                                                                        | Critical    | N               | Workflow and reporting is available to support purchasing thresholds within the approval process and through management reports and dashboards. Purchase competition is not supported. |
| PU.23      | The system shall upload transaction detail and apply transactions to the general ledger appropriately.                                                                                                                                | Critical    | S               |                                                                                                                                                                                        |
| PU.24      | The system shall maintain user defined purchasing thresholds and create an error alert if user is entering a request for more than the threshold based upon security permissions.                                                     | Critical    | S               | Workflow and reporting is available to support purchasing thresholds within the approval process and through management reports and dashboards.                                        |
| PU.25      | The system has ability to encumber funds when a requisition or PO is entered.                                                                                                                                                         | Desired     | S               |                                                                                                                                                                                        |
| PU.26      | The system shall relieve the encumbrances when a requisition or PO is closed or cancelled.                                                                                                                                            | Desired     | S               |                                                                                                                                                                                        |
| PU.27      | The system shall export City-defined purchasing information to .xlsx, .csv, and .pdf formats.                                                                                                                                         | Critical    | S               |                                                                                                                                                                                        |
| PU.28      | The system shall recalculate encumbrances based upon open requisitions and purchase orders.                                                                                                                                           | Desired     | S               |                                                                                                                                                                                        |

## City of Superior

## Functional and Technical Requirements

| Purchasing                                                                             |                                                                                                                                                                         |             |                 |                                                                                  |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------------------------------------------------------------------------|
| Req #                                                                                  | Description of Requirement                                                                                                                                              | Criticality | Vendor Response | Comments                                                                         |
| <b>Requisitions</b>                                                                    |                                                                                                                                                                         |             |                 |                                                                                  |
| PU.29                                                                                  | The system shall accommodate a decentralized purchase requisition process that allows requisitions to be entered by all City departments.                               | Critical    | S               |                                                                                  |
| PU.30                                                                                  | The system shall support electronic workflow to support a paperless requisition approval process of user-defined levels of approval and routing capabilities.           | Critical    | S               |                                                                                  |
| PU.31                                                                                  | The system shall accommodate recurring requisitions.                                                                                                                    | Desired     | S               |                                                                                  |
| PU.32                                                                                  | The ability to modify or updated recurring requisitions.                                                                                                                | Desired     | S               |                                                                                  |
| PU.33                                                                                  | The system shall save requisitions in-progress prior to submission.                                                                                                     | Desired     | S               |                                                                                  |
| PU.34                                                                                  | The system shall attach scanned documents to an electronic requisition, for viewing.                                                                                    | Critical    | S               |                                                                                  |
| PU.35                                                                                  | The system shall provide auto-generated requisition numbers on an annual basis with the ability to override, with appropriate security permissions.                     | Desired     | S               |                                                                                  |
| PU.36                                                                                  | The system shall track and report on pre-encumbered funds related to a PO or requisition.                                                                               | Desired     | S               | The system supports requisition to encumbrance. No support for pre-encumbrances. |
| PU.37                                                                                  | The system shall support at least a 9 character requisition number.                                                                                                     | Desired     | S               |                                                                                  |
| PU.38                                                                                  | The system shall check available budget by line item and flag for warning if the requisition is over total appropriation with the ability to override or stop the user. | Critical    | S               |                                                                                  |
| PU.39                                                                                  | The system shall check available budget by project and flag the requisition if over total appropriation (flag for warning, override, or stop).                          | Critical    | S               |                                                                                  |
| PU.40                                                                                  | The system shall pre-encumber budget funds upon entry of the requisition.                                                                                               | Desired     | S               |                                                                                  |
| PU.41                                                                                  | The system shall flag at pre-encumbrance if budget funds are not available.                                                                                             | Desired     | S               |                                                                                  |
| PU.42                                                                                  | The system shall copy an existing requisition to create a new one.                                                                                                      | Desired     | S               |                                                                                  |
| PU.43                                                                                  | The system shall auto-populate fields based on inventory item selected.                                                                                                 | Desired     | S               |                                                                                  |
| PU.44                                                                                  | The system has the ability for users with security approval to designate requisition to a specific Buyer.                                                               | Desired     | N               |                                                                                  |
| PU.45                                                                                  | The system shall export the requisition(s), including any supporting documentation, to PDF as needed for all system users.                                              | Desired     | S               | Export to PDF, CSV, or Word.                                                     |
| <b>The system shall maintain the following data points in the requisition process:</b> |                                                                                                                                                                         |             |                 |                                                                                  |
| PU.46                                                                                  | Origin of request (department);                                                                                                                                         | Critical    | S               |                                                                                  |
| PU.47                                                                                  | Requestor;                                                                                                                                                              | Critical    | S               |                                                                                  |
| PU.48                                                                                  | Date of request;                                                                                                                                                        | Critical    | S               |                                                                                  |
| PU.49                                                                                  | Scheduled delivery date;                                                                                                                                                | Desired     | S               |                                                                                  |
| PU.50                                                                                  | Shipping address;                                                                                                                                                       | Critical    | S               |                                                                                  |
| PU.51                                                                                  | Delivery instructions;                                                                                                                                                  | Desired     | S               |                                                                                  |
| PU.52                                                                                  | Delivery contact person (City employee);                                                                                                                                | Critical    | S               |                                                                                  |
| PU.53                                                                                  | Delivery contact information;                                                                                                                                           | Desired     | S               |                                                                                  |
| PU.54                                                                                  | Vendor name;                                                                                                                                                            | Critical    | S               |                                                                                  |
| PU.55                                                                                  | Vendor number;                                                                                                                                                          | Critical    | S               |                                                                                  |

## City of Superior

## Functional and Technical Requirements

| Purchasing |                                                                                                                                                                     |             |                 |                                                                                                                                                                                                                                                          |
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| Req #      | Description of Requirement                                                                                                                                          | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                 |
| PU.56      | Vendor contact person;                                                                                                                                              | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.57      | Quantity requested;                                                                                                                                                 | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.58      | Unit of measure;                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.59      | Unit price;                                                                                                                                                         | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.60      | Auto calculate extended price;                                                                                                                                      | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.61      | Description (minimum of 250 characters);                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.62      | Multiple City general ledger account numbers;                                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.63      | Project Number or Grant Number;                                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.64      | Work Order Number;                                                                                                                                                  | Desired     | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.65      | Contract Number;                                                                                                                                                    | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.66      | Bid Number;                                                                                                                                                         | Desired     | N               |                                                                                                                                                                                                                                                          |
| PU.67      | Labor Costs;                                                                                                                                                        | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.68      | Freight/shipping charges;                                                                                                                                           | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.69      | Other, user-defined fields; and                                                                                                                                     | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.70      | Ability to submit the requisition prior to knowing the vendor.                                                                                                      | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.71      | The system shall create a requisition from a quote.                                                                                                                 | Desired     | N               | A contract can be created from a quote.                                                                                                                                                                                                                  |
| PU.72      | The system shall categorize requisitions as user defined types. (i.e., sole source or emergency purchases).                                                         | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.73      | The system shall allow the user to record all quotes or bids received as data elements in the requisition with appropriate attachments.                             | Desired     | S               | RFQs are supported. Bid management requires integration to a 3rd party.                                                                                                                                                                                  |
| PU.74      | The system shall automatically assign requisition number sequentially by fiscal year at time of entry.                                                              | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.75      | The system shall allow the automatic assignment of fiscal year to requisitions to be overridden with appropriate security permissions.                              | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.76      | The system shall indicate the status of a requisition, receipt status, purchase orders, and invoice/payable status at any time.                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.77      | The system shall support entering negative requisition amounts for discounts and/or trade-in amounts.                                                               | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.78      | The system has the ability for a batch process to close all requisitions that are open with appropriate security permissions (for end of year processing purposes). | Critical    | N               |                                                                                                                                                                                                                                                          |

## City of Superior

## Functional and Technical Requirements

| Purchasing      |                                                                                                                                                                                                                                                                                                                                                       |             |                 |                                                                                                                                                                                                                                                                                                             |
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| Req #           | Description of Requirement                                                                                                                                                                                                                                                                                                                            | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                                                                    |
| PU.79           | The system shall indicate the debarment status of a vendor.                                                                                                                                                                                                                                                                                           | Desired     | N               | FUTURE - This requirement is identified on our roadmap. Oracle is committed to research and development to enhance Oracle's existing portfolio of products and services and to develop new products and services. Oracle does not provide exact expected release dates but does maintain a release roadmap. |
| PU.80           | The system shall cross-reference existing requisitions at the time of requisition entry to determine if existing requisitions utilize the same vendor and enforce purchasing competition thresholds (e.g., an existing requisition for \$1,000 would cause a new requisition for \$2,000 for the same vendor to prompt the user to seek competition). | Desired     | N               |                                                                                                                                                                                                                                                                                                             |
| Purchase Orders |                                                                                                                                                                                                                                                                                                                                                       |             |                 |                                                                                                                                                                                                                                                                                                             |
| PU.81           | The system shall convert requisitions to a purchase order.                                                                                                                                                                                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PU.82           | The system has the ability for all attached documentation to carry forward when a requisition is converted to a purchase order.                                                                                                                                                                                                                       | Critical    | S               | Documents are attached to the requisition which are available to view from a PO via related docs.                                                                                                                                                                                                           |
| PU.83           | The system shall automatically assign a unique purchase order number sequentially, with a minimum of 9 alphanumeric characters.                                                                                                                                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PU.84           | The system shall require that the vendor be valid/entered before creating a purchase order.                                                                                                                                                                                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PU.85           | The system shall store electronic signatures.                                                                                                                                                                                                                                                                                                         | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PU.86           | The system shall apply the electronic signature of the actual approver, such as an alternate approver (i.e., the Purchasing Manager is on leave, and a buyer electronically approves in their absence, the buyer's signature should be printed).                                                                                                      | Critical    | N               |                                                                                                                                                                                                                                                                                                             |
| PU.87           | The system shall electronically send executed purchase orders via email to the requestor.                                                                                                                                                                                                                                                             | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PU.88           | The system shall electronically send purchase orders via email to the vendor providing the system users the ability to confirm the date and time of transmission.                                                                                                                                                                                     | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PU.89           | The system shall change the account (GL) number that is assigned to a purchase, with appropriate security permissions.                                                                                                                                                                                                                                | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PU.90           | The system shall notify the initiator of a purchase when the account number has been changed.                                                                                                                                                                                                                                                         | Desired     | S               | This can be done through workflow.                                                                                                                                                                                                                                                                          |
| PU.91           | The system shall reprint Purchase Orders, with indication that it is a duplicate/reprint/copy.                                                                                                                                                                                                                                                        | Critical    | N               |                                                                                                                                                                                                                                                                                                             |
| PU.92           | The system shall allow multiple GL numbers on one purchase order and/or on individual line items by percentage or dollar value.                                                                                                                                                                                                                       | Critical    | S               | Multiple GL lines on PO is supported but not by individual line item.                                                                                                                                                                                                                                       |



## City of Superior

## Functional and Technical Requirements

| Purchasing |                                                                                                                                                                                       |             |                 |                                                                                                                                                                                                                                                          |
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| Req #      | Description of Requirement                                                                                                                                                            | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                 |
| PU.93      | The system shall allow multiple project numbers, work order numbers, contract numbers, bid numbers and grant numbers on one purchase order and/or on individual line items.           | Critical    | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.94      | The system shall allow each item on a purchase order to have multiple funding sources.                                                                                                | Critical    | N               |                                                                                                                                                                                                                                                          |
| PU.95      | The system shall match accounts payable invoices to purchase orders.                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.96      | The system shall accommodate blanket purchase orders that encumber on approval.                                                                                                       | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.97      | The system shall accommodate blanket purchase orders that do not encumber funds.                                                                                                      | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.98      | The system has the ability for authorized users to modify the purchase order without having to void the purchase order.                                                               | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.99      | The system has the ability for authorized users to modify a purchase order with the option to reprint or re-email.                                                                    | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.100     | The system shall automatically tie an invoice submitted for payment to the related purchase order and adjust the remaining balance accordingly.                                       | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.101     | The system shall rollover blanket purchase orders into a new year without having to re-issue the blanket purchase order with a new number.                                            | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.102     | The system shall automatically accommodate change orders or modifications to purchase orders and track the version number and changes with the date of changes.                       | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.103     | The system shall email purchase orders to vendors, with the ability to select attachments to include with the purchase order.                                                         | Desired     | S               | This is a manual process to select attachments with the PO email.                                                                                                                                                                                        |
| PU.104     | The system shall close purchase orders with a user-defined dollar amount or percent remaining available, with ability to override that closing with appropriate security permissions. | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.105     | The system shall carry over purchase orders at year-end into the new year.                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.106     | The system shall allow for the payment of sub-vendors.                                                                                                                                | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.107     | The system shall store electronically received or scanned documents with every purchase order (word doc, PDF).                                                                        | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.108     | The system shall allow users to select multiple "ship to" addresses for different facilities.                                                                                         | Desired     | N               | Ship to is one at a time not multiple distributed addresses.                                                                                                                                                                                             |
| PU.109     | The system shall void or cancel purchase orders, with appropriate security permissions.                                                                                               | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.110     | The system shall allow a minimum of 500 character description on purchase order with the ability to handle description overflow.                                                      | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.111     | The system shall include the City's terms and conditions on purchase orders.                                                                                                          | Critical    | S               |                                                                                                                                                                                                                                                          |

## City of Superior

## Functional and Technical Requirements

| Purchasing                 |                                                                                                                                                                                |             |                 |                                                                                                                                                                                                                                                          |
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| Req #                      | Description of Requirement                                                                                                                                                     | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                 |
| PU.112                     | The system shall change the vendor associated with a purchase order with appropriate security permissions.                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.113                     | The system shall split code a purchase order by percentage or dollar value to multiple departments and accounts.                                                               | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.114                     | The system shall flag a PO when retainage applies.                                                                                                                             | Critical    | N               |                                                                                                                                                                                                                                                          |
| PU.115                     | The system shall accommodate retainage at dollar or percentage value.                                                                                                          | Critical    | N               | Retainage can be entered manually.                                                                                                                                                                                                                       |
| PU.116                     | The system shall automatically adjust retainage as the PO changes.                                                                                                             | Desired     | N               | Retainage can be entered manually.                                                                                                                                                                                                                       |
| PU.117                     | The system has the ability for a batch process to create individual Purchase Orders from all requisitions that are at approved status.                                         | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.118                     | The system shall allow users to view and approve POs from mobile devices.                                                                                                      | Desired     | S               |                                                                                                                                                                                                                                                          |
| Purchasing Cards (P-Cards) |                                                                                                                                                                                |             |                 |                                                                                                                                                                                                                                                          |
| PU.119                     | The system shall track expenditures against purchasing cards issued to employees in real-time, including creating encumbrances.                                                | Critical    | S               | The employee could manually key in the charge to be real time or use daily imports. Encumbrances are not supported for purchase-type cards.                                                                                                              |
| PU.120                     | The system shall upload transaction detail from bank's purchasing card applications with detail applied to the general ledger appropriately.                                   | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.121                     | The system shall associate purchasing card transactions with a vendor record, allowing users to see both purchase orders and purchase card transactions in the vendor history. | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.122                     | The system shall import purchasing card transaction detail.                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.123                     | The system shall provide a listing of all payments made to a vendor in one view, including but not limited to P-card transactions and AP payments.                             | Desired     | S               |                                                                                                                                                                                                                                                          |
| PU.124                     | The system has the ability, during the upload of purchasing card transaction detail, to display the actual transaction vendor (i.e., as opposed to the p-card merchant.).      | Critical    | S               | Transaction vendor must be manually added to the p-card import file.                                                                                                                                                                                     |
| PU.125                     | The system shall associate purchasing card transactions with a particular project or job (work order) number within the system.                                                | Critical    | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.126                     | The system shall support purchasing card transactions associated with staff travel, and designate the expenditures as travel.                                                  | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.127                     | Ability to import the p-card file, assign account codes and route through approval for AP processing.                                                                          | Critical    | S               |                                                                                                                                                                                                                                                          |
| PU.128                     | The system shall support a minimum of 30 character transaction descriptions for p-card import details.                                                                         | Critical    | S               |                                                                                                                                                                                                                                                          |
| Receiving                  |                                                                                                                                                                                |             |                 |                                                                                                                                                                                                                                                          |
| PU.129                     | The system shall allow delivery information to be entered by requisitions and shown on the purchase order.                                                                     | Desired     | N               |                                                                                                                                                                                                                                                          |



## City of Superior

## Functional and Technical Requirements

| Purchasing                                                                                |                                                                                                                                               |             |                 |                                                                                                                                                                                                                                                                       |
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| Req #                                                                                     | Description of Requirement                                                                                                                    | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.130                                                                                    | The system shall provide a web-based receiving process for all items received at decentralized receiving areas.                               | Desired     | S               |                                                                                                                                                                                                                                                                       |
| <b>The system shall record the following receiving information upon receipt of goods:</b> |                                                                                                                                               |             |                 |                                                                                                                                                                                                                                                                       |
| PU.131                                                                                    | Receiving staff;                                                                                                                              | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.132                                                                                    | Receiving location;                                                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.133                                                                                    | Date and time received;                                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.134                                                                                    | Rejected and returned;                                                                                                                        | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.135                                                                                    | Received in partial and cancelled remain balance;                                                                                             | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.136                                                                                    | Complete, partial, backorder, etc. flag;                                                                                                      | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.137                                                                                    | Comments/notes;                                                                                                                               | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.138                                                                                    | Invoice number;                                                                                                                               | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.139                                                                                    | Damaged; and                                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.140                                                                                    | Other, user-defined fields.                                                                                                                   | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.141                                                                                    | The system shall receive one item at a time.                                                                                                  | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.142                                                                                    | The system shall allow delivery information to be entered by requisitioners and shown on the purchase order (e.g., deliver to side entrance). | Desired     | N               |                                                                                                                                                                                                                                                                       |
| PU.143                                                                                    | The system shall "receive all" goods/services with a single selection.                                                                        | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.144                                                                                    | The system shall support partial receiving based on quantity.                                                                                 | Desired     | S               | Quantity only                                                                                                                                                                                                                                                         |
| PU.145                                                                                    | The system shall support partial receiving based on dollar amount.                                                                            | Desired     | S               | Quantity only                                                                                                                                                                                                                                                         |
| PU.146                                                                                    | The system shall allow items to be marked as damaged or incorrect at the time of receiving and cancel remaining balance.                      | Desired     | N               |                                                                                                                                                                                                                                                                       |
| PU.147                                                                                    | The system shall electronically scan and attach packing slips and associated documentation to purchase orders.                                | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.148                                                                                    | The system shall attach the proof of receipt electronically to the receiving document in order to verify the three-way match.                 | Critical    | S               |                                                                                                                                                                                                                                                                       |
| <b>Bid Management</b>                                                                     |                                                                                                                                               |             |                 |                                                                                                                                                                                                                                                                       |
| PU.149                                                                                    | The system shall provide a public-facing bid management portal for soliciting bids and proposals.                                             | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.150                                                                                    | The system shall convert a requisition to a bid.                                                                                              | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

## City of Superior

### Functional and Technical Requirements

| Purchasing |                                                                                                                                               |             |                 |                                                                                                                                                                                                                                                                       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #      | Description of Requirement                                                                                                                    | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.151     | The system shall support sealed bids/proposals.                                                                                               | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.152     | The system shall support sealed bids/proposals which are only opened/viewable upon bid closing (submittal deadline).                          | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.153     | The system shall provide user defined bid types (i.e., RFP, RFQ, RFI, Quote, etc.).                                                           | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.154     | The system shall define bid specific due dates and criteria.                                                                                  | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.155     | The system shall maintain a bid calendar view.                                                                                                | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.156     | The system shall provide user defined contract terms and condition types with the ability to override, with appropriate security permissions. | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

## City of Superior

## Functional and Technical Requirements

| Purchasing |                                                                                                                                            |             |                 |                                                                                                                                                                                                                                                                       |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #      | Description of Requirement                                                                                                                 | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.157     | The system shall allow bids to be downloaded from the bid system.                                                                          | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.158     | The system has the ability for the City to create a bid checklist to manage the bid process.                                               | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.159     | The system shall create a tabulation of bids received.                                                                                     | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.160     | The system shall allow registered vendors to access and view a summary description of bid documents and specifications online.             | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.161     | The system has the ability, prior to bid closing, to allow registered vendors to submit multiple files when requested by the City, online. | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.162     | The system shall time stamp when the bid was submitted by the bidder.                                                                      | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

## City of Superior

### Functional and Technical Requirements

| Purchasing |                                                                                                                                       |             |                 |                                                                                                                                                                                                                                                                       |
|------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #      | Description of Requirement                                                                                                            | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.163     | The system shall allow City staff to flag a bid as an electronic or manual (paper copies accepted) bid.                               | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.164     | The system shall allow bidders to complete forms electronically in the system.                                                        | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.165     | The system shall accept electronic signatures from vendors on forms in the system through dual authentication.                        | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.166     | The system shall produce notification letters to unsuccessful bidders.                                                                | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.167     | The system shall post addenda and automatically notify all registered bidders (who downloaded the bid) related to bids in the system. | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
|            | The system shall allow vendors to electronically acknowledge addenda.                                                                 | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

## City of Superior

### Functional and Technical Requirements

| Purchasing |                                                                                                                         |             |                 |                                                                                                                                                                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #      | Description of Requirement                                                                                              | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.168     | The system has the ability for staff to input results of bid award.                                                     | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.169     | The system has the ability for staff to input current status of bid (i.e., under evaluation etc.).                      | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.170     | The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.             | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.171     | The system has the ability for users and vendors to flag confidential documents.                                        | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.172     | The system has the ability for bidders to login and check status of bid.                                                | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.173     | The system provides the ability for automatic notifications of bid opportunities, addenda, tabulations, and bid awards. | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

## City of Superior

## Functional and Technical Requirements

| Purchasing |                                                                                                                                   |             |                 |                                                                                                                                                                                                                                                                       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #      | Description of Requirement                                                                                                        | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.174     | The system provides the ability for City staff to be notified when questions have been submitted by vendors online.               | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.175     | The system shall allow vendors to ask questions and receive notification of answers posted in Q&A docs online.                    | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.176     | The system shall tabulate cost based on established criteria.                                                                     | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.177     | The system shall save bids/proposals in progress.                                                                                 | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.178     | The system shall post addenda and automatically notify registered bidders (who downloaded the bid) related to bids in the system. | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.179     | The system has the ability for the staff to designate the way the totals will be calculated when creating the bid.                | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

## City of Superior

## Functional and Technical Requirements

| Purchasing                                                                      |                                                                                                                                               |             |                 |                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                                                           | Description of Requirement                                                                                                                    | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.180                                                                          | The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.                                   | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.181                                                                          | The system has the ability for administrator to set security restrictions for users and vendors that are able to view confidential documents. | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.182                                                                          | The system shall track system generated correspondence.                                                                                       | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.183                                                                          | The system shall maintain a database of historic bid tabulations.                                                                             | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.184                                                                          | The system shall tabulate resulting bid evaluation scores.                                                                                    | Desired     | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.185                                                                          | The system shall retain the bid records in the system for a minimum of 7 years.                                                               | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| The system shall accommodate competing bid summaries that include the following |                                                                                                                                               |             |                 |                                                                                                                                                                                                                                                                       |



## City of Superior

### Functional and Technical Requirements

| Purchasing                 |                                                                                                                                |             |                 |                                                                                                                                                                                                                                                                       |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                      | Description of Requirement                                                                                                     | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.186                     | Vendor Information (e.g., name, address, contact, phone, email);                                                               | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.187                     | Submission date;                                                                                                               | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.188                     | Descriptive item text;                                                                                                         | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.189                     | Dollar amount;                                                                                                                 | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.190                     | Comments/notes; and                                                                                                            | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.191                     | Other, user-defined.                                                                                                           | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| <b>Contract Management</b> |                                                                                                                                |             |                 |                                                                                                                                                                                                                                                                       |
| PU.192                     | The system shall maintain contract information (including but not limited to vendor, description, contract values, and dates). | Critical    | S               |                                                                                                                                                                                                                                                                       |



## City of Superior

### Functional and Technical Requirements

| Purchasing |                                                                                                                                                                                                  |             |                 |                         |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------|
| Req #      | Description of Requirement                                                                                                                                                                       | Criticality | Vendor Response | Comments                |
| PU.193     | The system shall associate multiple contracts to a single vendor.                                                                                                                                | Desired     | S               |                         |
| PU.194     | The system shall establish a contract for goods or services that are associated with multiple vendors.                                                                                           | Critical    | S               |                         |
| PU.195     | The system shall support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).                                                       | Critical    | S               |                         |
| PU.196     | The system shall trigger alerts based on all user-defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).                                                           | Desired     | S               |                         |
| PU.197     | The system shall trigger alerts based on all user-defined thresholds when a certain period of time has elapsed (e.g., 75% of contract period).                                                   | Desired     | S               |                         |
| PU.198     | The system shall trigger alerts based on all user defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).                                                           | Desired     | S               |                         |
| PU.199     | The system shall trigger alerts based on all user-defined thresholds prior to contract expiration (e.g., 30, 60, 90 days).                                                                       | Desired     | S               |                         |
| PU.200     | The system shall drill down from contracts to related procurement documents (e.g., requisition, bid, etc.).                                                                                      | Critical    | S               |                         |
| PU.201     | The system shall include or integrate with bid records (specifications, advertisements, bids/proposals, City Council resolution, etc.).                                                          | Desired     | N               |                         |
| PU.202     | The system shall provide various agreement types (e.g., construction, service agreement, requirements contract).                                                                                 | Desired     | S               |                         |
| PU.203     | The system shall accommodate user-defined contract alerts for key dates (renewal, expiration, rebid, etc.).                                                                                      | Desired     | S               |                         |
| PU.204     | The system shall include a change-order function that allows the addition, listing, and tracking of change orders with workflow approval.                                                        | Critical    | S               |                         |
| PU.205     | The system shall note contract revisions, including date and source.                                                                                                                             | Critical    | S               |                         |
| PU.206     | The system shall track different types of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.  | Desired     | S               |                         |
| PU.207     | The system shall track different stages of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management. | Desired     | S               |                         |
| PU.208     | The system shall track certificate of insurance expiration dates.                                                                                                                                | Critical    | N               |                         |
| PU.209     | The system shall notify internal staff and the vendor of the expired certificate of insurance.                                                                                                   | Desired     | N               |                         |
| PU.210     | The system shall search by contract number, project file number, CIP number, purchase order number, or contract name.                                                                            | Critical    | S               | Buyer is not supported. |
| PU.211     | The system shall track insurance information for vendors.                                                                                                                                        | Critical    | N               |                         |
| PU.212     | The system provides the ability to allow a user to establish City-defined contract types with appropriate security permissions.                                                                  | Desired     | N               |                         |
| PU.213     | The system shall attach vendor contracts and agreements (e.g., leases, development agreements, and inter-governmental agreements).                                                               | Critical    | S               |                         |
| PU.214     | The system shall show the associated purchase orders.                                                                                                                                            | Desired     | S               |                         |
| PU.215     | The system shall track and report on the start date of each contract.                                                                                                                            | Desired     | S               |                         |

## City of Superior

## Functional and Technical Requirements

| Purchasing |                                                                                                                                                                              |             |                 |                                                                                                                                                                                                                                                                       |
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| Req #      | Description of Requirement                                                                                                                                                   | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.216     | The system shall track and report on the end date of each contract.                                                                                                          | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.217     | The system shall calculate and track incentives/retainages.                                                                                                                  | Critical    | N               |                                                                                                                                                                                                                                                                       |
| PU.218     | The system shall store contract documents electronically.                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.219     | The system shall track spending based on user-defined criteria (including but not limited to year-to-date, inception-to-date, and by department).                            | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.220     | The system shall store contracts and the contract is linked to the vendor profile.                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.221     | The system shall maintain a checklist for the contract approval process (e.g., required forms attached, appropriate signatures received, certificate of insurance obtained). | Desired     | N               |                                                                                                                                                                                                                                                                       |
| PU.222     | The system shall support the workflow process for change orders with digital signature approval.                                                                             | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.223     | The system shall accommodate change orders to open contracts with workflow approval.                                                                                         | Critical    | N               |                                                                                                                                                                                                                                                                       |
| PU.224     | The system shall provide workflow functionality to support the change order process.                                                                                         | Critical    | S               |                                                                                                                                                                                                                                                                       |
| Reporting  |                                                                                                                                                                              |             |                 |                                                                                                                                                                                                                                                                       |
| PU.225     | The system shall generate a report of all activity with a vendor.                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.226     | The system shall generate a report of all vendors by status, active or inactive, certification, etc.                                                                         | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.227     | The system shall generate a report of all requisitions, purchase orders, and receiving documents by status, active or inactive, certification, etc.                          | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.228     | The system shall generate a report of all open purchase orders with user-defined filter criteria.                                                                            | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.229     | The system shall report on all open contract available amounts and expenditures, including purchase order and P-Card expenditures, based on City-defined criteria.           | Desired     | N               |                                                                                                                                                                                                                                                                       |
| PU.230     | The system shall generate purchasing activity reports.                                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.231     | The system shall generate all reports by user-defined date ranges that may occur over prior fiscal years.                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.232     | The system shall track and report local vendor preference.                                                                                                                   | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.233     | The system shall track and report on standard bid items and their average costs.                                                                                             | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |

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## Functional and Technical Requirements

| Purchasing |                                                                                                                                                                                                                                             |             |                 |                                                                                                                                                                                                                                                                       |
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| Req #      | Description of Requirement                                                                                                                                                                                                                  | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| PU.234     | The system shall produce a system generated report of bidder history.                                                                                                                                                                       | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.235     | The system shall report bid information associated with a project.                                                                                                                                                                          | Critical    | N               | THIRD PARTY -NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PU.236     | The system shall create a bid list report that would include project descriptions, pre-bid meeting dates, project number, buyer information, bid opening dates, project manager, awarded bidder, Council approval date and type of project. | Critical    | N               |                                                                                                                                                                                                                                                                       |
| PU.237     | The system shall track and report on user defined contract milestones.                                                                                                                                                                      | Desired     | S               |                                                                                                                                                                                                                                                                       |
| PU.238     | The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).                                                                                                                                             | Critical    | S               |                                                                                                                                                                                                                                                                       |
| PU.239     | The system shall allow the system administrator to report on audit logs.                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                       |

## City of Superior

## Functional and Technical Requirements

| Indicator                                      | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                         |                 |                                                                             |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------|
| S                                              | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system’s ability to meet the requirement.                                                                                                                                                                         |                 |                                                                             |
| F                                              | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |                 |                                                                             |
| C                                              | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                         |                 |                                                                             |
| T                                              | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements |                 |                                                                             |
| N                                              | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                             |
| Accounts Receivable, Billing and Cash Receipts |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                             |
| Req #                                          | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                         | Vendor Response | Comments                                                                    |
| General Requirements                           |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 | The entirety of this Tab is Oracle Confidential – Trade Secret Information. |
| AR.1                                           | The system shall provide an Accounts Receivable, Billing, and Cash Receipts module that is integrated with all other proposed modules such as the general ledger, cash receipts, accounts payable, etc.                                                                                                                       | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                             |
| AR.3                                           | The system shall identify each transaction by a reference number that is sequentially generated automatically.                                                                                                                                                                                                                | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                             |
| AR.4                                           | The system shall allow direct entry of invoices, cash receipts, or adjustment transactions.                                                                                                                                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                             |
| AR.5                                           | The system shall allow inter-department receivables (bills) to be processed.                                                                                                                                                                                                                                                  | Critical                                                                                                                                                                                                                                                                                                                                            | S               | This is supported through a journal entry.                                  |
| AR.6                                           | The system shall allow inter-department receivables (bills) to be processed that cross funds.                                                                                                                                                                                                                                 | Critical                                                                                                                                                                                                                                                                                                                                            | S               | This is supported through a journal entry.                                  |
| AR.8                                           | The system shall provide workflow approval process to support interdepartmental billing.                                                                                                                                                                                                                                      | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                             |
| AR.9                                           | The system shall support automatic balancing of the accounts receivable master file (i.e., internally balances individual accounts receivable records against the corresponding account balances on the customer master file, as an internal control).                                                                        | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                             |
| AR.10                                          | The system shall report any exceptions when it automatically balances the accounts receivable master file.                                                                                                                                                                                                                    | Critical                                                                                                                                                                                                                                                                                                                                            | S               |                                                                             |

## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts                            |                                                                                                                                                                                                   |             |                 |          |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                     | Description of Requirement                                                                                                                                                                        | Criticality | Vendor Response | Comments |
| AR.11                                                                     | The system shall allow the user to produce either a batch or detail general ledger and sub-ledger journal, one for every accounts receivable transaction, with drill-down capability for batches. | Critical    | S               |          |
| AR.12                                                                     | The system shall provide for decentralized data entry of billing information and an electronic approval process for submission of bills.                                                          | Critical    | S               |          |
| AR.13                                                                     | The system shall handle NSF check processing and to add user defined fees to an account with the ability to turn this feature on and off with appropriate security permissions.                   | Critical    | S               |          |
| AR.14                                                                     | The system shall provide configurable customer statements.                                                                                                                                        | Critical    | S               |          |
| AR.15                                                                     | The system shall provide recurring billing capabilities such as lease payments, rental payments, and other miscellaneous recurring billing.                                                       | Critical    | S               |          |
| AR.16                                                                     | The system shall generate a reimbursement/refund with minimal data entry from the AP module to the appropriate customer if there is a credit standing on the account.                             | Desired     | S               |          |
| AR.17                                                                     | The system shall allow approved refunds with workflow approval process.                                                                                                                           | Desired     | S               |          |
| AR.18                                                                     | The system shall allow authorized users to query and view receivable information and report by user-defined criteria.                                                                             | Critical    | S               |          |
| AR.19                                                                     | The system shall view customer information by fund, department, or other GL account segments.                                                                                                     | Desired     | S               |          |
| AR.20                                                                     | The system shall view, track, and sort receivables by user-defined criteria, including but not limited to accounting codes, customers, and activities.                                            | Desired     | S               |          |
| AR.21                                                                     | The system has ability to accommodate and support City's fee structure.                                                                                                                           | Critical    | S               |          |
| Customer Management                                                       |                                                                                                                                                                                                   |             |                 |          |
| AR.22                                                                     | The system shall automatically assign a number to a customer by user-defined rules.                                                                                                               | Critical    | S               |          |
| AR.23                                                                     | The system shall assign a minimum of five customer types to one customer.                                                                                                                         | Desired     | S               |          |
| AR.24                                                                     | The system shall allow a specific customer number, type, and/or category to be assigned to a new or existing customer.                                                                            | Desired     | S               |          |
| The system shall maintain a customer file with the following information: |                                                                                                                                                                                                   |             |                 |          |
| AR.25                                                                     | Name;                                                                                                                                                                                             | Critical    | S               |          |
| AR.26                                                                     | DBA (Doing Business As);                                                                                                                                                                          | Critical    | S               |          |
| AR.27                                                                     | Multiple Addresses (billing);                                                                                                                                                                     | Critical    | S               |          |
| AR.28                                                                     | History of multiple addresses;                                                                                                                                                                    | Critical    | S               |          |
| AR.29                                                                     | Location (for a property/item billed against);                                                                                                                                                    | Critical    | S               |          |
| AR.30                                                                     | Multiple phone numbers;                                                                                                                                                                           | Critical    | S               |          |
| AR.31                                                                     | Fields for multiple email addresses with the ability to designate purpose for each (minimum of 5);                                                                                                | Critical    | S               |          |
| AR.32                                                                     | Last account activity;                                                                                                                                                                            | Critical    | S               |          |
| AR.33                                                                     | Tax ID numbers;                                                                                                                                                                                   | Critical    | S               |          |
| AR.34                                                                     | Current and unpaid late payment penalty and interest charges;                                                                                                                                     | Critical    | S               |          |
| AR.35                                                                     | Balance due;                                                                                                                                                                                      | Critical    | S               |          |

## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts                                            |                                                                                                                                                                                                                                                                                                                               |             |                 |          |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                                     | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality | Vendor Response | Comments |
| AR.36                                                                                     | Last payment amount;                                                                                                                                                                                                                                                                                                          | Critical    | S               |          |
| AR.37                                                                                     | Year-to-date payments;                                                                                                                                                                                                                                                                                                        | Critical    | S               |          |
| AR.38                                                                                     | Highest past-due balance;                                                                                                                                                                                                                                                                                                     | Desired     | S               |          |
| AR.39                                                                                     | Highest outstanding balance;                                                                                                                                                                                                                                                                                                  | Desired     | S               |          |
| AR.40                                                                                     | Late payment penalty and interest charges, year-to-date;                                                                                                                                                                                                                                                                      | Desired     | S               |          |
| AR.41                                                                                     | Late payment penalty and interest charges, total;                                                                                                                                                                                                                                                                             | Desired     | S               |          |
| AR.42                                                                                     | Bad check status;                                                                                                                                                                                                                                                                                                             | Desired     | N               |          |
| AR.43                                                                                     | Statement cycle;                                                                                                                                                                                                                                                                                                              | Desired     | N               |          |
| AR.44                                                                                     | Link to vendor file;                                                                                                                                                                                                                                                                                                          | Desired     | S               |          |
| AR.45                                                                                     | Deposit amount and date;                                                                                                                                                                                                                                                                                                      | Desired     | S               |          |
| AR.46                                                                                     | Notes/comments;                                                                                                                                                                                                                                                                                                               | Desired     | S               |          |
| AR.47                                                                                     | Attach files by customer; and                                                                                                                                                                                                                                                                                                 | Desired     | S               |          |
| AR.48                                                                                     | Other, user-defined.                                                                                                                                                                                                                                                                                                          | Desired     | S               |          |
| AR.49                                                                                     | The system shall provide a single screen to view all information related to a customer with multiple tabs on the screen (i.e., not requiring the need to go to multiple screens for all information).                                                                                                                         | Desired     | S               |          |
| AR.50                                                                                     | The system shall maintain an audit log of all changes to the customer file.                                                                                                                                                                                                                                                   | Critical    | S               |          |
| AR.51                                                                                     | The system shall provide a customer information field allowing entry and maintenance of narrative text that is viewable by all users with permissions.                                                                                                                                                                        | Desired     | S               |          |
| AR.52                                                                                     | The system shall provide an account performance inquiry screen that shows historical and statistical information about each customer account. Information should be displayed in a user-friendly, consolidated manner, allowing AR users to easily view the status, activity and comprehensive history of a customer account. | Desired     | S               |          |
| AR.53                                                                                     | The system shall deactivate a customer and prevent deactivation if the customer has an outstanding balance, but keep the customer history.                                                                                                                                                                                    | Critical    | S               |          |
| AR.54                                                                                     | The system shall reactivate a deactivated customer, (i.e., not having to create a new customer).                                                                                                                                                                                                                              | Critical    | S               |          |
| AR.55                                                                                     | The system shall track customers that have a prior NSF check (insufficient funds) and warn counter clerk at time of customer payments.                                                                                                                                                                                        | Desired     | N               |          |
| <b>The system shall maintain a contact log to record conversations and correspondence</b> |                                                                                                                                                                                                                                                                                                                               |             |                 |          |
| AR.56                                                                                     | Contact person;                                                                                                                                                                                                                                                                                                               | Desired     | S               |          |
| AR.57                                                                                     | Date and time of contact;                                                                                                                                                                                                                                                                                                     | Desired     | S               |          |
| AR.58                                                                                     | Means of contact (e.g., phone, mail, email, etc.);                                                                                                                                                                                                                                                                            | Desired     | S               |          |
| AR.59                                                                                     | Nature of the contact; and                                                                                                                                                                                                                                                                                                    | Desired     | S               |          |
| AR.60                                                                                     | Information collected as a result of contact.                                                                                                                                                                                                                                                                                 | Desired     | S               |          |
| AR.61                                                                                     | The system shall set up customers using categories and sub categories.                                                                                                                                                                                                                                                        | Critical    | S               |          |
| AR.62                                                                                     | The system shall allow users to access and search for customer information easily.                                                                                                                                                                                                                                            | Critical    | S               |          |



## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts |                                                                                                                                                                        |             |                 |                               |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------|
| Req #                                          | Description of Requirement                                                                                                                                             | Criticality | Vendor Response | Comments                      |
| AR.63                                          | The system shall produce bills, statements, invoices, NSF notifications, and other user-defined documents for corresponding (i.e., mailing and emailing) to customers. | Critical    | S               |                               |
| AR.64                                          | The system shall allow for City defined miscellaneous billings.                                                                                                        | Critical    | S               |                               |
| AR.65                                          | The system shall allow City staff to determine if invoices for the same customer should be combined onto the same invoice or kept as separate invoices.                | Desired     | S               |                               |
| AR.66                                          | The system shall manage separate billing cycles by department, receivable, and customer type.                                                                          | Critical    | S               |                               |
| AR.67                                          | The system shall allocate payments based upon a user-defined criteria.                                                                                                 | Critical    | S               |                               |
| AR.68                                          | The system shall prioritize allocation of payments based upon a user-defined criteria.                                                                                 | Critical    | S               |                               |
| AR.69                                          | The system shall automatically bill recurring invoices based on user-defined billing schedules.                                                                        | Desired     | S               |                               |
| AR.70                                          | The system shall import invoices (and validate GL account numbers) produced by other billing systems to allow centralized collection and payment processing functions. | Desired     | S               |                               |
| AR.71                                          | The system shall allow the viewing of all outstanding invoices when applying payments to a customer account.                                                           | Critical    | S               |                               |
| AR.72                                          | System provides ability to apply payments to a customer's forward balance or to specific open items (e.g., unpaid invoices).                                           | Critical    | S               |                               |
| AR.73                                          | The system shall allow customers to pre-pay for anticipated future invoices and automatically apply those payments with appropriate security permissions.              | Desired     | S               |                               |
| AR.74                                          | The system shall produce PDF images of invoices automatically when printing as opposed to scanning the printed version of the invoice image.                           | Critical    | S               |                               |
| AR.75                                          | The system shall allow batch entry of the same charge to multiple customers.                                                                                           | Critical    | N               |                               |
| AR.76                                          | The system shall default City-defined fields upon batch entry (e.g., payment type code, customer type, cash account, etc.).                                            | Critical    | S               |                               |
| AR.77                                          | The system shall send invoices that are informational only. (e.g., example given in kind services for grants).                                                         | Desired     | S               |                               |
| AR.78                                          | The system shall provide at least 100 characters for billing description for each item to be billed at time of billing entry.                                          | Critical    | S               |                               |
| <b>Delinquency Tracking</b>                    |                                                                                                                                                                        |             |                 |                               |
| AR.79                                          | The system shall support collections in compliance with State of Wisconsin laws.                                                                                       | Critical    | N               | More information is required. |
| AR.80                                          | The system shall generate accounts receivable aging reports, showing a line item on the aging report for each invoice posted to the accounts receivable master file.   | Desired     | S               |                               |
| AR.81                                          | The system shall generate accounts receivable aging reports for both summary by customer and detail within customer by invoice.                                        | Desired     | S               |                               |

## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts |                                                                                                                                                                                                                   |             |                 |          |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                          | Description of Requirement                                                                                                                                                                                        | Criticality | Vendor Response | Comments |
| AR.82                                          | The system shall generate accounts receivable aging reports by user-defined criteria including but not limited to charge code, customer type, GL or sub-ledger account number.                                    | Desired     | S               |          |
| AR.83                                          | The system shall provide user-defined calculations for the allowance of un-collectable accounts.                                                                                                                  | Desired     | S               |          |
| AR.84                                          | The system shall automatically prepare general and sub-ledger journal entries by allowance for un-collectable accounts with appropriate workflow routines.                                                        | Desired     | N               |          |
| AR.85                                          | The system shall produce a listing of late customer accounts, where "late" can be user defined.                                                                                                                   | Desired     | S               |          |
| AR.86                                          | The system shall provide finance charge program (late fees) with user-defined late periods and percent of interest to be charged for late payment.                                                                | Desired     | S               |          |
| AR.87                                          | The system shall set finance charge rates dependent on type of service being billed.                                                                                                                              | Desired     | S               |          |
| AR.88                                          | The system shall produce user-defined aging reports with at least six aging periods (e.g., current, 30, 60, 90, 120, over 120 days).                                                                              | Critical    | S               |          |
| AR.89                                          | The system shall automatically compute and assess a user-defined late fee when the invoice is past due with the ability to turn this feature on or off based on security permissions.                             | Desired     | S               |          |
| AR.90                                          | The system shall reverse finance charges with appropriate security permissions and workflow.                                                                                                                      | Desired     | S               |          |
| AR.91                                          | The system shall generate a deposit report including customer name, deposit amount, deposit date, and customer number.                                                                                            | Critical    | S               |          |
| AR.92                                          | The system shall generate reminder notices (via mail and/or email) to a customer at user-defined intervals (e.g., 30, 60, and 90 days) when the invoice is past due.                                              | Desired     | S               |          |
| Cash Receipts                                  |                                                                                                                                                                                                                   |             |                 |          |
| AR.93                                          | The system shall accommodate multiple payments for multiple bills or multiple miscellaneous transactions (e.g., retiree insurance premium and special assessment).                                                | Critical    | S               |          |
| AR.94                                          | The system shall require a user to select from a list of pre-defined charge codes with an "other" option where the user could type or select the GL or sub-ledger account number for miscellaneous cash receipts. | Critical    | S               |          |
| AR.95                                          | The system shall produce a cash receipt when bills are paid in person at any City location.                                                                                                                       | Critical    | S               |          |
| AR.96                                          | The system shall produce a system generated unique receipt reference number.                                                                                                                                      | Critical    | S               |          |
| AR.97                                          | The system shall produce a receipt when bills are paid (regardless of the payment method).                                                                                                                        | Critical    | S               |          |



## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts                                             |                                                                                                                                                                                                                                                     |             |                 |                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                                                                      | Description of Requirement                                                                                                                                                                                                                          | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                              |
| AR.98                                                                                      | The system shall support online (web-based) payments.                                                                                                                                                                                               | Critical    | S               | Supports integrated payment link on invoice with NetSuite Pay for streamlined miscellaneous billing. Rate and billing with third party vendor is not covered and contracted with the third party payment provider directly. NetSuite for Government is PCI compliant. |
| AR.99                                                                                      | The system shall view account or outstanding balances.                                                                                                                                                                                              | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.100                                                                                     | The system shall import returned check detail from electronic bank files.                                                                                                                                                                           | Desired     | S               |                                                                                                                                                                                                                                                                       |
| AR.101                                                                                     | The system shall differentiate between a voided and a reversal transaction type.                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                       |
| <b>The system shall maintain returned check detail, including (but not limited to) the</b> |                                                                                                                                                                                                                                                     |             |                 |                                                                                                                                                                                                                                                                       |
| AR.102                                                                                     | Check number;                                                                                                                                                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.103                                                                                     | Customer number;                                                                                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.104                                                                                     | Payer Name;                                                                                                                                                                                                                                         | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.105                                                                                     | Address detail;                                                                                                                                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.106                                                                                     | Date of original transaction;                                                                                                                                                                                                                       | Critical    | S               | Related to referenced original Receipt number.                                                                                                                                                                                                                        |
| AR.107                                                                                     | Penalty and/or fee;                                                                                                                                                                                                                                 | Critical    | S               | Manually added to new invoice.                                                                                                                                                                                                                                        |
| AR.108                                                                                     | Remittance amount;                                                                                                                                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.109                                                                                     | Remittance date;                                                                                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.110                                                                                     | Original receipt number;                                                                                                                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.111                                                                                     | Date of return;                                                                                                                                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.112                                                                                     | Reason for return;                                                                                                                                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.113                                                                                     | Comment field; and                                                                                                                                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.114                                                                                     | Other, user-defined variables.                                                                                                                                                                                                                      | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.115                                                                                     | The system shall import payments from third-party cash receipting systems (e.g., recreation) and validate the appropriate GL account numbers.                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.116                                                                                     | The system shall schedule the posting of third-party payment transactions (e.g., lockbox payments).                                                                                                                                                 | Desired     | S               |                                                                                                                                                                                                                                                                       |
| AR.117                                                                                     | The system shall generate a daily cash receipts balancing report by user and/or drawer including but not limited to charge codes and total by tender type.                                                                                          | Desired     | S               | Report is by user - the system does not support cash drawer functionality.                                                                                                                                                                                            |
| AR.118                                                                                     | The system shall generate a daily cash receipts summary report that contains data for all users broken down by individual user for the day including but not limited to charge codes and total by tender type, with an aggregate total for the day. | Critical    | S               |                                                                                                                                                                                                                                                                       |
| AR.119                                                                                     | The system shall accommodate deposits into at least 10 different bank accounts at least 3 different banking institutions.                                                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                                       |
| <b>Reconciliation</b>                                                                      |                                                                                                                                                                                                                                                     |             |                 |                                                                                                                                                                                                                                                                       |

## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts                                                 |                                                                                                                                                                                                                                                         |             |                 |          |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                                          | Description of Requirement                                                                                                                                                                                                                              | Criticality | Vendor Response | Comments |
| AR.120                                                                                         | The system shall reconcile with bank statements.                                                                                                                                                                                                        | Critical    | S               |          |
| AR.121                                                                                         | The system shall interface with banks to process bank drafting and ACH transactions.                                                                                                                                                                    | Desired     | S               |          |
| AR.122                                                                                         | The system shall provide an automated reconciliation tool for revenue receipts.                                                                                                                                                                         | Desired     | S               |          |
| AR.123                                                                                         | The system shall provide an automated reconciliation tool for ACH and bank draft transactions.                                                                                                                                                          | Desired     | S               |          |
| AR.124                                                                                         | The system shall generate daily cash reports for balancing by payment type.                                                                                                                                                                             | Critical    | S               |          |
| AR.125                                                                                         | The system shall generate a daily exception report that reflects all payments reversed/voided and any other condition considered outside normal processing.                                                                                             | Desired     | S               |          |
| AR.126                                                                                         | The system shall generate a daily report that reflects all adjustment activity.                                                                                                                                                                         | Desired     | S               |          |
| AR.127                                                                                         | The system shall generate periodic reports of revenue distribution from external sources' file uploads (e.g., credit card company payments) to reflect batch date, batch total control records and dollar count (available to be run on a daily basis). | Desired     | S               |          |
| AR.128                                                                                         | The system shall import credit/debit card transaction reconciliation files for the purposes of bank reconciliation.                                                                                                                                     | Critical    | S               |          |
| AR.129                                                                                         | The system shall perform reconciliation of transaction data with credit card company data.                                                                                                                                                              | Critical    | S               |          |
| <b>Cash Drawer Close-Out</b>                                                                   |                                                                                                                                                                                                                                                         |             |                 |          |
| AR.130                                                                                         | The system shall allow a cashier to balance a payment batch on demand from any workstation regardless of where the payments were processed (secure location).                                                                                           | Critical    | S               |          |
| AR.131                                                                                         | The system shall allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions.                                                                                                                                   | Critical    | S               |          |
| AR.132                                                                                         | The system shall allow authorized users to consolidate cash drawers and close out as a single batch.                                                                                                                                                    | Desired     | S               |          |
| AR.133                                                                                         | The system shall allow authorized users (e.g., finance personnel only) to perform payment corrections (reversal, void, charge back, etc.) after the close of business while maintaining full audit details and data integrity.                          | Critical    | S               |          |
| AR.134                                                                                         | The system shall combine individual payment batch deposit details into a single consolidated deposit.                                                                                                                                                   | Critical    | S               |          |
| <b>The system shall maintain deposit detail, including (but not limited to) the following:</b> |                                                                                                                                                                                                                                                         |             |                 |          |
| AR.135                                                                                         | Deposit total;                                                                                                                                                                                                                                          | Critical    | S               |          |
| AR.136                                                                                         | Total by tender type;                                                                                                                                                                                                                                   | Critical    | S               |          |
| AR.137                                                                                         | Date;                                                                                                                                                                                                                                                   | Critical    | S               |          |
| AR.138                                                                                         | Bank account number;                                                                                                                                                                                                                                    | Critical    | S               |          |
| AR.139                                                                                         | By fund, and                                                                                                                                                                                                                                            | Critical    | S               |          |
| AR.140                                                                                         | Other, user-defined fields.                                                                                                                                                                                                                             | Critical    | S               |          |
| AR.141                                                                                         | The system shall generate a hard-copy, user-defined deposit slip.                                                                                                                                                                                       | Critical    | S               |          |
| AR.142                                                                                         | The system shall generate a hard-copy, user-defined deposit report.                                                                                                                                                                                     | Critical    | S               |          |
| <b>Reporting</b>                                                                               |                                                                                                                                                                                                                                                         |             |                 |          |

## City of Superior

## Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts                                              |                                                                                                                                 |             |                 |          |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                                       | Description of Requirement                                                                                                      | Criticality | Vendor Response | Comments |
| AR.143                                                                                      | The system shall produce an accounts receivable journal listing all activity posted to the accounts receivable master file.     | Critical    | S               |          |
| AR.144                                                                                      | The system shall print an accounts receivable exception report listing all accounts with credit balances.                       | Desired     | S               |          |
| AR.145                                                                                      | The system shall provide a complete listing of the customer master file by type, which shows each data element in every record. | Desired     | S               |          |
| <b>The system shall generate accounts receivable and cash receipts reports or allow on-</b> |                                                                                                                                 |             |                 |          |
| AR.146                                                                                      | Name;                                                                                                                           | Critical    | S               |          |
| AR.147                                                                                      | Tender type;                                                                                                                    | Critical    | S               |          |
| AR.148                                                                                      | Type of activity (charge code);                                                                                                 | Critical    | S               |          |
| AR.149                                                                                      | Invoice number;                                                                                                                 | Critical    | S               |          |
| AR.150                                                                                      | Accounting code information;                                                                                                    | Critical    | S               |          |
| AR.151                                                                                      | Amount owed;                                                                                                                    | Critical    | S               |          |
| AR.152                                                                                      | Dates;                                                                                                                          | Critical    | S               |          |
| AR.153                                                                                      | Customer number;                                                                                                                | Critical    | S               |          |
| AR.154                                                                                      | Check number; and                                                                                                               | Critical    | S               |          |
| AR.155                                                                                      | Other, user-defined.                                                                                                            | Critical    | S               |          |
| AR.156                                                                                      | The system shall print customer payment history based on user-defined criteria.                                                 | Critical    | S               |          |
| AR.157                                                                                      | The system shall allow queries against all receivable files.                                                                    | Critical    | S               |          |
| AR.158                                                                                      | The system shall print a batch listing showing every item in a particular batch upon request.                                   | Critical    | S               |          |
| AR.159                                                                                      | The system shall display individual transactions and groups of transactions based on the criteria entered by the user.          | Critical    | S               |          |
| AR.160                                                                                      | The system shall generate an aging report by charge code.                                                                       | Desired     | S               |          |
| AR.161                                                                                      | The system shall create ad hoc AR reports.                                                                                      | Desired     | S               |          |
| AR.162                                                                                      | The system shall produce transaction reports listing all recorded payments.                                                     | Critical    | S               |          |

## City of Superior

## Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                         |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S         | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                         |
| F         | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |
| C         | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                         |
| T         | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements |
| N         | <b>No:</b> Feature/Function cannot be provided.                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                 |

## Accounts Payable

| Req #                | Description of Requirement                                                                                                                                                                                                      | Criticality | Vendor Response | Comments                                                                    |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------|
| General Requirements |                                                                                                                                                                                                                                 |             |                 | The entirety of this Tab is Oracle Confidential – Trade Secret Information. |
| AP.1                 | The system shall provide an Accounts Payable module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Accounts Receivable, Budgeting, Purchasing, Inventory, and Grants. | Critical    | S               |                                                                             |
| AP.2                 | The system shall accommodate three-way matching of purchase order, receiving documents, and invoice.                                                                                                                            | Critical    | S               |                                                                             |
| AP.3                 | The system shall produce and transmit 1099 forms electronically, per Federal Government regulations.                                                                                                                            | Critical    | S               | 1099 reports can be printed and can be submitted through IRS portal.        |
| AP.4                 | The system shall set a tolerance at invoice level by department, which can limit the amount of override allowed on an invoice (by either dollar amount or percentage).                                                          | Critical    | N               |                                                                             |
| AP.5                 | The system shall attach digital copies of receipts and other supporting documentation to AP transaction records.                                                                                                                | Critical    | S               |                                                                             |
| AP.6                 | The system shall automatically (proactively) notify end users of pending approval actions.                                                                                                                                      | Critical    | S               |                                                                             |
| AP.8                 | The system shall support electronic workflow for approvals by dollar amount.                                                                                                                                                    | Critical    | S               |                                                                             |
| AP.9                 | The system shall support electronic workflow for approvals by general ledger account number.                                                                                                                                    | Desired     | S               |                                                                             |
| AP.10                | The system shall "add back" percentages or amount discounts previously taken (i.e., returned items) with appropriate system permissions.                                                                                        | Critical    | N               |                                                                             |
| AP.11                | The system shall import purchasing card transaction detail.                                                                                                                                                                     | Critical    | S               |                                                                             |

## City of Superior

## Functional and Technical Requirements

| Accounts Payable |                                                                                                                                                                                                                                                                                                    |             |                 |          |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #            | Description of Requirement                                                                                                                                                                                                                                                                         | Criticality | Vendor Response | Comments |
| AP.12            | The system shall support "positive pay." The system shall send an electronic file of all checks, including system-driven manual checks, to the City's bank for comparison with checks being cashed in order to help reduce opportunities for fraud.                                                | Critical    | S               |          |
| AP.13            | The system shall notify specified users when a payment is made based upon a project or grant number.                                                                                                                                                                                               | Desired     | S               |          |
| AP.14            | The system shall accommodate interdepartmental transfers/payments.                                                                                                                                                                                                                                 | Critical    | S               |          |
| Invoice Entry    |                                                                                                                                                                                                                                                                                                    |             |                 |          |
| AP.15            | The system shall support decentralized invoice entry at the department level.                                                                                                                                                                                                                      | Critical    | S               |          |
| AP.16            | The system shall support batch, multiple, or individual invoice entry.                                                                                                                                                                                                                             | Critical    | S               |          |
| AP.17            | The system shall allow for the electronic submission of invoice from vendors (e.g., e-bills, etc.).                                                                                                                                                                                                | Desired     | S               |          |
| AP.18            | The system shall support at least a 25 character invoice number field.                                                                                                                                                                                                                             | Critical    | S               |          |
| AP.19            | The system shall accommodate partial payments.                                                                                                                                                                                                                                                     | Critical    | S               |          |
| AP.20            | The system shall support a minimum of a 30 character Short description field.                                                                                                                                                                                                                      | Critical    | S               |          |
| AP.21            | The system shall support a maximum of a 250 character Long description field.                                                                                                                                                                                                                      | Critical    | S               |          |
| AP.22            | The system shall support alpha numeric invoice numbers.                                                                                                                                                                                                                                            | Critical    | S               |          |
| AP.23            | The system shall accept a dollar amount entry for payment against a contract.                                                                                                                                                                                                                      | Critical    | S               |          |
| AP.24            | The system shall accept a percentage amount entry for payment against a contract.                                                                                                                                                                                                                  | Critical    | N               |          |
| AP.25            | The system shall have an applied date in a fiscal year based on the invoice date with the ability to override (i.e., when receiving an invoice in a new fiscal year dated for a previous fiscal year).                                                                                             | Critical    | S               |          |
| AP.26            | The system shall copy existing invoices to new invoices with appropriate workflow to follow.                                                                                                                                                                                                       | Desired     | S               |          |
| AP.27            | The system shall electronically attach scanned invoices to the payable entry.                                                                                                                                                                                                                      | Critical    | S               |          |
| AP.28            | The system shall flag invoices as reimbursable expenses through the grant process.                                                                                                                                                                                                                 | Critical    | S               |          |
| AP.29            | The system shall allow for an invoice to be distributed to (at least) 50 different general ledger accounts.                                                                                                                                                                                        | Critical    | S               |          |
| AP.30            | The system shall allow for the import of files containing multiple lines or invoices, with those invoices and/or lines distributed to payment (ex. import an excel file containing multiple invoices, and allow the system to create multiple payment vouchers or invoices within the ERP system). | Critical    | S               |          |
| AP.31            | The system shall establish a template for recurring invoices that can be used as a starting point to carry forward (e.g., a template for cellular phone payments, where a single monthly invoice is received and is distributed across numerous City Departments).                                 | Critical    | S               |          |
| AP.32            | The system shall allow for an invoice to be distributed across Departments with appropriate workflow routines for approval.                                                                                                                                                                        | Critical    | S               |          |

## City of Superior

## Functional and Technical Requirements

| Accounts Payable                              |                                                                                                                                                                                                   |             |                 |                                            |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|--------------------------------------------|
| Req #                                         | Description of Requirement                                                                                                                                                                        | Criticality | Vendor Response | Comments                                   |
| AP.33                                         | The system shall automatically split invoices to different accounts based on user-defined rules.                                                                                                  | Critical    | S               |                                            |
| AP.34                                         | The system shall support recurring invoices.                                                                                                                                                      | Desired     | S               |                                            |
| AP.35                                         | The system shall hold credit invoices and apply them to future invoices.                                                                                                                          | Critical    | S               |                                            |
| AP.36                                         | The system shall calculate interest for late payments with the ability to turn the feature on and off.                                                                                            | Critical    | S               |                                            |
| AP.37                                         | The system shall calculate the appropriate sales or use tax with the ability to override.                                                                                                         | Desired     | S               |                                            |
| AP.38                                         | The system shall allow City staff to flag invoices for potential sales or use tax.                                                                                                                | Critical    | S               |                                            |
| AP.39                                         | The system shall close out a PO if it is known that it is the final payment being made against a PO and release the encumbered balance.                                                           | Critical    | S               | Close the PO manually after final payment. |
| AP.40                                         | The system shall support a centralized AP email address, whereby vendors can email invoices that are automatically generated as an AP voucher in the system for City staff review and validation. | Critical    | S               |                                            |
| Check Processing, Printing and Reconciliation |                                                                                                                                                                                                   |             |                 |                                            |
| AP.41                                         | The system has the ability for the City to maintain a minimum of 25 bank accounts.                                                                                                                | Critical    | S               |                                            |
| AP.42                                         | The system shall support working with a minimum of six (6) banking institutions.                                                                                                                  | Critical    | S               |                                            |
| AP.43                                         | The system shall allow the City to modify the check format.                                                                                                                                       | Critical    | S               |                                            |
| AP.44                                         | The system shall print a test check with a "void" watermark based on appropriate security permissions.                                                                                            | Critical    | N               |                                            |
| AP.45                                         | The system shall import a file for bank reconciliation.                                                                                                                                           | Critical    | S               |                                            |
| AP.46                                         | The system provides the user with reconciliation functions to compare imported data with system data.                                                                                             | Critical    | S               |                                            |
| AP.47                                         | The system shall support a workflow approval process for electronic payments.                                                                                                                     | Desired     | S               |                                            |
| AP.48                                         | The system shall generate manual or off-cycle checks.                                                                                                                                             | Critical    | S               |                                            |
| AP.49                                         | The system shall accommodate multiple check runs in a single day.                                                                                                                                 | Critical    | S               |                                            |
| AP.50                                         | The system shall print checks in numerical order.                                                                                                                                                 | Critical    | S               |                                            |
| AP.51                                         | The system shall void a check and close the invoice completely.                                                                                                                                   | Critical    | S               |                                            |
| AP.52                                         | The system shall void a check and allow the user to reopen the invoice and the associated purchase order.                                                                                         | Critical    | S               |                                            |
| AP.53                                         | The system shall provide check reconciliation tools.                                                                                                                                              | Critical    | S               |                                            |
| AP.54                                         | The system shall print the entire invoice number on the check.                                                                                                                                    | Desired     | S               |                                            |
| AP.55                                         | The system shall reconcile and code individual P-card transactions to a general ledger account with workflow approval.                                                                            | Critical    | S               |                                            |
| AP.56                                         | The system shall process ACH payments, including addendum records.                                                                                                                                | Critical    | S               |                                            |
| AP.57                                         | The system shall support the bank draft process.                                                                                                                                                  | Desired     | S               |                                            |
| AP.58                                         | The system shall lock the ACH file between processing and transmittal.                                                                                                                            | Critical    | N               |                                            |
| AP.59                                         | The system shall print check register which indicates cleared and/or outstanding checks.                                                                                                          | Critical    | S               |                                            |



## City of Superior

### Functional and Technical Requirements

| Accounts Payable                                                                  |                                                                                                                                                                                                                            |             |                 |                                                                     |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|---------------------------------------------------------------------|
| Req #                                                                             | Description of Requirement                                                                                                                                                                                                 | Criticality | Vendor Response | Comments                                                            |
| AP.60                                                                             | The system shall generate a refund check for revenue refunds through a voucher process with approval path.                                                                                                                 | Desired     | S               |                                                                     |
| AP.61                                                                             | The system shall handle the conversion of outstanding checks to unclaimed property transactions.                                                                                                                           | Critical    | N               |                                                                     |
| AP.62                                                                             | The system shall provide a file of the unclaimed property transactions to the State of Wisconsin.                                                                                                                          | Critical    | S               |                                                                     |
| AP.63                                                                             | The system shall handle the associated accounting transactions for unclaimed property.                                                                                                                                     | Critical    | N               |                                                                     |
| Vendor File                                                                       |                                                                                                                                                                                                                            |             |                 |                                                                     |
| AP.64                                                                             | The system shall utilize the same vendor file for the purchasing and inventory application/module as all other applications/modules with the ability to update the vendor file based upon the users' security permissions. | Critical    | S               |                                                                     |
| <b>The system shall provide a vendor file that supports the following fields:</b> |                                                                                                                                                                                                                            |             |                 |                                                                     |
| AP.65                                                                             | At least nine characters for vendor numbers;                                                                                                                                                                               | Desired     | S               |                                                                     |
| AP.66                                                                             | A minimum of 100 characters for vendor remit addresses;                                                                                                                                                                    | Desired     | S               |                                                                     |
| AP.67                                                                             | A minimum of 100 characters for the vendor name;                                                                                                                                                                           | Desired     | S               |                                                                     |
| AP.68                                                                             | Prior/Historical Name;                                                                                                                                                                                                     | Critical    | S               | User defined field.                                                 |
| AP.69                                                                             | Misc. vendor indicator;                                                                                                                                                                                                    | Critical    | S               |                                                                     |
| AP.70                                                                             | Parent/child relationship;                                                                                                                                                                                                 | Critical    | S               |                                                                     |
| AP.71                                                                             | User-defined vendor fields (minimum of 5);                                                                                                                                                                                 | Critical    | S               |                                                                     |
| AP.72                                                                             | Fields for multiple addresses;                                                                                                                                                                                             | Critical    | S               |                                                                     |
| AP.73                                                                             | Fields for multiple email addresses with the ability to designate purpose for each (minimum of 5);                                                                                                                         | Critical    | S               |                                                                     |
| AP.74                                                                             | Designated point of contact;                                                                                                                                                                                               | Critical    | S               |                                                                     |
| AP.75                                                                             | Primary contact information (i.e., email address, phone, fax, etc.);                                                                                                                                                       | Critical    | S               |                                                                     |
| AP.76                                                                             | Comment or memo field that is searchable;                                                                                                                                                                                  | Critical    | S               |                                                                     |
| AP.77                                                                             | Record of vendor performance (to be updated at any point in the procurement process);                                                                                                                                      | Desired     | S               |                                                                     |
| AP.78                                                                             | Vendor certifications (i.e., MWMB, HUB, etc.);                                                                                                                                                                             |             | N               |                                                                     |
| AP.79                                                                             | Flag vendors that are not in City-defined compliance;                                                                                                                                                                      | Desired     | N               |                                                                     |
| AP.80                                                                             | User-defined special condition codes for vendor flags;                                                                                                                                                                     |             | N               |                                                                     |
| AP.81                                                                             | Foreign addresses;                                                                                                                                                                                                         | Critical    | S               |                                                                     |
| AP.82                                                                             | User defined Vendor withholding for taxes;                                                                                                                                                                                 |             | S               |                                                                     |
| AP.83                                                                             | Vendor retainage based on purchase order; and                                                                                                                                                                              | Critical    | N               |                                                                     |
| AP.84                                                                             | Indicator for international vendors.                                                                                                                                                                                       |             | N               |                                                                     |
| AP.85                                                                             | The system shall verify new vendors information upon entry.                                                                                                                                                                | Critical    | S               | Require more information to understand the context of the use case. |
| AP.86                                                                             | The system shall track vendor information such as Certificate of Insurance (COI) and other changes.                                                                                                                        | Desired     | N               |                                                                     |

## City of Superior

## Functional and Technical Requirements

| Accounts Payable  |                                                                                                                                                                                                                      |             |                 |                             |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------|
| Req #             | Description of Requirement                                                                                                                                                                                           | Criticality | Vendor Response | Comments                    |
| AP.87             | The system shall flag a vendor that has an outstanding bill or balance with the City.                                                                                                                                | Desired     | S               |                             |
| AP.88             | The system shall configure multiple fields including last modified date for recording compliance information (e.g., City taxes, expired insurance, debarred).                                                        | Desired     | S               |                             |
| AP.89             | The system shall allow searching the vendor file by any data field.                                                                                                                                                  | Critical    | S               |                             |
| AP.90             | The system shall automatically assign a unique identification number to a vendor sequentially with the ability to override based on security permissions.                                                            | Critical    | S               |                             |
| AP.91             | The system shall establish multiple remit-to addresses within a single vendor file (e.g., US Postal Service).                                                                                                        | Desired     | S               |                             |
| AP.92             | The system shall merge duplicate vendors with the ability to maintain history from both records.                                                                                                                     | Critical    | S               |                             |
| AP.93             | The system shall allow "one-time" vendors to be established with limited required data entry (example: payments to jurors).                                                                                          | Critical    | S               |                             |
| AP.94             | The system shall allow a system administrator to configure "required" fields in the vendor file.                                                                                                                     | Critical    | S               |                             |
| AP.95             | The system shall maintain a complete listing of historical vendors (i.e., including those no longer active).                                                                                                         | Critical    | S               |                             |
| AP.96             | The system shall allow a user to query the vendor file by date range to view vendors with no recent activity.                                                                                                        | Critical    | S               |                             |
| AP.97             | The system shall automatically notify City staff when there is no activity (i.e., no purchase orders, invoices, checks, etc.) with a vendor after a user specified period of time.                                   | Desired     | S               | This is an automated report |
| AP.98             | The system shall allow vendors to maintain City defined information through a vendor self-service web portal.                                                                                                        | Desired     | N               |                             |
| AP.99             | The system shall require all vendor changes to their file to be approved by designated City staff before taking effect, with the ability to configure workflow approvals and toggle this feature on or off by field. | Critical    | S               |                             |
| AP.100            | The system shall attach documents to the vendor file.                                                                                                                                                                | Critical    | S               |                             |
| AP.101            | The system shall only allow changes to the vendor file based on security permissions.                                                                                                                                | Critical    | S               |                             |
| AP.102            | The system shall require approval of all vendor changes via workflow.                                                                                                                                                | Desired     | S               |                             |
| AP.103            | The system shall maintain an audit log of all changes to the vendor file.                                                                                                                                            | Critical    | S               |                             |
| AP.104            | The system shall alert the user when a vendor record is attempting to be added with a duplicate EIN/TIN/SSN.                                                                                                         | Critical    | S               |                             |
| AP.105            | The system shall allow the City to identify fields that can be masked including but not limited to Tax ID, checking/banking account numbers, and social security numbers.                                            | Desired     | S               |                             |
| Vendor Processing |                                                                                                                                                                                                                      |             |                 |                             |
| AP.106            | The system shall automatically assign payment terms for vendors and provides the ability to override the payment terms at the vendor and/or invoice level.                                                           | Desired     | S               | This is a default term.     |



## City of Superior

## Functional and Technical Requirements

| Accounts Payable               |                                                                                                                                                                                                                                                              |             |                 |                                                     |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------|
| Req #                          | Description of Requirement                                                                                                                                                                                                                                   | Criticality | Vendor Response | Comments                                            |
| AP.107                         | The system shall specify the box or line on the 1099 form that the dollar amount will be printed in or on.                                                                                                                                                   | Critical    | S               |                                                     |
| AP.108                         | The system shall calculate percentage and amount discounts (i.e., early payment).                                                                                                                                                                            | Desired     | S               |                                                     |
| AP.109                         | The system shall flag invoices (or groups of invoices) so that more than one check may be written to a vendor in any given check run for those transactions or vendors requiring separate checks.                                                            | Critical    | S               |                                                     |
| AP.110                         | The system shall calculate and track retainage for contractor or subcontractor invoices.                                                                                                                                                                     | Critical    | N               |                                                     |
| AP.111                         | The system shall override a flag on a vendor to change the payment type.                                                                                                                                                                                     | Desired     | N               |                                                     |
| AP.112                         | The system shall track calendar year-to-date payments in addition to fiscal year-to-date totals.                                                                                                                                                             | Desired     | S               |                                                     |
| AP.113                         | The system shall provide notification of duplicate invoice number entry of same vendor and provides for authorized user override.                                                                                                                            | Critical    | S               |                                                     |
| AP.114                         | The system shall show amount retained on each vendor/subcontractor check.                                                                                                                                                                                    | Critical    | N               |                                                     |
| AP.115                         | The system shall view and search using wildcard capabilities through vendor list on-line (alphabetically by vendor name and vendor number) and be able to select vendor from that screen for invoice entry.                                                  | Critical    | S               |                                                     |
| AP.116                         | The system shall create interface files with banks to process ACH transactions.                                                                                                                                                                              | Critical    | S               |                                                     |
| AP.117                         | The system shall attach files to document the change of address in a vendor file.                                                                                                                                                                            | Critical    | S               |                                                     |
| Employee Expense Reimbursement |                                                                                                                                                                                                                                                              |             |                 |                                                     |
| AP.118                         | The system shall accommodate employee expense reimbursements (uniform allowance, mileage, tuition reimbursement, etc.) through either the accounts payable module or the payroll module as nontaxable events.                                                | Critical    | S               |                                                     |
| AP.119                         | The system shall provide an end-user interface (portal, form, transaction type, etc.) to allow an occasional end-user to enter expenses related to travel, uniforms, or other reimbursement types.                                                           | Desired     | S               |                                                     |
| AP.120                         | The system shall allow an end-user to enter two or more different expenses in a single screen, as separate expenses.                                                                                                                                         | Critical    | S               |                                                     |
| AP.121                         | The system shall calculate then-current federal GSA reimbursable mileage rates and allow an end-user to enter miles driven, with the system calculating the reimbursable amounts.                                                                            | Critical    | S               | These rates are entered and maintained by the City. |
| AP.122                         | The system shall programmatically look-up federal GSA per diem rates to simplify employee expense entry in accordance with a specified locality.                                                                                                             | Critical    | N               | These rates are entered and maintained by the City. |
| AP.123                         | The system shall allow an end-user to attach separate receipts related to each travel or other expense line item.                                                                                                                                            | Critical    | S               |                                                     |
| AP.124                         | The system, if employee expenses are processed through AP and not payroll, shall add or update the employee's AP vendor file when an employee's direct deposit banking information is updated (e.g., in the employee self-service portal or payroll module). | Desired     | S               |                                                     |
| Reporting                      |                                                                                                                                                                                                                                                              |             |                 |                                                     |

## City of Superior

## Functional and Technical Requirements

| Accounts Payable                                                                            |                                                                                                                                         |             |                 |                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                                                                       | Description of Requirement                                                                                                              | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                 |
| AP.125                                                                                      | The system shall generate a report of scheduled checks to be written.                                                                   | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.126                                                                                      | The system shall generate a report of payments by payment type (e.g., paper checks, ACH, wires/bank draft, and credit card/e-payables). | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.127                                                                                      | The system shall generate a vendor master listing report.                                                                               | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.128                                                                                      | The system shall generate a summary payment report by vendor.                                                                           | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.129                                                                                      | The system shall generate a report of 1099 vendors by tax category.                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.130                                                                                      | The system shall generate an Expenditure Approval List.                                                                                 | Critical    | S               |                                                                                                                                                                                                                                                          |
| <b>The system shall generate a report or allow on-screen inquiry of a variety of vendor</b> |                                                                                                                                         |             |                 |                                                                                                                                                                                                                                                          |
| AP.131                                                                                      | Payee;                                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.132                                                                                      | Check number/Payment number;                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.133                                                                                      | Any component of account structure;                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.134                                                                                      | Purchase order number;                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.135                                                                                      | Date or date range;                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.136                                                                                      | Address;                                                                                                                                | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.137                                                                                      | Invoice number;                                                                                                                         | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.138                                                                                      | AP Transaction number (system generated);                                                                                               | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.139                                                                                      | Vendor number;                                                                                                                          | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.140                                                                                      | Vendor name;                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.141                                                                                      | Amount;                                                                                                                                 | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.142                                                                                      | Employee reimbursements (travel); and                                                                                                   | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.143                                                                                      | Other, user-defined (based on any element in the vendor file).                                                                          | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.144                                                                                      | The system shall generate a report of invoices including but not limited to department, fund, grant, project number.                    | Critical    |                 |                                                                                                                                                                                                                                                          |
| AP.145                                                                                      | The system shall generate a report of invoices paid by fund.                                                                            | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.146                                                                                      | The system shall generate a report of invoices paid by project.                                                                         | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.147                                                                                      | The system shall generate a report of invoices paid by grants.                                                                          | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.148                                                                                      | The system shall generate a report of invoices paid by work order.                                                                      | Critical    | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| AP.149                                                                                      | The system shall generate a monthly expenditure report by fund.                                                                         | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.150                                                                                      | The system shall generate a report of checks paid by fund.                                                                              | Desired     | S               |                                                                                                                                                                                                                                                          |
| AP.151                                                                                      | The system shall generate an aging report by fund that shows the age of the invoices vs paid date.                                      | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.152                                                                                      | The system shall generate an aging report by department that shows the age of the invoices vs paid date.                                | Critical    | S               |                                                                                                                                                                                                                                                          |
| AP.153                                                                                      | The system shall generate a monthly check reconciliation report of manual/off-cycle checks.                                             | Critical    | S               |                                                                                                                                                                                                                                                          |

**City of Superior**

## Functional and Technical Requirements

| Accounts Payable |                                                                                 |             |                 |          |
|------------------|---------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #            | Description of Requirement                                                      | Criticality | Vendor Response | Comments |
| AP.154           | The system shall email ACH and direct deposit remittances to the vendors.       | Critical    | S               |          |
| AP.155           | The system shall provide a hyperlink to the image of the check that was issued. | Critical    | N               |          |

## City of Superior

## Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                         |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S         | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                         |
| F         | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |
| C         | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                         |
| T         | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements |
| N         | <b>No:</b> Feature/Function cannot be provided.                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                 |

## Project Accounting and Grant Management

| Req #                                                                       | Description of Requirement                                                                                                                                                                                                                       | Criticality | Vendor Response | Comments |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| The entirety of this Tab is Oracle Confidential – Trade Secret Information. |                                                                                                                                                                                                                                                  |             |                 |          |
| Project Accounting General Requirements                                     |                                                                                                                                                                                                                                                  |             |                 |          |
| PG.1                                                                        | The system shall provide a Project Accounting module that is integrated with all other proposed system modules including (but not limited to) general ledger, budgeting, accounts receivable, accounts payable, purchasing, grants, and payroll. | Critical    | S               |          |
| PG.2                                                                        | The system shall provide a subsidiary ledger for tracking detailed transaction data for projects.                                                                                                                                                | Critical    | S               |          |
| PG.3                                                                        | The system shall support multi-year parent projects, at least 10 years in length.                                                                                                                                                                | Desired     | S               |          |
| PG.4                                                                        | The system shall support linked parent/child relationships for projects and sub-projects.                                                                                                                                                        | Critical    | S               |          |
| PG.5                                                                        | The system shall allow multiple user defined project status codes (e.g., proposed, active, etc.).                                                                                                                                                | Desired     | S               |          |
| PG.6                                                                        | The system shall accommodate at least 99 user defined different project types that integrate with the general ledger.                                                                                                                            | Desired     | S               |          |
| PG.7                                                                        | The system shall accommodate at least 99 user defined different project sub-types that integrate with the general ledger.                                                                                                                        | Desired     | S               |          |
| PG.8                                                                        | The system shall accommodate user defined project types that integrate with the general ledger as well as those that do not.                                                                                                                     | Critical    | N               |          |
| PG.9                                                                        | The system shall allow a user to establish project templates for common project types.                                                                                                                                                           | Desired     | S               |          |
| PG.10                                                                       | The system shall store at least 99 project templates.                                                                                                                                                                                            | Desired     | S               |          |

## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management |                                                                                                                                                                                                |             |                 |                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                   | Description of Requirement                                                                                                                                                                     | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                                                                    |
| PG.11                                   | The system shall provide the ability to copy a project and modify appropriate sections to create a new project.                                                                                | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.12                                   | The system shall accommodate projects occurring across multiple funds and departments, down to a specific GL number.                                                                           | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.13                                   | The system shall associate different account numbers to different components of a project.                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.14                                   | The system shall accommodate projects occurring across a minimum of 50 funds and/or third-party funding sources (e.g., grants and debt).                                                       | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.15                                   | The system shall designate a project as a fixed cost or a variable cost.                                                                                                                       | Desired     | N               |                                                                                                                                                                                                                                                                                                             |
| PG.16                                   | The system shall allow for project forecasting capabilities, including ongoing operational expenditures resulting from the project, for a minimum of 5 years (i.e., current, plus four years). | Desired     | S               | With Planning and Budgeting                                                                                                                                                                                                                                                                                 |
| PG.17                                   | The system shall provide a workflow routine to assist in the annual process of determining fiscal year expenses and revenues for each project.                                                 | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.18                                   | The system shall provide user-defined cost allocation codes.                                                                                                                                   | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.19                                   | The system shall link projects to grants.                                                                                                                                                      | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.20                                   | The system shall link multiple projects to one another.                                                                                                                                        | Desired     | N               | FUTURE - This requirement is identified on our roadmap. Oracle is committed to research and development to enhance Oracle's existing portfolio of products and services and to develop new products and services. Oracle does not provide exact expected release dates but does maintain a release roadmap. |
| Project Tracking and Closing            |                                                                                                                                                                                                |             |                 |                                                                                                                                                                                                                                                                                                             |
| PG.21                                   | The system shall track city-defined project information (e.g., project schedule, budget).                                                                                                      | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.22                                   | The system shall control project budgets by project expenses/revenues.                                                                                                                         | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.23                                   | The system shall store historical budget and actuals data for each year.                                                                                                                       | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.24                                   | The system shall track retainage withheld on a project up to 100 percent.                                                                                                                      | Critical    | N               |                                                                                                                                                                                                                                                                                                             |
| PG.25                                   | The system shall identify retainage paid and unpaid on a specific project.                                                                                                                     | Critical    | S               | Retainage requires manual entry by dollar amount only.                                                                                                                                                                                                                                                      |
| PG.26                                   | The system shall retrieve and apply labor rates from the payroll module that account for salaries and benefits.                                                                                | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.27                                   | The system shall link to the federal labor rate table.                                                                                                                                         | Desired     | N               |                                                                                                                                                                                                                                                                                                             |
| PG.28                                   | The system shall allow a user to manually edit labor rates and values charged to a project, based on appropriate security permissions.                                                         | Desired     | S               | This functionality is available for stand-alone time which is not part of the GL or Project ledgers.                                                                                                                                                                                                        |
| PG.29                                   | The system shall track a minimum of fifteen custom date fields and title of the date field for each project.                                                                                   | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.30                                   | The system shall track a data field for a minimum of ten project phases (design, construction, ROW acquisition).                                                                               | Desired     | S               |                                                                                                                                                                                                                                                                                                             |

## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management |                                                                                                                                                                                                                                                                          |             |                 |                                         |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------|
| Req #                                   | Description of Requirement                                                                                                                                                                                                                                               | Criticality | Vendor Response | Comments                                |
| PG.31                                   | The system shall track percentage complete for each phase, without overwriting status information of previous phases.                                                                                                                                                    | Desired     | S               |                                         |
| PG.32                                   | The system shall track and change multiple funding sources with the appropriate security permissions.                                                                                                                                                                    | Critical    | S               |                                         |
| PG.33                                   | The system shall prioritize funding sources and correlate spending.                                                                                                                                                                                                      | Critical    | S               |                                         |
| PG.34                                   | The system shall track anticipated expenditures for future years which may require future funding modifications.                                                                                                                                                         | Desired     | S               | Within the Planning & Budgeting Module. |
| PG.35                                   | The system shall track expenditures based on the funding source.                                                                                                                                                                                                         | Critical    | S               |                                         |
| PG.36                                   | The system shall provide dashboard reporting on the status of projects for user departments with the appropriate security permissions.                                                                                                                                   | Critical    | S               |                                         |
| PG.37                                   | The system shall flag capital vs. operational projects types and all associated expenditures.                                                                                                                                                                            | Desired     | S               |                                         |
| PG.38                                   | The system shall transfer funding sources from one project to another project.                                                                                                                                                                                           | Critical    | S               |                                         |
| PG.39                                   | The system shall apply overhead to projects based on defined rates.                                                                                                                                                                                                      | Desired     | N               |                                         |
| PG.40                                   | The system shall track the funding sources for each project, the amount of expenditures that have been charged to the project that are to be paid by multiple funding sources, and any budget transfers that have moved the funding sources from one project to another. | Critical    | S               |                                         |
| PG.41                                   | The system shall allow the user to add balance sheet accounts to projects (e.g., receivables, escrows).                                                                                                                                                                  | Critical    | S               |                                         |
| PG.42                                   | The system shall retain historical information for all projects for at least 50 years after the project close, whether in the live environment or archived.                                                                                                              | Desired     | S               |                                         |
| PG.43                                   | The system shall retain historical information for all projects for at least 30 years after the project close.                                                                                                                                                           | Desired     | S               |                                         |
| PG.44                                   | The system shall close projects either partially or completely without losing the reporting history.                                                                                                                                                                     | Critical    | S               |                                         |
| PG.45                                   | The system shall allow the closing of multiple projects at the same time (i.e., related projects).                                                                                                                                                                       | Desired     | N               |                                         |
| PG.46                                   | The system shall allow the closing of a "child" project without having to close the "parent" project, and vice versa.                                                                                                                                                    | Critical    | S               |                                         |
| PG.47                                   | The system shall re-open a closed project, with appropriate security permissions.                                                                                                                                                                                        | Critical    | S               |                                         |
| PG.48                                   | The system shall produce reports to satisfy local, state, and federal requirements.                                                                                                                                                                                      | Critical    | S               |                                         |
| PG.49                                   | The system shall generate user-defined reports by date range.                                                                                                                                                                                                            | Critical    | S               |                                         |
| PG.50                                   | The system shall report on contract change orders and contingencies related to the project.                                                                                                                                                                              | Desired     | N               |                                         |
| PG.51                                   | The system shall report on resource time towards projects.                                                                                                                                                                                                               | Critical    | S               |                                         |

## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management |                                                                                                                                                                                                                                                  |             |                 |                                                                                                                                                                                                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                   | Description of Requirement                                                                                                                                                                                                                       | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                 |
| PG.52                                   | The system shall support integration of the project accounting module with a third-party time/attendance solution to support time tracking against a project or project code.                                                                    | Desired     | S               | NetSuite for Government can connect your business data with virtually any third-party solution simply, and cost effectively whether your architecture calls for import/export of CSV files or direct-to-API integration using REST or SOAP web services. |
| PG.53                                   | The system shall report on the remaining PO and/or contract balance by fiscal year, life-to-date, or other user-specified date.                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.54                                   | The system shall report on open encumbrances by project and vendor.                                                                                                                                                                              | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.55                                   | The system shall calculate interest earned on the remaining advanced funding.                                                                                                                                                                    | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.56                                   | The system shall allow changes to the detail level of report parameters, with appropriate security permissions.                                                                                                                                  | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.57                                   | The system shall track interest earnings on related projects relative to arbitrage.                                                                                                                                                              | Desired     | N               |                                                                                                                                                                                                                                                          |
| Grant Management                        |                                                                                                                                                                                                                                                  |             |                 |                                                                                                                                                                                                                                                          |
| PG.58                                   | The system shall provide a Grant Management module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Budgeting, Accounts Receivable, Accounts Payable, Purchasing, Projects, and Payroll. | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.59                                   | The system shall provide for multi-year grants.                                                                                                                                                                                                  | Desired     | S               |                                                                                                                                                                                                                                                          |
| PG.60                                   | The system shall allow multiple grants to roll into one project, with the ability to track each grant separately.                                                                                                                                | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.61                                   | The system shall provide unique identifiers to grants.                                                                                                                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.62                                   | The system shall generate a hard stop when a grant account is used for an expenditure and a grant identifier is not referenced.                                                                                                                  | Desired     | N               |                                                                                                                                                                                                                                                          |
| PG.63                                   | The system shall link City-defined grant numbers with issuing agency grant numbers.                                                                                                                                                              | Desired     | S               |                                                                                                                                                                                                                                                          |
| PG.64                                   | The system shall interface with third-party grant management software systems (e.g., external agency systems).                                                                                                                                   | Desired     | S               |                                                                                                                                                                                                                                                          |
| PG.65                                   | The system shall duplicate pre-existing grants to establish templates for new grants.                                                                                                                                                            | Desired     | S               |                                                                                                                                                                                                                                                          |
| PG.66                                   | The system shall generate a repository/library of all documentation related to a grant that is all accessible from a single location.                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.67                                   | The system shall maintain the grantor's closeout date.                                                                                                                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.68                                   | The system shall generate an alert on a user-defined number of days prior to the grantor's closeout date, up to 365 days.                                                                                                                        | Desired     | S               |                                                                                                                                                                                                                                                          |
| PG.69                                   | The system shall retain grant information for at least ten years after the close of a grant.                                                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.70                                   | The system shall export all documentation for a specific grant to electronic format (i.e., during an audit).                                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                          |
| PG.71                                   | The system shall generate export files (e.g., csv, xlsx, pdf, txt) for the purpose of uploading data to third-party applications (e.g., State or Federal).                                                                                       | Desired     | S               |                                                                                                                                                                                                                                                          |



## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management |                                                                                                                                                                                                    |             |                 |                       |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------|
| Req #                                   | Description of Requirement                                                                                                                                                                         | Criticality | Vendor Response | Comments              |
| PG.72                                   | The system shall allow grants to be established with multiple funding sources, with the ability to track funding sources separately.                                                               | Desired     | S               |                       |
| PG.73                                   | The system shall track the use of program income prior to reimbursement.                                                                                                                           | Critical    | S               |                       |
| PG.74                                   | The system shall track reimbursements and link to the initial request.                                                                                                                             | Critical    | S               |                       |
| PG.75                                   | The system shall track the use of multi-year deferred revenue prior to reimbursement.                                                                                                              | Desired     | S               |                       |
| PG.76                                   | The system shall generate a report that contains a summary of the original grant amount, reimbursements to date, expenditures to date and remaining balance.                                       | Critical    | S               |                       |
| PG.77                                   | The system shall utilize workflow for the grant management process that has the capability to flow across other system modules/applications.                                                       | Desired     | S               |                       |
| Grant Applications                      |                                                                                                                                                                                                    |             |                 |                       |
| PG.78                                   | The system shall attach documents to the grant applications.                                                                                                                                       | Critical    | S               |                       |
| PG.79                                   | The system shall record information related to local approval dates (Council approving, approval date, etc.).                                                                                      | Critical    | S               |                       |
| PG.80                                   | The system shall track City-defined information for grants (e.g., grant number, grant budget).                                                                                                     | Critical    | S               |                       |
| PG.81                                   | The system shall convert stored application data into a new grant record upon approval.                                                                                                            | Critical    | N               |                       |
| PG.82                                   | The system shall support configurable workflow routines to support the grant application process.                                                                                                  | Desired     | S               |                       |
| PG.83                                   | The system shall retroactively link revenue or expenditures to any type of grant identifier without losing detail information about transaction history with the appropriate security permissions. | Critical    | S               |                       |
| Grant Tracking                          |                                                                                                                                                                                                    |             |                 |                       |
| PG.84                                   | The system shall track CDBG (Community Development Block Grants).                                                                                                                                  | Critical    | N               |                       |
| PG.85                                   | The system shall track funding agency and grant specific information.                                                                                                                              | Critical    | S               |                       |
| PG.86                                   | The system shall allocate a user defined percentage of the City's annual Community Development Block Grant to fund local public services.                                                          | Critical    | N               |                       |
| PG.87                                   | The system shall maintain a grant budget that is different and separate from all other budgets.                                                                                                    | Desired     | S               |                       |
| PG.88                                   | The system shall link individual grant budgets to the City budget based on user preference.                                                                                                        | Desired     | S               |                       |
| PG.89                                   | The system shall generate any indirect costs associated with a grant.                                                                                                                              | Critical    | N               | Can be done manually. |
| PG.90                                   | The system shall support at least 99 different user defined types of grant categories.                                                                                                             | Desired     | S               |                       |
| PG.91                                   | The system shall support the configuration of different requirements by grant category.                                                                                                            | Desired     | N               |                       |
| PG.92                                   | The system shall link grants to projects.                                                                                                                                                          | Critical    | S               |                       |
| PG.93                                   | The system shall link grants to projects in 1-to-1, 1-to-many and many-to-1 relationships.                                                                                                         | Critical    | S               |                       |



## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management |                                                                                                                                                                                                                   |             |                 |                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Req #                                   | Description of Requirement                                                                                                                                                                                        | Criticality | Vendor Response | Comments                                                                                                                                                                                                                                                                                                    |
| PG.94                                   | The system shall record all grant activity in the general ledger.                                                                                                                                                 | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.95                                   | The system shall track compliance of the grant through a City-defined checklist by individual grant.                                                                                                              | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.96                                   | The system shall view and track all assets acquired through grant funding as indicated through the capital/fixed asset module.                                                                                    | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.97                                   | The system shall accommodate user defined performance metrics associated with a grant.                                                                                                                            | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.98                                   | The system shall allow grant metrics to be established.                                                                                                                                                           | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.99                                   | The system shall track grant metrics associated with a pass-through/sub-grant.                                                                                                                                    | Critical    | N               |                                                                                                                                                                                                                                                                                                             |
| PG.100                                  | The system shall flag grants coming from pass-through agencies vs. original grantor agencies.                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.101                                  | The system shall track grant activity by active fiscal year and all years within the grant contract (e.g., across multiple fiscal years).                                                                         | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.102                                  | The system shall track grant activity over the life of the grant.                                                                                                                                                 | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.103                                  | The system shall track notes associated with each grant.                                                                                                                                                          | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.104                                  | The system shall provide notifications or alerts for remaining grant balances or percent complete.                                                                                                                | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.105                                  | The system shall record the source of origin of a grant (e.g., federal, state, local, other).                                                                                                                     | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.106                                  | The system shall record all grant expenditure and revenue information.                                                                                                                                            | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.107                                  | The system shall define allowable expenditures.                                                                                                                                                                   | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.108                                  | The system shall restrict grant expenditures not within grant dates.                                                                                                                                              | Desired     | N               | FUTURE - This requirement is identified on our roadmap. Oracle is committed to research and development to enhance Oracle's existing portfolio of products and services and to develop new products and services. Oracle does not provide exact expected release dates but does maintain a release roadmap. |
| PG.109                                  | The system shall allow restriction on grant expenditures to be overridden, with appropriate security permissions.                                                                                                 | Desired     | N               |                                                                                                                                                                                                                                                                                                             |
| PG.110                                  | The system shall provide forecasting capabilities for budgeted grant amount that use real-time data and information.                                                                                              | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.111                                  | The system shall suspend a grant prior to completion.                                                                                                                                                             | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.112                                  | The system shall allow the user to choose which salary or benefit expenditures to assign to a grant through integration with the payroll and time and attendance applications (e.g., salary, overtime, benefits). | Critical    | S               |                                                                                                                                                                                                                                                                                                             |
| PG.113                                  | The system shall limit the application of payroll expense to grants through security permissions.                                                                                                                 | Desired     | N               |                                                                                                                                                                                                                                                                                                             |
| PG.114                                  | The system shall separate actual expenditures against allowable expenditures.                                                                                                                                     | Desired     | S               |                                                                                                                                                                                                                                                                                                             |
| PG.115                                  | The system shall allow remaining funding to be setup as a new grant or grant program.                                                                                                                             | Desired     | S               |                                                                                                                                                                                                                                                                                                             |

## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management                                 |                                                                                                                                                                                                                              |             |                 |          |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                                                   | Description of Requirement                                                                                                                                                                                                   | Criticality | Vendor Response | Comments |
| PG.116                                                                  | The system shall allow the transfer of grant funding between City departments.                                                                                                                                               | Desired     | N               |          |
| <b>Grant Reimbursements</b>                                             |                                                                                                                                                                                                                              |             |                 |          |
| PG.117                                                                  | The system has the ability, with integration with the AR module, to support the process of reimbursement requests for grants that are initially paid by the City, for grants for which the City is requesting reimbursement. | Critical    | S               |          |
| PG.118                                                                  | The system shall track all reimbursement requests through the life of the grant.                                                                                                                                             | Critical    | S               |          |
| PG.119                                                                  | The system shall track the number of reimbursement requests to ensure the number does not exceed a grant limit.                                                                                                              | Critical    | S               |          |
| PG.120                                                                  | The system shall allow "checklists" to be established to track the necessary documentation related to a reimbursement request.                                                                                               | Desired     | S               |          |
| PG.121                                                                  | The system shall allow established "checklists" to be modified during the life of the grant with appropriate security permissions.                                                                                           | Desired     | S               |          |
| PG.122                                                                  | The system shall trigger notifications based on established timelines associated with the reimbursement request process.                                                                                                     | Desired     | S               |          |
| PG.123                                                                  | The system shall limit the reimbursement request to prescribed internal processes based on an established timeline.                                                                                                          | Desired     | N               |          |
| PG.124                                                                  | The system shall submit electronic check images as part of the reimbursement request process.                                                                                                                                | Critical    | S               |          |
| PG.125                                                                  | The system shall submit electronic payment method images (EFT, ACH etc.) as part of the reimbursement request process.                                                                                                       | Critical    | S               |          |
| PG.126                                                                  | The system shall electronically store the "final" documents associated with a submitted reimbursement request.                                                                                                               | Critical    | S               |          |
| PG.127                                                                  | The system shall support interdepartmental billing and transfers.                                                                                                                                                            | Desired     | N               |          |
| PG.128                                                                  | The system shall reference and include the grantors grant or funding number(s) for both state and federal agencies in reimbursement requests.                                                                                | Critical    | S               |          |
| <b>Grant Reporting</b>                                                  |                                                                                                                                                                                                                              |             |                 |          |
| PG.129                                                                  | The system shall generate reports for all grant history.                                                                                                                                                                     | Critical    | S               |          |
| PG.130                                                                  | The system shall generate reports for multiple grants that are not in sequential series (i.e., report by year, category etc.).                                                                                               | Desired     | S               |          |
| PG.131                                                                  | The system shall generate a report of all active and inactive grants.                                                                                                                                                        | Desired     | S               |          |
| PG.132                                                                  | The system shall maintain a calendar or scheduling of required grant reports (e.g., schedule a monthly report for submitting to grantor).                                                                                    | Desired     | S               |          |
| PG.133                                                                  | The system shall generate all state and federally required reports.                                                                                                                                                          | Desired     | S               |          |
| PG.134                                                                  | The system shall provide dashboard reporting on the status of grants for user departments.                                                                                                                                   | Critical    | S               |          |
| PG.135                                                                  | The system shall query on all data fields in the grant management module in order to provide a user defined query screen.                                                                                                    | Desired     | S               |          |
| <b>The system shall generate Reports, including but not limited to:</b> |                                                                                                                                                                                                                              |             |                 |          |
| PG.136                                                                  | Five Year Consolidated Plan;                                                                                                                                                                                                 | Critical    | S               |          |
| PG.137                                                                  | Single Audit Report (SEFA);                                                                                                                                                                                                  | Critical    | N               |          |
| PG.138                                                                  | SESA (State single audit);                                                                                                                                                                                                   | Critical    | N               |          |

## City of Superior

## Functional and Technical Requirements

| Project Accounting and Grant Management |                                                                                           |             |                 |          |
|-----------------------------------------|-------------------------------------------------------------------------------------------|-------------|-----------------|----------|
| Req #                                   | Description of Requirement                                                                | Criticality | Vendor Response | Comments |
| PG.139                                  | Action Plan;                                                                              | Critical    | N               |          |
| PG.140                                  | Consolidated Annual Performance and Evaluation Report;                                    | Critical    | N               |          |
| PG.141                                  | Expenditures and revenues;                                                                | Critical    | S               |          |
| PG.142                                  | Sources of revenues;                                                                      | Critical    | S               |          |
| PG.143                                  | Reimbursed costs;                                                                         | Critical    | S               |          |
| PG.144                                  | Reimbursed costs by percentage detail;                                                    | Critical    | S               |          |
| PG.145                                  | Budget to actual costs;                                                                   | Critical    | S               |          |
| PG.146                                  | Projected vs. actual budget;                                                              | Critical    | S               |          |
| PG.147                                  | Grants trial balance;                                                                     | Critical    | N               |          |
| PG.148                                  | Pending approval grant funding;                                                           | Critical    | S               |          |
| PG.149                                  | Quarterly encumbered balance; and                                                         | Critical    | S               |          |
| PG.150                                  | Monthly encumbered balance.                                                               | Critical    | S               |          |
| PG.151                                  | The system shall report on specific activity of a grant within a user-defined date range. | Critical    | S               |          |

**City of Superior**  
Functional and Technical Requirements

| Indicator                                                                                                                                      | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| S                                                                                                                                              | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                         |                 |                                                                                           |
| F                                                                                                                                              | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                 |                 |                                                                                           |
| C                                                                                                                                              | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                         |                 |                                                                                           |
| T                                                                                                                                              | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements |                 |                                                                                           |
| N                                                                                                                                              | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| Human Resources, Personnel Management, and Employee Relations                                                                                  |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                           |
| Req #                                                                                                                                          | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                         | Vendor Response | Comments                                                                                  |
| General Requirements                                                                                                                           |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                           |
| HRE.1                                                                                                                                          | The system shall provide an employee central/master file that is the single source of employee records in which all other proposed system modules interact with.                                                                                                                                                              | Critical                                                                                                                                                                                                                                                                                                                                            | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.2                                                                                                                                          | The system integrates with the proposed Payroll and Financial modules, including (but not limited to) the following: Time Entry, Payroll, General Ledger, Project Accounting, Grant Management, and Budget.                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                            | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.3                                                                                                                                          | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.                                                                                                                                                                                                | Desired                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.4                                                                                                                                          | The system shall establish workflow rules by department, employee group, or other user-defined criteria.                                                                                                                                                                                                                      | Desired                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall provide workflow functionality to support Human Resources Management processes, including (but not limited to) the following: |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |                 |                                                                                           |
| HRE.5                                                                                                                                          | Personnel Actions;                                                                                                                                                                                                                                                                                                            | Critical                                                                                                                                                                                                                                                                                                                                            | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.6                                                                                                                                          | New Hire On-Boarding;                                                                                                                                                                                                                                                                                                         | Desired                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.7                                                                                                                                          | Employee Termination Activities;                                                                                                                                                                                                                                                                                              | Critical                                                                                                                                                                                                                                                                                                                                            | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator                                                                                   | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|
| <b>S</b>                                                                                    | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |   |                                                                                           |
| HRE.8                                                                                       | Discipline;                                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.9                                                                                       | Grievances; and                                                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.10                                                                                      | Performance Management.                                                                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain an Activity Log to record conversations and correspondence</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| HRE.11                                                                                      | Contact person;                                                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.12                                                                                      | Date and time of contact;                                                                                                                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.13                                                                                      | Means of contact (e.g., phone, email, etc.);                                                                                                                                                                                                      | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.14                                                                                      | Nature of the contact; and                                                                                                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.15                                                                                      | Information collected as a result of contact.                                                                                                                                                                                                     | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.16                                                                                      | The system shall track reasonable accommodation requests and interaction under the ADA.                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.17                                                                                      | The system shall track reasonable accommodations provided under the ADA.                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.18                                                                                      | The system shall create user modified letter templates to support the interactive process under the ADA.                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.19                                                                                      | The system shall classify and filter correspondence Activity Log entries by type of activity (as defined by user, e.g., PA, grievance, discipline, benefits, etc.).                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.20                                                                                      | The system shall limit user access to correspondence Activity Log items, as defined by user security/role.                                                                                                                                        | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Employee Central/Master File Data</b>                                                    |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| HRE.21                                                                                      | The system shall set up an employee master file for each employee.                                                                                                                                                                                | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.22                                                                                      | The system shall maintain all employee file change history (including pay, position, status, etc.).                                                                                                                                               | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain employee master file for the following types of employees:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| HRE.23                                                                                      | Regular full-time and part-time employees;                                                                                                                                                                                                        | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator                                                                                 | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------|
| <b>S</b>                                                                                  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| HRE.24                                                                                    | Temporary full-time and part-time employees;                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.25                                                                                    | Elected officials;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.26                                                                                    | Seasonal employees (full-time and part-time);                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.27                                                                                    | Retirees;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.28                                                                                    | Paid and unpaid interns; and                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.29                                                                                    | Other user defined.                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.30                                                                                    | The system shall maintain a unique employee number for each person regardless of their employment status within the system (i.e., termination, reinstatement, retirement).                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.33                                                                                    | The system shall maintain separate profiles for employees holding multiple positions.                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain and track at a minimum the following employee data, with</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.34                                                                                    | Employee Number (Minimum 6 characters/digits);                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.35                                                                                    | Employee status (active, inactive, on leave, etc.);                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.36                                                                                    | Name (Last, First, Middle, Suffix);                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.37                                                                                    | Preferred Name;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.38                                                                                    | Maiden/Former Name/Aliases/Nicknames;                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.39                                                                                    | Sex;                                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| HRE.40    | Gender;                                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.41    | Preferred Pronoun(s);                                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.42    | Race/Ethnicity;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.43    | Social Security number;                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.44    | Date of Birth;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.45    | Marital Status;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.46    | If married, identify if spouse works for the City and spouse name;                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.47    | Relationship with other City employees;                                                                                                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.48    | If relationship, employee name and position;                                                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.49    | Background check results (State, Federal), with access limited by security roles;                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.50    | Badge Number (i.e., officer badge);                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.51    | Multiple Telephone Numbers;                                                                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|
| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |   |                                                                                           |
| HRE.52    | Multiple Addresses (including mailing address);                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.53    | Multiple E-Mail Addresses;                                                                                                                                                                                                                        | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.54    | Seniority Date;                                                                                                                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.55    | Hire/Rehire Date;                                                                                                                                                                                                                                 | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.56    | Multiple Employee Event Dates (e.g., hire, full-time, etc.);                                                                                                                                                                                      | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.57    | Citizenship;                                                                                                                                                                                                                                      | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.58    | Military Status and Branch;                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.59    | Veteran Status (user defined list of values);                                                                                                                                                                                                     | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.60    | Retired (Y/N);                                                                                                                                                                                                                                    | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.61    | W-4 and Indicators;                                                                                                                                                                                                                               | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.62    | Medical certification expiration date;                                                                                                                                                                                                            | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.63    | Driver's License Class (multiple user defined);                                                                                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



**City of Superior**  
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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| HRE.64    | Driver's License Expiration Date;                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.65    | Driver's License Issue Date;                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.66    | Driver's License Number;                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.67    | Driver's License Restrictions;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.68    | Driver's License State;                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.69    | Driver's License Endorsements;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.70    | Multiple Emergency Contacts;                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.71    | Equipment issued to employees (e.g., phone, laptop, keys) and asset tag numbers where applicable;                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.72    | Certifications and Licenses;                                                                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.73    | Immigration Status (I9);                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.74    | Work status expiration date (e.g., I9); and                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.75    | Other User Defined.                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                   | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                                    | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| HRE.76                                                                      | The system shall preclude employees from user defined actions/processes based on employee status (e.g., employee on FMLA will not accrue leave, an employee with an expired CDL license would not receive incentive pay etc.).                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.77                                                                      | The system shall allow an unlimited number of employee file user-defined fields. Vendor to define any limitations in the comments field.                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.78                                                                      | The system shall assign role-based security to a position, supervisor, or individual user to control what employee information is accessible with limiting view and/or edit access including limiting a supervisor to their direct reports.       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.79                                                                      | The system shall provide online inquiry to user-defined portions of the personnel master file by employee number, by employee name, or user defined criteria with appropriate security restrictions.                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.80                                                                      | The system shall approve temporary access to an employee file or other records by department (e.g., if a department needs to hire from another department and needs access to performance reviews).                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.81                                                                      | The system shall scan and store employee images (photos).                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.82                                                                      | The system shall archive and easily retrieve on-line employee records based on City retention requirements after retirement/termination, with various time periods based upon the records (e.g., audit records, asset records, etc.).             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.83                                                                      | The system shall provide automated record purge functionality, based on City-defined criteria and record retention policies.                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.84                                                                      | The system shall specifically mark records to prevent deletion based on standard record retention policies.                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.85                                                                      | The system shall define multiple working titles for a position with effective dating (where changes require workflow approvals).                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.86                                                                      | The system shall notify a supervisor/manager when a new employee file is created within their reporting organization/hierarchy.                                                                                                                   | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Job Classification Tables</b>                                            |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.87                                                                      | The system shall store job descriptions, with controls in place to limit edits, and to maintain historical job descriptions.                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall track the following job classification information:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |

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| HRE.88    | Pay grade and step plan;                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.89    | Pay schedule;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.90    | Position Type (classified, unclassified, reduced hours);                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.91    | Job Classification Code;                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.92    | Job Classification Title;                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.93    | Subject to shift work;                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.94    | Date established or approved;                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.95    | EEO Function;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.96    | EEO Category;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.97    | Management level;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.98    | Workers Compensation code;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.99    | Hazardous pay code;                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.100   | Employee category (e.g., overtime, comp time, straight time, or either, etc.);                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| HRE.101                                                                               | FLSA Status;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.102                                                                               | Multiple safety sensitive position flags, per position (City drug testing eligibility and Department of Transportation (DOT) regulatory indicators); and                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.103                                                                               | Other user-defined.                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.104                                                                               | The system shall integrate or link job descriptions with HR system modules/functional areas (e.g., Recruiting, Performance Management, Compensation Management, ESS).                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.105                                                                               | The system shall maintain minimum qualifications for each position.                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.106                                                                               | The system shall turn off wage progression and turn it back on.                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Personnel Actions</b>                                                              |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.107                                                                               | The system shall support centralized Personnel Actions (P.A.s), whereby end-users initiate P.A.s within the system (including at the department level and from within HR).                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall provide an electronic Personnel Action form that includes the</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.108                                                                               | Dynamic help, including form assistance that guides the user through required fields and screens (e.g., the type of PA selected determines the information user must provide on the form):                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.109                                                                               | Integrated data (e.g., employee data populates when employee ID entered);                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.110                                                                               | Required fields;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.111                                                                               | Multi-directional configurable workflow processing/approvals (e.g., department director approval may be required in some departments but not others);                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.112                                                                               | Electronic signature;                                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| HRE.113                                                                                  | Printable PA forms - completed and blank;                                                                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.114                                                                                  | Includes generation of other forms/sub-forms associated with PA (e.g., military leave request form);                                                                                                                                              | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.115                                                                                  | Accommodates attachments; and                                                                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.116                                                                                  | PA description field containing at least 255 characters.                                                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.117                                                                                  | The system shall print a PA on more than one page, and not truncate fields or comments.                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.118                                                                                  | The system shall copy an existing PA.                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall set up and establish rules, workflows, and track changes for the</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.119                                                                                  | New Hire;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.120                                                                                  | Position Changes (e.g., Transfer, Promotion);                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.121                                                                                  | Rehire;                                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.122                                                                                  | Reclassification;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.123                                                                                  | Name changes;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| HRE.124   | Various types of Retirement (user-defined);                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.125   | Various types of Separation/Terminations (voluntary, involuntary, Reduction in Force - user-defined);                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.126   | Various types of suspensions (user-defined);                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.127   | Multiple probationary periods (introductory period and others);                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.128   | Transition on/off Modified Duty and other types of injury;                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.129   | Demotion;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.130   | Discipline;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.131   | Multiple Longevity Types (e.g., duration of time in current position);                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.132   | Compensation changes to base salary (with a user defined list of comp increases/decreases types - e.g., across the board, equity adjustments, merit increases, comp decrease, step increases);                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.133   | Add pays not included in base both regular and one time payments (e.g., uniform allowances, bilingual pay, assignment pay);                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.134   | Changes to position status (e.g., inactivate/reactivate);                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| HRE.135   | Multiple types of service years;                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.136   | Standard hours change (e.g., 30-hr to 40-hr, 52-hr to 40-hr);                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.137   | Leaves (per user defined list - e.g., FMLA, military, LWOP, administrative leave); and                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.138   | Other user-defined.                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.139   | The system shall prevent additional changes to an employee record if a personnel action is in workflow.                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.140   | The system shall make personnel actions effective in the middle of a pay period (per user defined business rules).                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.141   | The system shall prompt a user to complete a personnel action when a position is vacated.                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.142   | The system shall establish and track expiration dates and notifications related to job status.                                                                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.143   | The system shall display all personnel actions within a department to an approver with the appropriate security permissions.                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.144   | The system shall send an alert to a user when a temporary employee is near the end of his/her contract.                                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.145   | The system shall track seasonal employee's working hours to determine benefit eligibility.                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| HRE.146   | The system shall maintain an audit log of all personnel-related transactions and activity.                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.147   | The system shall maintain a record of all personnel-related transactions and activity, and provides the ability to view and/or print any electronic approval or action that has been taken.                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.148   | The system shall transfer an employee to a different department/division or payroll group without re-entering the entire employee file.                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.149   | The system shall default specified Job Code data (e.g., pay grade, schedule, probation period, leave types, pay types, civil service classification) to new position and employee record, with ability for default values to be overridden by the user (with appropriate security).                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.150   | The system shall automatically update an employee's accruals when a job change results in accrual plan changes.                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.151   | The system shall allow users to configure assignment of employee IDs when entering more than one new hire (resulting in the ID showing seniority/order of hire).                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.152   | The system shall accept retroactive changes to any element of a personnel record, with appropriate security permissions, ensuring all forward-calculations are made appropriately (including retroactive calculations of pay and deductions - including the appropriate pay rate/table, leave accrual, retirement, benefit). | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.153   | The system shall provide a date-based personnel system that allows "personnel/employee actions" to be automatically triggered based upon effective dates.                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.154   | The system shall provide a notification to manager(s) or (other designated role/end-user) based on effective date (e.g., step increase, end of assignment pay, probationary period, temporary light-duty end-date).                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.155   | The system shall provide a notification to manager(s) or (other designated role/end-user) in advance of change (e.g., step increase, end of assignment pay, probationary period, temporary light-duty end-date).                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.156   | The system shall establish personnel action workflow rules by department, or employee group.                                                                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



# City of Superior

## Functional and Technical Requirements

| Indicator                     | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|
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| HRE.157                       | The system shall establish personnel action workflow rules by personnel action reason/type.                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.158                       | The system shall provide workflow for approval processes at multiple approval levels with date/time/ID stamp for electronic signature.                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.159                       | The system shall provide all personnel transaction processing (new hire, term, etc.) across multiple functional areas so that a single process includes employment, payroll, benefits, etc.                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.160                       | The system shall automate personnel record, compensation, and benefits information updates to be automatically applied within the appropriate file records based on successful completion an approval of related workflow processes.              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.161                       | The system shall automatically initiate onboarding notifications and provide checklists for employee hire and termination process to ensure all steps are completed (checklist should include policy and agreement documents).                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.162                       | The system shall automatically initiate termination notifications and/or workflow processes for separated employees (i.e., City system access, physical access, equipment collection, final paycheck).                                            | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.163                       | The system shall support user-defined onboarding/termination checklists.                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.164                       | The system shall manually assign or automatically generate an employee number.                                                                                                                                                                    | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.165                       | The system shall request and accept electronic credit and background checks from outside agencies.                                                                                                                                                | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.166                       | The system shall scan, link or upload and categorize/classify different types of documents and associate them with an employee.                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.167                       | The system shall provide a report of pending personnel actions.                                                                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Performance Management</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |

# City of Superior

## Functional and Technical Requirements

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| HRE.168                                                                             | The system shall provide a Performance Management module that is integrated with other system modules, including Employee Relations, Compensation, Human Resources, and Payroll.                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.169                                                                             | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time.                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall allow for the entry and maintenance of employee performance</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.170                                                                             | Due date (i.e., date of hire, promotion date, fiscal year-end);                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.171                                                                             | End of orientation/probation;                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.172                                                                             | Extended orientation/probation;                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.173                                                                             | Training periods;                                                                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.174                                                                             | Performance improvement plans; and                                                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.175                                                                             | Other user-defined event.                                                                                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.176                                                                             | The system shall track multiple orientation (probation) periods and performance review schedules separately by position and employee.                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.177                                                                             | The system shall track orientation (probation) periods of differing lengths including initial, extended, department transfer, promotion, demotion and job                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.178                                                                             | The system shall provide multi-step workflow for review and approval of performance evaluations, with the ability to restart the workflow if changes are                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.179                                                                             | The system shall provide the user a view of prior evaluations and copy prior comments into the current evaluation.                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.180                                                                             | The system shall provide self-, peer- or "360" evaluation functionality.                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.181                                                                             | The system shall record a variety of performance ratings (e.g., alpha and numeric scales).                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.182                                                                             | The system shall perform a variety of performance rating analyses (e.g., by division, supervisor).                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.183                                                                             | The system shall allow a user to override performance ratings, based on permissions.                                                                                                                                                              | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.184                                                                             | The system shall allow the City to limit user visibility of performance ratings, based on user permissions and effective date.                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.185                                                                             | The system shall allow the evaluators to view a summary of all ratings for an employee before submitting it to the approval workflow.                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

# City of Superior

## Functional and Technical Requirements

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| HRE.186   | The system shall accommodate review schedules and notify employees and supervisors of evaluation due dates.                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.187   | The system shall associate core competencies with a specific job or department.                                                                                                                                                                   | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.188   | The system shall trigger e-mail notification to employees of upcoming self-evaluation due.                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.189   | The system shall allow authorized users to override performance review dates.                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.190   | The system shall accommodate multiple milestone dates in a performance review and development plan schedules (e.g., planning, quarterly, midterm, end-of-                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.191   | The system shall trigger e-mail notification for an evaluation based on a user-definable amount of time prior to due date.                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.192   | The system shall electronically notify supervisor that a review or other performance management milestone is due or overdue.                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.193   | The system shall provide email notification to employee when evaluation has been completed and approved.                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.194   | The system shall provide supervisors with list of their employees and projected review date.                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.195   | The system shall integrate employee performance review documentation with employee development and training information (including employees'                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.196   | The system shall allow viewing of salary information (including position in range) at any point during the performance review (per system security settings).                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.197   | The system shall provide for more than one supervisor to complete evaluation for same time period when employee works in a job with multiple supervisors.                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.198   | The system shall provide for more than one supervisor to complete evaluation for same time period when employee changed positions during that time period.                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.199   | The system shall attach documents to the performance review.                                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.200   | The system shall allow employees to document their responses to performance reviews.                                                                                                                                                              | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.201   | The system shall allow employees to set and track goals for performance reviews.                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.202   | The system shall support a performance review template that pre-populates employee goals and essential job functions based on job type and other user-                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.203   | The system shall have finalization of performance review to automatically generate an action to an employee record (i.e., change the next review date).                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.204   | The system shall have finalization of performance review to automatically generate a Personnel Action as required, based on user defined rules (e.g.,                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator                 | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
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| HRE.205                   | The system shall allow users to override a performance/step increase due to disciplinary action, per user defined security, with the ability to turn this feature                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.206                   | The system shall generate a printable copy of employee performance reviews that is accessible to the employee.                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.207                   | The system shall maintain history of all performance evaluations for active employees according to a user-defined employee file retention rules or other user-                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.208                   | The system shall maintain history of all performance evaluations for inactive employees according to a user-defined employee file retention rules or other user-                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.209                   | The system shall create cascading goals from the organization level down to the employee level.                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.210                   | The system shall create City defined compliance reports.                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.211                   | The system shall archive the performance management reports.                                                                                                                                                                                      | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Employee Relations</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| HRE.212                   | The system shall record and track various employee-related issues (e.g., disciplinary actions, counseling, grievances) in an Activity Log that is maintained by the HR department.                                                                | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.213                   | The system shall record and track disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved (captured by employee), with appropriate security.     | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.214                   | The system shall capture user-entered narrative for each step of the disciplinary process with appropriate security permissions.                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.215                   | The system shall tie employee relations cases to the employee master file.                                                                                                                                                                        | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.216                   | The system shall allow supervisors to keep a journal of employee discipline and accomplishments throughout the year that would then be accessible when completing the performance review.                                                         | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.217                   | The system shall allow a supervisor to view prior discipline action, with appropriate security permissions.                                                                                                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.218                   | The system shall permit City staff to assign various levels of access for a supervisor to view current/prior discipline action/status, with appropriate security (e.g., see some but not all discipline steps/actions, or only certain types).    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.219                   | The system shall restrict the ability for a former/previous supervisor to view employee discipline action, upon transfer/other move to a new supervisor.                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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## Functional and Technical Requirements

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| <b>The system shall capture disciplinary case data including the following fields:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.220                                                                                | Multiple incident/category types (per user-defined list, with ability to select more than one for a single entry);                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.221                                                                                | Incident date/s;                                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.222                                                                                | Incident number;                                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.223                                                                                | Date action taken;                                                                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.224                                                                                | Date City notified;                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.225                                                                                | Date Employee notified;                                                                                                                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.226                                                                                | Department;                                                                                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.227                                                                                | Supervisor;                                                                                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.228                                                                                | Related employees;                                                                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.229                                                                                | Open comment field;                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.230                                                                                | Ability to attach documents;                                                                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.231                                                                                | Action taken;                                                                                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.232                                                                                | Close date;                                                                                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.233                                                                                | Follow-up steps;                                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.234                                                                                | Multiple Appeal steps with the associated date/s;                                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.235                                                                                | Multiple Appeal decisions with associated date/s;                                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.236                                                                                | Incident determination per appeal step (i.e., substantiated, unsubstantiated, undetermined);                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.237                                                                                | Discipline determination;                                                                                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
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| HRE.238                                                                                | Current status (active, inactive, on leave, etc.);                                                                                                                                                                                                | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.239                                                                                | HR contact;                                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.240                                                                                | Disciplinary action purge flag;                                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.241                                                                                | Disciplinary action purge date; and                                                                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.242                                                                                | Other user-defined fields.                                                                                                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.243                                                                                | The system shall query incidents based on all fields.                                                                                                                                                                                             | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.244                                                                                | The system shall generate alerts about incident patterns based on user-defined logic/criteria (e.g., by issue, by employee, by supervisor).                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.245                                                                                | The system shall archive files of disciplinary actions after a user-defined period.                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.246                                                                                | The system shall maintain historical disciplinary action detail, including (but not limited to): employee, date, type of incident, follow-up action.                                                                                              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.247                                                                                | The system shall calculate deadlines for the discipline process based on City-defined thresholds.                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.248                                                                                | The system shall classify disciplinary records as formal and informal, with the ability to report on only one of these types.                                                                                                                     | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall record and track a multi-step grievance process, including the</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| HRE.249                                                                                | Grievance number;                                                                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.250                                                                                | Date grievance occurred;                                                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.251                                                                                | Date grievance filed;                                                                                                                                                                                                                             | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.252                                                                                | Step 1 (2, 3, etc.) Scheduled Date for each step;                                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.253                                                                                | Step 1 (2, 3, etc.) Decision Issued at each step (e.g., denied, upheld, reduced, settled, reversed);                                                                                                                                              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.254                                                                                | Date grievance closed;                                                                                                                                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.255                                                                                | Date declared inactive;                                                                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator                     | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|
| <b>S</b>                      | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |   |                                                                                           |
| HRE.256                       | Hearing officer/Department Head (at each step);                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.257                       | Mediator (at each step);                                                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.258                       | Grievance committee members (at each step);                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.259                       | Supervisor (at each step);                                                                                                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.260                       | Department head (at each step);                                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.261                       | City Manager (at each step);                                                                                                                                                                                                                      | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.262                       | Prevailing party;                                                                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.263                       | Outcome;                                                                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.264                       | Cost of mediation;                                                                                                                                                                                                                                | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.265                       | Any other associated costs;                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.266                       | Total cost;                                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.267                       | Unlimited notes and/or text entry; (freeform notes and text entry, vendor to notate any limitations that exist);                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.268                       | Related case number;                                                                                                                                                                                                                              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.269                       | Ability to attach documents; and                                                                                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.270                       | Other user-defined.                                                                                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.271                       | The system shall track all activities associated with the management of the grievance.                                                                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.272                       | The system shall archive files of grievances after a user-defined period.                                                                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Reporting and Querying</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                                                                                                               | Instruction                                                                                                                                                                 |   |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                                        | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |   |                                                                                           |
| HRE.273   | The system shall provide a user-friendly ad-hoc reporting tool.                                                                                                                                                                                                                                                                          | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.274   | The system shall create custom reports using an internal Report Writer.                                                                                                                                                                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.275   | The system shall generate "canned" reports that users may run with limited options of input values.                                                                                                                                                                                                                                      | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.276   | The system shall provide point-in-time (any user-specific date or date range) for various reporting.                                                                                                                                                                                                                                     | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.277   | The system shall provide historical reporting (e.g., job history, etc.).                                                                                                                                                                                                                                                                 | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.278   | The system shall schedule reports at a user-defined date/time and frequency.                                                                                                                                                                                                                                                             | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.279   | The system shall provide a management level dashboard that allows users to perform analysis and view metrics at the employee, division, department and organizational level (accessed according to user role/security).                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.280   | The system shall generate all Human Resources and Risk Management reporting necessary and required to meet external mandates (including City/Local, State, Federal). These should include the generation of all reports and forms that comply with EEOC, OSHA, Department of Labor, Military Status, and FLSA standards and regulations. | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| Indicator | Definition                                                                                                                                                                                                                                                            | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                     | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| HRE.281   | The system shall generate all benefits reporting necessary and required to meet external mandates (including City/Local, State, Federal). These should include the generation of all reports and forms that comply with FMLA, IRS, and ACA standards and regulations. | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.282   | The system shall export data from reports into standard applications (including Excel) for spreadsheet comparison, graphing, etc.                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.283   | The system shall provide dashboard displays for certain data to report such things as number of accidents, employees on leave, or other information that user departments may want to regularly view.                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.284   | The system shall generate new hire reporting.                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
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| Indicator                                                           | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                            | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| HRE.285                                                             | The system shall provide online view and reporting of employee's total compensation package including but not limited to: benefits, employee and employer contributions, base pay, add pay, accruals, FLSA status, and overtime.                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.286                                                             | The system shall alert when the funding of a grant will end that is currently funding a position.                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.287                                                             | The system shall report on and project training costs.                                                                                                                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.288                                                             | The system shall track and report current and historical benefit costs including (but not limited to): employer cost; employee cost; and total premiums/contributions.                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.289                                                             | The system shall report compensation trends and costs.                                                                                                                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.290                                                             | The system shall report on vacancy requirements.                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall report total hours and cost of training by:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.291                                                             | Employee;                                                                                                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.292                                                             | Year;                                                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.293                                                             | Department;                                                                                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.294                                                             | Training Sessions;                                                                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                                                                  | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                                                                                   | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| HRE.295                                                                                                                    | Cost to receive certification/license; and                                                                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.296                                                                                                                    | Other, user-defined.                                                                                                                                                                                                                              | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.297                                                                                                                    | The system shall record and report on employee skills and competencies, including history.                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall report all required and optional training, licenses, certifications, and other related reports by:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.298                                                                                                                    | Employee;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.299                                                                                                                    | Year;                                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.300                                                                                                                    | Department;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.301                                                                                                                    | Training Sessions;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.302                                                                                                                    | Training source (i.e., web-based external training); and                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.303                                                                                                                    | Other, user-defined.                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall generate the following performance measurement reports:</b>                                            |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| HRE.304                                                                                                                    | Benefits to Revenue Cost (Total Cost of Benefits / Total Revenue of the City);                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.305                                                                                                                    | Time to complete position control Requests (annual basis);                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.306                                                                                                                    | Sworn Police Turnover on an Annual Basis (# of police turnover / # of total sworn police);                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.307                                                                                                                    | Sworn Fire Turnover on an Annual Basis (# of fire turnover / # of total sworn fire);                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.308                                                                                                                    | Full-Time General Government Turnover - Annualized (Turnover of FT General Government Employees / # of FT General Government Employees);                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.309                                                                                                                    | Number of Employees on a Performance Improvement Plan on Quarterly basis;                                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.310                                                                                                                    | Corrective Actions Administered on a quarterly basis;                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| HRE.311   | Employee Suspensions on a quarterly basis;                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.312   | Employees Terminated on a quarterly basis;                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.313   | Workers Comp Cost Incurred on a quarterly basis;                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.314   | Liability Cases Cost Incurred (liability cases paid / total liability cases);                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.315   | Training Program Evaluation Overall Score (Overall ratings of training programs/5); and                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| HRE.316   | Lock editing an employee file for legal hold.                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                        | Definition                                                                                                                                                                                                                                                                                                                   | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
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| S                                                                                | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                            | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system’s ability to meet the requirement.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| F                                                                                | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                           | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                                                                                                                                         |                 |                                                                                           |
| C                                                                                | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications.</b> All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| T                                                                                | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system.</b> This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the “S”/“C”/“T”/“N” response indicators with a clear notation that the responses are provided by the third-party. |                 |                                                                                           |
| N                                                                                | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                           |
| Applicant Tracking                                                               |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| Req #                                                                            | Description of Requirement                                                                                                                                                                                                                                                                                                   | Criticality                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor Response | Comments                                                                                  |
| General Requirements                                                             |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| REC.1                                                                            | The system shall provide a Recruitment module that is integrated with all other proposed system modules such as the Employee File, Payroll, Time Entry and Benefits.                                                                                                                                                         | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.2                                                                            | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.                                                                                                                                                                                               | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.3                                                                            | The system shall provide mobile optimization (e.g., allow for resizing and formatting of the applicant screen if viewed on a mobile device such as cell phone or tablet).                                                                                                                                                    | Desired                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall generate electronic requisitions to fill vacancies, containing: |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| REC.4                                                                            | Department number;                                                                                                                                                                                                                                                                                                           | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.5                                                                            | Division;                                                                                                                                                                                                                                                                                                                    | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Applicant Tracking |                                                                    |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                         | Criticality | Vendor Response | Comments                                                                                  |
| REC.6              | Location;                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.7              | Shift;                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.8              | Position number;                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.9              | Job/Position title;                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.10             | Class code;                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.11             | Status (full-time/part-time, permanent/temporary);                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.12             | Reason for vacancy (e.g., promotion, transfer, termination, etc.); | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.13             | Date vacancy created;                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.14             | Date requisition created;                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.15             | Date needed;                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                                                           |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                | Criticality | Vendor Response | Comments                                                                                  |
| REC.16             | Closing date (date field);                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.17             | Open until filled (Yes/No);                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.18             | Pay grade;                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.19             | Salary range (with no min or max limits i.e., not limited to the positions salary range); | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.20             | Multiple budget account codes;                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.21             | Recruitment type (general public, City only, department only);                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.22             | Exempt/non-exempt status;                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.23             | User-defined special requirements for the position (e.g., CDL);                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.24             | Multiple hiring officers/Division Director;                                               | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.25             | Contact name;                                                                             | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                                                                                                                                                                                                                                                  |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                                                                                                                                                                                                       | Criticality | Vendor Response | Comments                                                                                  |
| REC.26             | Contact phone;                                                                                                                                                                                                                                                                   | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.27             | Requisition status (close, re-open, or update requisition); and                                                                                                                                                                                                                  | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.28             | Other user-defined fields.                                                                                                                                                                                                                                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.29             | The system shall, upon creation of a job requisition, create a system-generated requisition number, and creation date and tie requisition to a specific job code.                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.30             | The system shall allow for varying requisition numbers, including City-defined requisition numbers that are alphanumeric.                                                                                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.31             | The system shall pre-populate requisition fields based on position control number (e.g., salary ranges, job description) with the ability to override.                                                                                                                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.32             | The system shall allow users to copy information from a previously submitted requisition to a new one.                                                                                                                                                                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.33             | The system shall restrict entry of personnel requisitions to only those eligible and fully funded positions with a position control number (e.g., vacancies).                                                                                                                    | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.34             | The system shall restrict entry of personnel requisitions to only one in-progress (e.g., submitted, pending, held) requisition per available position control number at a time. This intends to restrict two or more requisitions being entered for the same available position. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.35             | The system shall support both internal and external posting of job openings that are open to a single or multiple departments (e.g., advertise only to water vs. advertise City-wide).                                                                                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| Applicant Tracking                                                                                                                      |                                                                                                                                                                                                 |             |                 |                                                                                           |
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| Req #                                                                                                                                   | Description of Requirement                                                                                                                                                                      | Criticality | Vendor Response | Comments                                                                                  |
| REC.36                                                                                                                                  | The system shall restrict user access to requisitions according to user-defined authorization rules.                                                                                            | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.37                                                                                                                                  | The system shall allow authorized users to search within any field within the requisition for the purposes of querying and ad-hoc report creation.                                              | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall allow authorized users to view and sort all job requisitions on various fields, including (but not limited to):</b> |                                                                                                                                                                                                 |             |                 |                                                                                           |
| REC.38                                                                                                                                  | Requisition number/ID;                                                                                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.39                                                                                                                                  | Requisition creation date;                                                                                                                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.40                                                                                                                                  | Requisition status (open/closed);                                                                                                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.41                                                                                                                                  | Filled requisitions; and                                                                                                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.42                                                                                                                                  | Other user-defined.                                                                                                                                                                             | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.43                                                                                                                                  | The system shall tie requisitions to job codes (or other City-defined codes), allowing for sorting/querying based on classification.                                                            | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.44                                                                                                                                  | The system shall ensure appropriate approvals have been received on position requests.                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.45                                                                                                                                  | The system shall set a user-defined job posting time period.                                                                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.46                                                                                                                                  | The system shall permit authorized users to close or delete a requisition manually.                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.47                                                                                                                                  | The system shall automatically close the requisition when the hiring process has been completed (i.e., if a one-to-one ratio between the requisition and the number of vacancies being filled). | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                            |                                                                                                                                                                                                        |             |                 |                                                                                           |
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| Req #                                                                         | Description of Requirement                                                                                                                                                                             | Criticality | Vendor Response | Comments                                                                                  |
| REC.48                                                                        | The system shall automatically track "Date of last update," including name of user making the last saved update.                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.49                                                                        | The system shall notify requestor when position has been approved and initiate other related events (e.g., recruitment process).                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.50                                                                        | The system shall establish varying workflow rules based on whether a requisition entered is for filling a vacancy versus a reclassification of a position (e.g., position control Request).            | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.51                                                                        | The system shall auto-populate job postings with job description data.                                                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.52                                                                        | The system shall override and modify the job posting (e.g., narrative blurb about that position) and maintain version history (e.g., information prior to any changes made) with appropriate security. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.53                                                                        | The system shall forward job postings to managers for review/updates/edits (via workflow).                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.54                                                                        | The system shall indicate job posting type (internal/external recruitment) and post as designated.                                                                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.55                                                                        | The system shall assign job postings to a specific recruiter or staff member(s) within HR.                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall display the following information on the job posting:</b> |                                                                                                                                                                                                        |             |                 |                                                                                           |
| REC.56                                                                        | Department;                                                                                                                                                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.57                                                                        | Location;                                                                                                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.58                                                                        | Shift;                                                                                                                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                    |             |                 |                                                                                           |
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| Req #              | Description of Requirement                         | Criticality | Vendor Response | Comments                                                                                  |
| REC.59             | Job/Position title;                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.60             | Job category (safety sensitive, CDL, etc.);        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.61             | Status (full-time/part-time, permanent/temporary); | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.62             | Open date;                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.63             | Closing date (date field);                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.64             | Open until filled (Yes/No);                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.65             | Salary range;                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.66             | Pay Grade;                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.67             | Other user defined salary/pay field;               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.68             | Exempt/non-exempt status;                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                                                                                                                                                                                                                                                 |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                                                                                                                                                                                                      | Criticality | Vendor Response | Comments                                                                                  |
| REC.69             | User-defined special requirements for the position (e.g., CDL); and                                                                                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.70             | Other user-defined fields.                                                                                                                                                                                                                                                      | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.71             | The system shall future date job postings.                                                                                                                                                                                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.72             | The system shall automatically close a job posting at a user-defined time to reflect the close of business for the job posting closing date.                                                                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.73             | The system shall utilize a single job posting in instances where there may be multiple vacancies (as driven by position control numbers) available under that posting (e.g., the City has 5 equipment operator vacancies but only one job posting is presented on the website). | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.74             | The system shall automatically post job openings to City-defined external job posting websites.                                                                                                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                     |                                                                                                    |             |                 |                                                                                           |
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| Req #                                                                  | Description of Requirement                                                                         | Criticality | Vendor Response | Comments                                                                                  |
| Application Data                                                       |                                                                                                    |             |                 |                                                                                           |
| REC.75                                                                 | The system shall allow configuration of the applicant data that is captured by the City.           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall maintain, at a minimum, the following applicant data: |                                                                                                    |             |                 |                                                                                           |
| REC.76                                                                 | Applicant Name;                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.77                                                                 | Previous Name(s);                                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.78                                                                 | Date of application;                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.79                                                                 | Time of application;                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.80                                                                 | Source of application information;                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.81                                                                 | Address;                                                                                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.82                                                                 | Phone number/s;                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.83                                                                 | Email address/es;                                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.84                                                                 | Positions applied/referred for;                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.85                                                                 | Ability to be legally employed in the USA (Y/N);                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.86                                                                 | Reference detail;                                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.87                                                                 | Verification that references can be called (specific to each reference);                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.88                                                                 | Attached supporting documentation (consistent with general file formats);                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.89                                                                 | Previous employment information (e.g., previous salary, hours worked, title, dates of employment); | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.90                                                                 | Previously employed by the City (Y/N);                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.91                                                                 | Education;                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                                                                                  |                                                                                                                                                                     |             |                 |                                                                                           |
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| Req #                                                                                                                               | Description of Requirement                                                                                                                                          | Criticality | Vendor Response | Comments                                                                                  |
| REC.92                                                                                                                              | Veteran Status or Military Service;                                                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.93                                                                                                                              | Certificates/licensure;                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.94                                                                                                                              | Driver's License Number, State issues, class;                                                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.95                                                                                                                              | Desired Salary;                                                                                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.96                                                                                                                              | Supplemental Questions (position specific);                                                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.97                                                                                                                              | Criminal History/Background;                                                                                                                                        | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.98                                                                                                                              | Other skills; and                                                                                                                                                   | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.99                                                                                                                              | Other user-defined.                                                                                                                                                 | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.100                                                                                                                             | The system shall save applicant data upon initial entry for user's profile with blocks prefilled for multiple application submissions with the ability to override. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall track EEO and demographic data for use in statistical analysis and reporting, including but not limited to:</b> |                                                                                                                                                                     |             |                 |                                                                                           |
| REC.101                                                                                                                             | Race;                                                                                                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.102                                                                                                                             | Ethnicity;                                                                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.103                                                                                                                             | Sex;                                                                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.104                                                                                                                             | Gender;                                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.105                                                                                                                             | Age range (per user defined ranges);                                                                                                                                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Req #              | Description of Requirement                                                                                                     | Criticality | Vendor Response | Comments                                                                                  |
| REC.106            | Hiring Department;                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.107            | Highest grade completed, and type of education completed;                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.108            | GED; and                                                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.109            | Other user-defined fields.                                                                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.110            | The system shall store EEO data separate from the applicant record.                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.111            | The system shall restrict access to EEO data to authorized users as determined by City user profiles.                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.112            | The system shall populate EEO data by electronic submissions from applicant record and requisition data.                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.113            | The system shall redact identifying information (Name, DOB, etc.) from an application prior to submission to a hiring manager. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.114            | The system shall track ADA requests with an applicant.                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.115            | The system shall notify defined users when an ADA accommodation request has been submitted.                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.116            | The system shall track ADA accommodations with an applicant.                                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.117            | The system shall apply user-defined scoring criteria to any field in the application, including supplemental questions.        | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                                                                      |                                                                                                                                                                          |             |                 |                                                                                           |
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| Req #                                                                                                                   | Description of Requirement                                                                                                                                               | Criticality | Vendor Response | Comments                                                                                  |
| REC.118                                                                                                                 | The system shall support EEO and ADA analysis.                                                                                                                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.119                                                                                                                 | The system shall flag applicant records based on user-defined criteria (e.g., termed employee unable to reapply, applicant rejected due to criminal background results). | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| Online Employment Application                                                                                           |                                                                                                                                                                          |             |                 |                                                                                           |
| REC.120                                                                                                                 | The system shall provide an online employment application interface.                                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.121                                                                                                                 | The system shall support for online employment application from a mobile device.                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.122                                                                                                                 | The system shall allow job posting web pages to be customized to match the City website in format, presentation, and other characteristics as defined by the City.       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.123                                                                                                                 | The system shall restrict user-access through use of user-ID and password.                                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.124                                                                                                                 | The system shall administer password changes and revisions to support applicant needs.                                                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.125                                                                                                                 | The system shall allow an applicant user to manage password changes and revisions to support applicant needs.                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.126                                                                                                                 | The system shall store job postings and/or descriptions in an easily updated format.                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.127                                                                                                                 | The system shall maintain job posting and/or description history, including prior versions and active dates.                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.128                                                                                                                 | The system shall provide online completion of application on any Internet enabled computer through a web browser.                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.129                                                                                                                 | The system shall provide a view for internal and external users for job postings available to both groups.                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall provide applicants with an interface with a variety of functions, including but not limited to:</b> |                                                                                                                                                                          |             |                 |                                                                                           |
| REC.130                                                                                                                 | Instructions for system use;                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.131                                                                                                                 | Create new employment application;                                                                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



**City of Superior**  
Functional and Technical Requirements

| Applicant Tracking |                                                                                                                                                                                        |             |                 |                                                                                           |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------|
| Req #              | Description of Requirement                                                                                                                                                             | Criticality | Vendor Response | Comments                                                                                  |
| REC.132            | Print job posting;                                                                                                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.133            | Print application;                                                                                                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.134            | Save application; and                                                                                                                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.135            | Suspend/withdraw application (before/after closing date).                                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.136            | The system shall allow applicants to retrieve and print previously created/submitted applications.                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.137            | The system shall allow applicants to suspend or withdraw their application, and to allow City users to view the status of the application after the fact.                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.138            | The system shall require a resume (or other defined documents such as a cover letter or proof of licensure/certification) be uploaded for certain postings, as defined by a City user. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.139            | The system shall require multiple documents be uploaded for certain postings, as defined by a City user.                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.140            | The system shall allow applicants to attach supplemental documentation in several formats (PDF, DOCX, XLSX, CSV, TXT).                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                                                                                                      |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                                                           | Criticality | Vendor Response | Comments                                                                                  |
| REC.141            | The system shall perform OCR on resumes to populate fields based off of uploaded resumes.                                            | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.142            | The system shall allow applicants to save their own application data for future retrieval (using user-ID and password).              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.143            | The system shall allow applicants to submit multiple applications without re-entering information.                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.144            | The system shall allow applicants to update previously created and saved applications (based on user-defined status of application). | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.145            | The system shall allow applicants to review applications prior to submittal (e.g., preview mode).                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.146            | The system shall designate mandatory fields in an application.                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.147            | The system shall allow applicants to search posted jobs before and after submitting applications.                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.148            | The system shall allow applicants to save information and return later to complete and/or update their application.                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.149            | The system shall allow customized supplemental questions/sections option as determined by the City.                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                                                                                                                                                                                                                                    |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                                                                                                                                                                                         | Criticality | Vendor Response | Comments                                                                                  |
| REC.150            | The system shall save configurable applications by positions. (e.g., Police applications require DOB, while other positions Citywide may not).                                                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.151            | The system shall track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled) via configurable email.                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.152            | The system shall track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled) via web portal.                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.153            | The system shall allow applicants to check the status of their application.                                                                                                                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.154            | The system shall allow a pool of applicants to remain under consideration for an open posting when one or more of the same position are posted, and one becomes filled (e.g., do not eliminate all candidates if more than one of the same position is available). | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.155            | The system shall allow LinkedIn integration.                                                                                                                                                                                                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.156            | The system shall automatically notify applicants of upcoming job openings based on applicant's selection of job interest.                                                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking         |                                                                                                                                                                                                                                           |                 |                 |                                                                                           |
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| Req #                      | Description of Requirement                                                                                                                                                                                                                | Criticality     | Vendor Response | Comments                                                                                  |
| <b>Applicant Screening</b> |                                                                                                                                                                                                                                           |                 |                 |                                                                                           |
| REC.157                    | The system shall permit the creation of a pre-application questionnaire to be completed prior to completing the application to advise the applicant of the need to fulfill minimum requirements of the position.                          | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.158                    | The system shall generate an automatic response for applicants who do not meet the minimum requirements as defined in the pre-application questionnaire (e.g., advising that it does not appear as if they meet minimum standards for the | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.159                    | The system shall track applicant screening events including but not limited to: written, oral, performance, physical agility, training, and experience ratings.                                                                           | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.160                    | The system shall link pre-screen requirements to a job code.                                                                                                                                                                              | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.161                    | The system shall provide configurable applicant screening events based on requisition type in user-defined sequence.                                                                                                                      | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.162                    | The system shall allow applicant screening events to consist of a combination of a variety of types of tests (e.g., both written and oral needed).                                                                                        | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.163                    | The system shall allow a user-defined weight for each screening event.                                                                                                                                                                    | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.164                    | The system shall allow a user-defined overall passing score or separate passing scores for various parts of the applicant screening event.                                                                                                | <b>Desired</b>  | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.165                    | The system shall allow user-defined conditions for the application of flat rate or percentage point (e.g., extra points for veterans).                                                                                                    | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.166                    | The system shall ensure that candidates who are invited for an applicant screening event must pass each portion of the screening process in order to move forward in the process.                                                         | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.167                    | The system shall provide each applicant with a notice of the final grade and relative standing on the employment list or failure to attain a place on the list.                                                                           | <b>Critical</b> | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.168                    | The system shall interface with E-Verify (or other Federal immigration systems).                                                                                                                                                          | <b>Desired</b>  | <b>T</b>        | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                                                 |                                                                                                                                                                             |             |                 |                                                                                           |
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| Req #                                                                                              | Description of Requirement                                                                                                                                                  | Criticality | Vendor Response | Comments                                                                                  |
| REC.169                                                                                            | The system shall allow sorting of applications by any available application field for viewing/reviewing.                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.170                                                                                            | The system shall allow the user to cut and paste information from the job posting into the criteria matrix sheet, (e.g., to develop a Training and Experience point scale). | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.171                                                                                            | The system shall capture job requirements (per the job posting), such as necessary skills and competencies, for use in recruiting, and analytics and reporting.             | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.172                                                                                            | The system shall support various workflow approval routing for departments with openings to make them aware of qualified applicants.                                        | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.173                                                                                            | The system shall inactivate and purge job postings after a user-defined period.                                                                                             | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.174                                                                                            | The system shall apply a temporary bar/restriction on applicants, prohibiting reapplication for a set period of time (e.g., multiple applications for the same posting).    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.175                                                                                            | The system shall maintain an eligible application list for a City-defined period of time with the option for extension.                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.176                                                                                            | The system shall notify potential applicants when a new position is posted.                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| Employment Application Tracking                                                                    |                                                                                                                                                                             |             |                 |                                                                                           |
| REC.177                                                                                            | The system shall store applicant records that are received in response to a specific job requisition.                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.178                                                                                            | The system shall perform application/resume routing via workflow.                                                                                                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.179                                                                                            | The system shall allow authorized user to post available interview times and allow invited candidates to view and select an interview time and notify hiring                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.180                                                                                            | The system shall track interview results.                                                                                                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall define different application types and content for the following employee groups: |                                                                                                                                                                             |             |                 |                                                                                           |
| REC.181                                                                                            | Regular Full-Time;                                                                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                                                                                      |                                                   |             |                 |                                                                                           |
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| Req #                                                                                                                                   | Description of Requirement                        | Criticality | Vendor Response | Comments                                                                                  |
| REC.182                                                                                                                                 | Regular Part-Time;                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.183                                                                                                                                 | Seasonal;                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.184                                                                                                                                 | Temporary or on call;                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.185                                                                                                                                 | Sworn police;                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.186                                                                                                                                 | Sworn fire;                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.187                                                                                                                                 | Interns; and                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.188                                                                                                                                 | Other user-defined.                               | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall allow inquiry on applicant records, where users can track a variety of functions, including but not limited to:</b> |                                                   |             |                 |                                                                                           |
| REC.189                                                                                                                                 | Applications received to-date;                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.190                                                                                                                                 | Pre-employment testing, including multiple tests; | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.191                                                                                                                                 | Screening results;                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.192                                                                                                                                 | Reason for screening failure (user-defined);      | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.193                                                                                                                                 | Applicants selected for interview;                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.194                                                                                                                                 | (Pre)Interview Panel Members evaluations/input;   | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.195                                                                                                                                 | Number of applications applied for position;      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.196                                                                                                                                 | Background check date complete;                   | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.197                                                                                                                                 | Background completed by;                          | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.198                                                                                                                                 | Reference check date complete;                    | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.199                                                                                                                                 | Reference completed by;                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking |                                                                                                                                                   |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                                                                        | Criticality | Vendor Response | Comments                                                                                  |
| REC.200            | Position numbers;                                                                                                                                 | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.201            | Requisition number;                                                                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.202            | Applicant first name;                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.203            | Applicant last name;                                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.204            | Applicant prior name;                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.205            | Applicant ID;                                                                                                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.206            | Applicant address (or City);                                                                                                                      | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.207            | Department/division name;                                                                                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.208            | Department/division number;                                                                                                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.209            | Job Code;                                                                                                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.210            | Job title;                                                                                                                                        | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.211            | Declined offer (reason for decline);                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.212            | Selected for hire;                                                                                                                                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.213            | Number/types of positions applicant applied for; and                                                                                              | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.214            | Any other field, including user-defined fields (e.g., driver's license, drug screening, criminal check).                                          | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.215            | The system shall allow view of all records of a specific applicant.                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.216            | The system shall track multiple position opportunities for a single applicant.                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.217            | The system shall track multiple position offers with detail in conjunction with the applicant record (e.g., date of offer, amount, status, etc.). | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.218            | The system shall generate interview invitations.                                                                                                  | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| Applicant Tracking                                                                          |                                                                                                                                                                                                                                        |             |                 |                                                                                           |
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| Req #                                                                                       | Description of Requirement                                                                                                                                                                                                             | Criticality | Vendor Response | Comments                                                                                  |
| REC.219                                                                                     | The system shall generate a master schedule based upon applicant-selected time slots for an individual hiring event.                                                                                                                   | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.220                                                                                     | The system shall generate or send calendar events, including MS Outlook, to update interview panel members calendars with scheduled interview events, with                                                                             | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.221                                                                                     | The system shall track interview results.                                                                                                                                                                                              | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.222                                                                                     | The system shall reject unsuccessful applications en masse.                                                                                                                                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.223                                                                                     | The system shall interface with word processing applications (e.g., MS Word) for customizing recruitment letters and other hiring correspondence (e.g., substance                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.224                                                                                     | The system shall generate multiple customizable offer (new hire) letters.                                                                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.225                                                                                     | The system shall generate thank you letters to unsuccessful candidates from a menu of templates.                                                                                                                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.226                                                                                     | The system shall send system-generated email notifications to unsuccessful candidates, with the ability for City users to edit notification content, with                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.227                                                                                     | The system shall track the number of applicants that progressed through the screening process.                                                                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.228                                                                                     | The system shall track the duration of time passed from the position posting date to hiring date.                                                                                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.229                                                                                     | The system shall track advertising source, location, and organizations for recruitment.                                                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.230                                                                                     | The system shall track cost of recruiting for specific job openings (e.g., newspaper costs, City staff time, temporary fill).                                                                                                          | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.231                                                                                     | The system shall accommodate continuous recruitment (e.g., Police recruitment).                                                                                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| New Hire Processing and Onboarding                                                          |                                                                                                                                                                                                                                        |             |                 |                                                                                           |
| REC.232                                                                                     | The system shall promote the selected applicant to the vacant position, without having to re-enter employee information or attach associated documentation such as resume or certification, with appropriate review and authorization. | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.233                                                                                     | The system shall provide an onboarding interface to allow new employees to complete new hire paperwork.                                                                                                                                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.234                                                                                     | The system shall provide an onboarding interface that supports workflow and electronic signature capabilities.                                                                                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall establish and track multiple methods of hiring via recruitment, including: |                                                                                                                                                                                                                                        |             |                 |                                                                                           |



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| Applicant Tracking |                                                                                                                                                                                                                 |             |                 |                                                                                           |
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| Req #              | Description of Requirement                                                                                                                                                                                      | Criticality | Vendor Response | Comments                                                                                  |
| REC.235            | Selection from a certified list;                                                                                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.236            | Reinstatement;                                                                                                                                                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.237            | Rehire;                                                                                                                                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.238            | Transfer to a different department;                                                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.239            | Promotion;                                                                                                                                                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.240            | Demotion;                                                                                                                                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.241            | Grant related; and                                                                                                                                                                                              | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.242            | Other, user-defined.                                                                                                                                                                                            | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.243            | The system shall route completed new employee forms to appropriate departments, based upon multiple workflows.                                                                                                  | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.244            | The system shall define different escalation factors based upon checklist item (e.g., a required item has a certain time frame that warrants escalation vs. an optional item that may not be escalated at all). | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.245            | The system shall override missing required checklist items with security permissions.                                                                                                                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.246            | The system shall correct and make adjustments to forms based upon effective date and/or retroactively.                                                                                                          | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Applicant Tracking                                                                                |                                                                                                                                                                                                                      |             |                 |                                                                                           |
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| Req #                                                                                             | Description of Requirement                                                                                                                                                                                           | Criticality | Vendor Response | Comments                                                                                  |
| REC.247                                                                                           | The system shall produce a user-defined pre-employment checklist of forms that must be completed electronically, manually, etc.                                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.248                                                                                           | The system shall identify training requirements based on multiple factors including the position ID, job code, department, division/service area.                                                                    | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.249                                                                                           | The system shall assign and track multiple equipment or items provided to new employees, employee changes or other criteria such as telecommuters (e.g., cell phone, laptop, tablet, uniforms, and other equipment). | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.250                                                                                           | The system shall allow multiple departments to assign assets to an employee.                                                                                                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.251                                                                                           | The system shall flag return of multiple equipment or items from employee changes (e.g., employee change requires cell phone return from previous position).                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.252                                                                                           | The system shall create a pre-set orientation check-list defined by department or job code.                                                                                                                          | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall define different onboarding checklists for the following employee groups:</b> |                                                                                                                                                                                                                      |             |                 |                                                                                           |
| REC.253                                                                                           | Regular Full-Time;                                                                                                                                                                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.254                                                                                           | Regular Part-Time;                                                                                                                                                                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.255                                                                                           | Seasonal;                                                                                                                                                                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.256                                                                                           | Temporary or on call;                                                                                                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.257                                                                                           | Sworn police;                                                                                                                                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.258                                                                                           | Sworn fire;                                                                                                                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.259                                                                                           | Interns; and                                                                                                                                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.260                                                                                           | Other user-defined.                                                                                                                                                                                                  | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.261                                                                                           | The system shall define job change checklists for existing City employees.                                                                                                                                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
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| Applicant Tracking |                                                                                                                                |             |                 |                                                                                           |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------|
| Req #              | Description of Requirement                                                                                                     | Criticality | Vendor Response | Comments                                                                                  |
| REC.262            | The system shall define a job change checklist for existing City employees who change FLSA status                              | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.263            | The system shall define the frequency of items within a checklist (e.g., annual training requirements vs. bi-annual training). | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.264            | The system shall create a turnover rate report.                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.265            | The system shall create a transfer rate report.                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| REC.266            | The system shall create a vacancy rate report.                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                      | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| S                              | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| F                              | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                                                                                                                                         |                 |                                                                                           |
| C                              | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| T                              | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party. |                 |                                                                                           |
| N                              | <b>No:</b> Feature/Function cannot be provided.                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                           |
| <b>Benefits Administration</b> |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| Req #                          | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor Response | Comments                                                                                  |
| <b>General Requirements</b>    |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| BA.1                           | The system shall provide a Benefits module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Time Keeping, and Human Resources.                                                                                                             | <b>Critical</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.2                           | The system shall provide proper levels of data encryption for defined data fields that are considered private to the employee and/or subject to HIPAA.                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.3                           | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.4                           | The system shall configure benefits eligibility according to employee type.                                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.5                           | The system shall provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent).                                                                                                                                        | <b>Desired</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.6                           | The system shall start and stop any deductions at any given time (including a future date).                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Benefits Administration                      |                                                                                                                                           |             |                 |                                                                                           |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------|
| Req #                                        | Description of Requirement                                                                                                                | Criticality | Vendor Response | Comments                                                                                  |
| BA.7                                         | The system shall suspend benefits and reinstate based upon City-defined criteria (e.g., military leave).                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.8                                         | The system shall restrict certain benefits-related entry based on City-defined characteristics (e.g., deductions of part-time employees). | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.9                                         | The system shall capture and maintain Health, Dental, and other insurance ID numbers.                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.10                                        | The system shall identify type of coverage (e.g., single, 2-person, family).                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.11                                        | The system shall capture and maintain waiting period by CBA, MOU, MOA or other employee group type.                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.12                                        | The system shall establish multiple eligibility rules.                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.13                                        | The system shall track benefits eligibility.                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.14                                        | The system shall notify employees of benefit eligibility dates.                                                                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.15                                        | The system shall calculate premiums based on user-defined tables.                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.16                                        | The system shall allow user (with appropriate security) to override employee benefits and leave eligibility dates.                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall track the following:</b> |                                                                                                                                           |             |                 |                                                                                           |
| BA.17                                        | Coverage effective dates;                                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.18                                        | Coverage history;                                                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.19                                        | Coverage at a point in time (i.e., three months for a specific year);                                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.20                                        | Name change history;                                                                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Benefits Administration                                                                                                 |                                                                                                                                                                  |             |                 |                                                                                           |
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| Req #                                                                                                                   | Description of Requirement                                                                                                                                       | Criticality | Vendor Response | Comments                                                                                  |
| BA.21                                                                                                                   | Dependent information;                                                                                                                                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.22                                                                                                                   | Beneficiary information;                                                                                                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.23                                                                                                                   | Years of service; and                                                                                                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.24                                                                                                                   | Other, City-defined.                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain premium and deduction amounts for multiple benefit plans including but not limited to:</b> |                                                                                                                                                                  |             |                 |                                                                                           |
| BA.25                                                                                                                   | Health Insurance;                                                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.26                                                                                                                   | Dental Insurance;                                                                                                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.27                                                                                                                   | Life Insurance;                                                                                                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.28                                                                                                                   | Deferred compensation and defined benefit plans, including all retirement plans;                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.29                                                                                                                   | Flexible spending accounts for medical and child care reimbursement accounts;                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.30                                                                                                                   | Health Savings Accounts (H.S.A.s);                                                                                                                               | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.31                                                                                                                   | Non-City benefit providers (e.g., Aflac); and                                                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.32                                                                                                                   | Other, City-defined.                                                                                                                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.33                                                                                                                   | The system shall produce benefits confirmation (for current comparison to next year), including plan, coverage, dependent coverage, employee ID number, and SSN. | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.34                                                                                                                   | The system shall have two years open for benefits enrollments and closeouts.                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Benefits Administration    |                                                                                                                                                                                                     |             |                 |                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------|
| Req #                      | Description of Requirement                                                                                                                                                                          | Criticality | Vendor Response | Comments                                                                                  |
| BA.35                      | The system shall establish the appropriate tax ramifications for the deferred compensation amounts.                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.36                      | The system shall manually adjust benefit withholdings.                                                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.37                      | The system shall support pre and post tax payroll deductions and benefits.                                                                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.38                      | The system shall automatically produce payroll deductions based on benefit plan enrollments.                                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.39                      | The system shall recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed age, salary, coverage, and/or plan cost parameters. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.40                      | The system shall automatically calculate long/short term disability premiums and deductions based on salary amounts.                                                                                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.41                      | The system shall maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.42                      | The system shall integrate with the City's accounts payable and accounts receivable systems for the purpose of billing for benefits.                                                                | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.43                      | The system shall collect benefits in arrears.                                                                                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.44                      | The system shall support multiple types of donated leave banks.                                                                                                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.45                      | The system shall track full-time equivalent (FTE) employee information for compliance with Affordable Care Act regulations.                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.46                      | The system shall apply a stipend to premiums.                                                                                                                                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.47                      | The system shall track and apply a stipend to premiums for retirees.                                                                                                                                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| Eligibility and Enrollment |                                                                                                                                                                                                     |             |                 |                                                                                           |



**City of Superior**  
Functional and Technical Requirements

| Benefits Administration                                              |                                                                                                                                                                                                 |             |                 |                                                                                           |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------|
| Req #                                                                | Description of Requirement                                                                                                                                                                      | Criticality | Vendor Response | Comments                                                                                  |
| <b>The system shall maintain benefit eligibility data including:</b> |                                                                                                                                                                                                 |             |                 |                                                                                           |
| BA.48                                                                | Length of service;                                                                                                                                                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.49                                                                | Age;                                                                                                                                                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.50                                                                | Marital status;                                                                                                                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.51                                                                | Dependent information for multiple dependents (including name, SSN, address, other contact information);                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.52                                                                | Spouse and Dependent Information - with the ability for contact information to be different for each party;                                                                                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.53                                                                | Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually); and                                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.54                                                                | Other, City-defined.                                                                                                                                                                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.55                                                                | The system shall track rolling military leave based on a one year fiscal year for the Uniformed Services Employment and Reemployment Act (USERRA).                                              | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.56                                                                | The system shall track multiple types of City-defined leave.                                                                                                                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.57                                                                | The system shall require a SSN when adding benefit(s) for dependent(s).                                                                                                                         | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.58                                                                | The system shall allow the addition of benefit(s) for dependent(s) without a social security number, with the ability to prompt a user after a specified period of time that a SSN is required. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| Benefits Administration |                                                                                                                                                                                      |             |                 |                                                                                           |
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| Req #                   | Description of Requirement                                                                                                                                                           | Criticality | Vendor Response | Comments                                                                                  |
| BA.59                   | The system shall provide tracking for death of employees, retirees, or dependents.                                                                                                   | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.60                   | The system shall allow mass updates of employee plan designation.                                                                                                                    | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.61                   | The system shall allow online update of benefits on an individual employee basis, with the ability to provide notification of approval/finalization of workflow.                     | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.62                   | The system shall generate summary statements (e.g., benefits statement) by employee and employer contributions.                                                                      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.63                   | The system shall validate that the employee is eligible for the plan selected.                                                                                                       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.64                   | The system shall determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.65                   | The system shall create a computer-generated application packet for distribution (e.g., PDF).                                                                                        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.66                   | The system shall produce letters, emails, and other notifications to employees announcing open enrollment.                                                                           | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.67                   | The system shall produce confirmation letters indicating the employee's current participation levels in all benefit plans.                                                           | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.68                   | The system shall provide employee self-service for benefit plan open enrollment, new hire benefits enrollment, and other benefits changes, with mobile functionality.                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.69                   | The system shall provide employee support through a chatbot in English and Spanish language through messaging applications, websites, mobile applications or by phone to answer FAQ. | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
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| Benefits Administration |                                                                                                                                                              |             |                 |                                                                                           |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------------------------------------------------------------------------------|
| Req #                   | Description of Requirement                                                                                                                                   | Criticality | Vendor Response | Comments                                                                                  |
| BA.70                   | The system shall produce benefits confirmation statements in multiple languages (e.g., English and Spanish).                                                 | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.71                   | The system shall interface with the employee self-service module for benefit plan open enrollment, new hire benefits enrollment, and other benefits changes. | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.72                   | The system shall retroactively enroll employees in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.73                   | The system shall retroactively enroll dependents in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.74                   | The system shall enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.      | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.75                   | The system shall identify court-ordered dependents.                                                                                                          | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.76                   | The system shall restrict the removal of court-ordered dependent from an employee's benefits master (add/delete lock).                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.77                   | The system shall attach documentation to court-ordered dependent record.                                                                                     | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.78                   | The system shall compile, process, and electronically transfer enrollment information to vendors according to 834 Carrier Guidelines HIPPA Compliance.       | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| Reporting               |                                                                                                                                                              |             |                 |                                                                                           |
| BA.79                   | The system shall create ad hoc reports and export them to third-party applications (e.g., Microsoft Excel, PDF).                                             | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.80                   | The system shall report on benefit collection in arrears, including the employee and arrearage amount.                                                       | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.81                   | The system shall report on dependents aging out of coverage (e.g., dependents at age 26 or employee coverage expiring at age 65).                            | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.82                   | The system shall notify users of minimum and maximum amount for accruals.                                                                                    | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Benefits Administration |                                                                                                                                             |             |                 |                                                                                           |
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| Req #                   | Description of Requirement                                                                                                                  | Criticality | Vendor Response | Comments                                                                                  |
| BA.83                   | The system shall create Form 1094 for transmittal to IRS.                                                                                   | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.84                   | The system shall electronically transmit Form 1094.                                                                                         | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.85                   | The system shall create Form 1095-C for distribution to employees.                                                                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.86                   | The system shall automatically fill Form 1095-C accurately.                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.87                   | The system shall create Form 1095-C for transmittal to IRS.                                                                                 | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.88                   | The system shall provide a variety of ad hoc query and reporting capabilities when determining eligibility status.                          | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.89                   | The system shall provide a variety of ad hoc query and reporting capabilities when determining individuals with qualifying coverage.        | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.90                   | The system shall provide a variety of ad hoc query and reporting capabilities when researching disputes.                                    | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.91                   | The system shall report benefit trends and costs for employees.                                                                             | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.92                   | The system shall report benefit trends and costs for retirees.                                                                              | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.93                   | The system shall produce reports reflecting eligible employees not enrolled in benefit plans.                                               | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.94                   | The system shall produce reports reflecting eligible retirees not enrolled in benefit plans.                                                | Desired     | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.95                   | The system shall produce billing notice for employees on leave of absence.                                                                  | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| BA.96                   | The system shall produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll. | Critical    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator                                                                                                           | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| S                                                                                                                   | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| F                                                                                                                   | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                                                                                                                                         |                 |                                                                                           |
| C                                                                                                                   | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| T                                                                                                                   | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the “S”/”C”/”T”/”N” response indicators with a clear notation that the responses are provided by the third-party. |                 |                                                                                           |
| N                                                                                                                   | <b>No:</b> Feature/Function cannot be provided.                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                           |
| Time Entry                                                                                                          |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| Req #                                                                                                               | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor Response | Comments                                                                                  |
| General Requirements                                                                                                |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| TE.1                                                                                                                | The system shall provide a Time Entry module that is integrated with all other proposed system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Benefits, and Human Resources.                                                                                                      | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.2                                                                                                                | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.                                                                                                                                                                                                | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.3                                                                                                                | The system shall interface in real-time, with the employee on-boarding module to populate data elements for the first pay period.                                                                                                                                                                                             | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall provide the ability for end-users to enter time concurrently in one or more of the following ways: |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| TE.4                                                                                                                | Web-based, employee-self-service portal;                                                                                                                                                                                                                                                                                      | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.5                                                                                                                | Manual entry at a workstation;                                                                                                                                                                                                                                                                                                | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| TE.6      | Batch entry at a work station;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.7      | Mobile device;                                                                                                                                                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.8      | File import from City defined time entry applications;                                                                                                                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.9      | File import from Excel spreadsheet; and                                                                                                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.10     | The system shall enter and view time via a mobile app.                                                                                                                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.11     | The system shall display a complete list of error messages for an entry (i.e., not only the first error).                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.12     | The system shall allow corrections to be made to postings suspended due to validation errors.                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.13     | The system shall enforce full edit/validation rules for all updates with the appropriate security permissions.                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.14     | The system shall provide edits to ensure that timesheet entry is completed and required approvals have been received before submitting to automated payroll processing.                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.15     | The system shall allow end users (with appropriate security permissions) to configure audit and entry rules to align with City business needs.                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.16     | The system shall handle schedule/department/job changes retroactive to reported time being entered prior to submission.                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.17     | The system shall display employee accrual balances on time entry screen to consolidate and simplify time entry.                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.18     | The system shall show accrual balances in real time in the employee timecard.                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| TE.19     | The system shall provide the option to restrict entries by inactive/terminated employees.                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.20     | The system shall record employee's approval of a timesheet.                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.21     | The system shall designate a back-up for employees that are unable to enter or approve their time (e.g., due to sick leave).                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.22     | The system shall secure the timesheet data from any updates or changes after a designated sign-off.                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.23     | The system shall allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off.                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.24     | The system shall provide warning or to prevent employees (per user-defined criteria) from making duplicate time entries (e.g., cannot submit time twice).                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.25     | The system shall provide notifications to employees, supervisors and timekeepers of any duplicate time entered in the system.                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.26     | The system has the ability for an employee to record time for multiple positions as a result of a mid-period transfer.                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.27     | The system has the ability for the employee to record time for multiple jobs worked (e.g., an employee holds two different jobs or positions within the city on a regular basis at the same time).                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.28     | The system shall restrict time reporting codes entered by employees to those selected for the employee individually or employee's group.                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.29     | The system shall restrict time reporting codes to be entered by staff with appropriate security permissions (e.g., FMLA, worker's comp).                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.30     | The system shall allow staff with appropriate security permissions to upload documentation in support of time entries (e.g., travel expense reimbursements).                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.31     | The system shall require online approval of time by managers.                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| TE.32     | The system shall provide the ability to designate a backup for managers that are unable to enter or approve time (e.g., due to sick leave).                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.33     | The system shall process and approve timesheets and time reports in a decentralized and electronic format.                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.34     | The system shall route (through workflow) timecards to multiple managers (including Finance Department) for review, edit, and approval (i.e., in instances where employee has worked for multiple managers).                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.35     | The system shall allow management review of timecards on the detail and summary levels.                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.36     | The system shall notify employees and/or a supervisor of rejected timecard (via workflow).                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.37     | The system shall provide reminders to employees to complete time entry.                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.38     | The system shall notify approvers of timecards pending approval.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.39     | The system shall notify employee/approvers of timecard errors. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.40     | The system shall notify employees or managers when they have not submitted or approved timesheets. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.41     | The system shall allow a supervisor or other time reviewer/approver to view the status of submitted/unsubmitted time sheets for all of their direct reports.                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.42     | The system shall allow employees to submit leave requests.                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.43     | The system shall validate leave requested or leave time entered by staff.                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.44     | The system shall notify employees of rejected leave requests.                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                  | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------|
| <b>S</b>                                                                   | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| TE.45                                                                      | The system shall designate a back-up for leave request approval (e.g., when approving manager is not available).                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.46                                                                      | The system shall require electronic signatures for time approval.                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.47                                                                      | The system shall allow approval of extra hours to occur prior to the work being performed.                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.48                                                                      | The system shall allow approval of extra hours to occur after the work has been performed.                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.49                                                                      | The system shall enforce requiring preapproval of extra hours to occur prior to when the work has been performed.                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.50                                                                      | The system shall allow employees to enter time on demand.                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.51                                                                      | The system shall allow employees to edit the current period time after manager approval, requiring the manager to reapprove any changes.                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.52                                                                      | The system shall allow managers to edit employee timecards in the current period without employee intervention.                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.53                                                                      | The system shall notify employees of any edits to their reported time.                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.54                                                                      | The system shall default a standard number of hours per pay period for exempt employees with the ability to reduce hours by exception time (e.g., vacation, sick).                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall store time and attendance history data, including:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| TE.55                                                                      | Employee name;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.56                                                                      | Employee ID number;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.57                                                                      | Work group;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



# City of Superior

## Functional and Technical Requirements

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| TE.58                                                                    | Dates;                                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.59                                                                    | Time/leave, including time and type (e.g., overtime, vacation, etc.);                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.60                                                                    | Time entry location; and                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.61                                                                    | Manager approval history.                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.62                                                                    | The system shall store time and attendance history for a City-defined period of time with the ability to archive data.                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.63                                                                    | The system shall accommodate Fair Labor Standards Act (FLSA) laws based on the City's current pay codes.                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.64                                                                    | The system should adhere to all current and future local, State, and Federal laws.                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.65                                                                    | The system shall capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, and tasks.                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.66                                                                    | The system shall link labor distribution to Project Management, Grant Management, etc. including specific hours worked.                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.67                                                                    | The system shall validate labor distribution field values through an integrated link to the source module.                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall support multiple timesheet layouts that include:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| TE.68                                                                    | Exempt view where only exception time (e.g., time off) is entered;                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.69                                                                    | Hourly view where all hours worked are reported, but where hours worked are reported in time in/out format;                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.70                                                                    | Hourly format where hours worked are reported in elapsed hours; and                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.71                                                                    | Schedule-based view (e.g., by two-week pay period, 28-day cycle).                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.72                                                                    | The system shall allow time to be entered based on City-defined rules including daily, weekly, and bi-weekly.                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.73                                                                    | The system shall default the schedule for time entry purposes.                                                                                                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.74                                                                    | The system shall default the defined pay period for time entry.                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.75                                                                    | The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of accruals.                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

# City of Superior

## Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| TE.76     | The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of special time codes (i.e., comp time earned).                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.77     | The system shall limit use of time codes by employee status.                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.78     | The system shall allow entry for timecards for current plus at least 5 additional (future) pay periods.                                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.79     | The system shall allow immediate time entry for employees newly entered into the employee master.                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.80     | The system shall configure the time entry hierarchy for approvals.                                                                                                                                                                                | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.81     | The system has the ability for an employee to enter all time for all time worked and all time off.                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.82     | The system shall print a timecard from the system for manual time tracking.                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.83     | The system shall print a range of timecards by employee group, time period, or other user-defined criteria.                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.84     | The system shall provide assistance (e.g., FAQ, contextual assistance, etc.) for time entry to aid in the entry process.                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.85     | The system shall accommodate time-tracking for part time, contingent, contract and seasonal employees.                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.86     | The system has the ability to record time for personnel, either employee or non-employees who are paid for occasional work (e.g., board and committee                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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Functional and Technical Requirements

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| Project and Grant Time Entry                                                  |                                                                                                                                                                                                                                                                             |                                                                                                                                                                             |   |                                                                                           |
| TE.87                                                                         | The system shall separate exception based and non-exception based time entry in order to accommodate for the varying types of employees at the City and to better track projects and grants.                                                                                | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.88                                                                         | The system shall charge time into project and/or grant accounting on a fixed percentage, fixed dollar, and allocation formula to each project/grant or other user-defined options.                                                                                          | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.89                                                                         | The system shall charge time into project accounting on an hours by day basis to each project.                                                                                                                                                                              | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.90                                                                         | The system shall track time towards projects or grants based upon the specific pay code at the time it was worked.                                                                                                                                                          | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.91                                                                         | The system shall provide a drop-down of project and/or grant codes/names that an employee is eligible to enter time against, avoiding the need to manually enter each project code/name with the ability to filter by user-defined parameters (e.g., department, division). | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.92                                                                         | The system has the ability for an employee to select favorites for projects and/or grants against which time was worked.                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.93                                                                         | The system shall support the entry of time by a single employee against a minimum of 5 projects and/or grants per pay period.                                                                                                                                               | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| Leave Time Accrual and Use                                                    |                                                                                                                                                                                                                                                                             |                                                                                                                                                                             |   |                                                                                           |
| TE.94                                                                         | The system shall track all types of leaves in user-defined units (i.e., hours, days).                                                                                                                                                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.95                                                                         | The system shall account for all leave time at varying accrual rates.                                                                                                                                                                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall capture and track leave for multiple leave types, including: |                                                                                                                                                                                                                                                                             |                                                                                                                                                                             |   |                                                                                           |
| TE.96                                                                         | Vacation (used and unused);                                                                                                                                                                                                                                                 | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.97     | Sick leave (used and unused);                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.98     | Sick leave - donations (vacation donated into a sick leave bank);                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.99     | Compensatory time (used and unused);                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.100    | Workers' compensation;                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.101    | Injury leave;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.102    | Holiday and floating holidays;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.103    | Personal days;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.104    | FMLA and medical leaves;                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.105    | Leave without pay (with and without benefits);                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.106    | Suspension;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.107    | Military leave;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.108    | Funeral/bereavement leave;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.109    | Professional/educational leave;                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.110    | Administrative leave;                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.111    | Jury duty/witness duty;                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.112    | Short and long term disability;                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.113    | Transitional duty (e.g., light duty); and                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.114    | Other user-defined.                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.115    | The system shall maintain leave accrual schedules, containing leave type and accrual rates.                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.116    | The system shall apply and track compensatory time for exempt employees that work more than 40 hours per week.                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.117    | The system shall enforce user-defined rules for leave accrual and usage (e.g., holiday accrual and usage may differ across employee groups).                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.118    | The system shall configure leave accruals according to employee type and other user-defined groups including limits on time earned.                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.119    | The system shall define and assign leave accrual schedules by job class and FLSA (or other user-defined classification), with override capability at the individual employee level.                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.120    | The system shall accommodate partial leave accrual for part-time employees based on actual time worked.                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.121    | The system shall accrue sick time at the end of a user specified period (e.g., day, week, pay period, or month).                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.122    | The system shall capture and maintain breaks in service.                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.123    | The system shall track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.124    | The system shall accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.125    | The system shall set a maximum for cumulative (rollover) leave accruals.                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.126    | The system shall allow for establishing City-defined business rules for leave roll-overs (e.g., unused personal day automatically rolls into vacation day).                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.127    | The system shall temporarily suspend leave accrual (e.g., during unpaid leave).                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.128    | The system shall require that accruals be configured to accrue on any frequency, including (but not limited to) daily, each holiday, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, annually.                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.129    | The system shall project future balances based on debits and credits of leave time.                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.130    | The system shall provide daily balances in real-time of available employee comp and leave time.                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.131    | The system shall provide a view/query into prior leave accrual balances as of a certain past date or prior pay period (e.g., look-back to see leave balance as of two months ago).                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.132    | The system shall calculate liability for unused earned leave at regular intervals and on demand.                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.133    | The system shall allow a system-generated flag to be configured for the expiration of a certain leave type (e.g., alert appears at 60-days prior, 30-days prior, etc.).                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.134    | The system shall alert managers/supervisors on leave usage exceptions.                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.135    | The system shall override leave balances based on leave type with appropriate security permissions.                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.136    | The system shall add, edit, or delete leave events in current pay period with appropriate security permissions.                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Attendance Tracking                                                                           |                                                                                                                                                                                                                                                                        |                                                                                                                                                                             |   |                                                                                           |
| TE.137                                                                                        | The system shall compare absence time with scheduled work time to detect absence conditions.                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.138                                                                                        | The system shall process mass absences at the City, Department, Division or other user-defined level.                                                                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.139                                                                                        | The system shall track and detect certain absence conditions (undocumented leave or comp time used).                                                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.140                                                                                        | The system shall flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences.                                                                                                                                         | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.141                                                                                        | The system shall coordinate usage of City specific absence types with regulated leave types when appropriate (e.g., when sick time is taken that is also an FMLA event, eligibility for both is reduced either simultaneously or consecutively, as per City policies). | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.142                                                                                        | The system shall provide numerous canned reports related to all aspects of absence tracking.                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.143                                                                                        | The system shall conduct ad-hoc queries of absence data, without the need to join table information.                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| Time Off Requests                                                                             |                                                                                                                                                                                                                                                                        |                                                                                                                                                                             |   |                                                                                           |
| TE.144                                                                                        | The system shall provide a web-interface for time off request submittal by employees (vacation time, comp time, planned sick time, holiday special).                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.145                                                                                        | The system shall display leave accrual rates, codes, maximum balances and history to employee as time is being entered with data as of the prior pay period.                                                                                                           | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.146                                                                                        | The system shall validate leave balances real-time (based on the actuals from the previous period) at the point of entry.                                                                                                                                              | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall perform workflow functions for electronic leave request approval, including: |                                                                                                                                                                                                                                                                        |                                                                                                                                                                             |   |                                                                                           |



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| TE.147    | Request submittal;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.148    | Manager(s)/Supervisor(s) review/decision;                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.149    | Request status monitoring;                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.150    | Notification of request approval/decline; and                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.151    | Other user-defined.                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.152    | The system shall set limits and qualifying conditions on use of leave time.                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.153    | The system shall project an employee's leave balance, considering any future accruals and existing requests.                                                                                                                                            | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.154    | The system shall provide proper levels of data encryption for data that is considered private to the employee and/or subject to HIPAA.                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.155    | The system shall show the employee and supervisor whether the time off requested will actually be available at the future date, when considering all other approved time off and any other accrued time off in the meantime that is scheduled to occur. | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.156                                                                | The system shall notify user of attempt to submit leave request where accrued time is less than requested time.                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.157                                                                | The system shall provide the ability to make certain dates "unavailable"; meaning no leaves will be accepted by the system for those days for some or all employees.                                                                              | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.158                                                                | The system shall restrict or allow sick and vacation leave to be used only after it is earned.                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.159                                                                | The system shall send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time/s is approaching.                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.160                                                                | The system shall allow real-time access to accumulated sick and vacation time, based on access level of the user.                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.161                                                                | The system shall view leave request in a calendar view format per work group.                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Scheduling</b>                                                     |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| TE.162                                                                | The system shall provide a scheduling module that is integrated with the time/attendance module.                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall accommodate the following types of schedules:</b> |                                                                                                                                                                                                                                                   | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.163                                                                | Group schedules;                                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.164                                                                | Individual schedules;                                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.165                                                                | Rotation schedules;                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.166                                                                | Shift Schedules;                                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                                                   | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
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| TE.167                                                                                                      | Post/location;                                                                                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.168                                                                                                      | On-call/standby;                                                                                                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.169                                                                                                      | Demand-based schedules; and                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.170                                                                                                      | Other, user-defined.                                                                                                                                                                                                                              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.171                                                                                                      | The system shall support a minimum of 100 schedules, including user-defined schedules.                                                                                                                                                            | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain the following tables for schedule creation:</b>                                |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| TE.172                                                                                                      | Shift;                                                                                                                                                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.173                                                                                                      | Division;                                                                                                                                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.174                                                                                                      | Rotation (number of days on and off);                                                                                                                                                                                                             | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.175                                                                                                      | Work positions;                                                                                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.176                                                                                                      | Work assignments;                                                                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.177                                                                                                      | Work location;                                                                                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.178                                                                                                      | Collective Bargaining Unit;                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.179                                                                                                      | Leave types (sick, vacation, military, etc.); and                                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.180                                                                                                      | Mandatory or non-mandatory fill position indicator.                                                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.181                                                                                                      | The system shall accommodate unlimited schedule changes and adjustments on demand.                                                                                                                                                                | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain various defined shifts with the following characteristics and information:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| TE.182                                                                                                      | Varying hours per shift;                                                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.183    | Start times and end times;                                                                                                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.184    | Duration;                                                                                                                                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.185    | Multiple shift patterns;                                                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.186    | Multiple employee roles;                                                                                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.187    | Required certifications of resources for the shift;                                                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.188    | Multiple locations;                                                                                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.189    | Multiple sub-locations; and                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.190    | Multiple skill requirements.                                                                                                                                                                                                                      | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.191    | The system shall maintain at least 50 different shift configurations in the table of defined shifts.                                                                                                                                              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.192    | The system shall prohibit resources from being scheduled for a particular shift that do not meet prescribed requirements.                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.193    | The system shall override restrictions on employees being scheduled for a particular shift.                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.194    | The system shall assign the number of personnel required each day for defined positions.                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.195                                                                                                                           | The system shall identify variances (both positive and negative) between required number of personnel and actual scheduled for a given position on a given day.                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.196                                                                                                                           | The system shall assign the number of personnel required at each location for defined positions and days (e.g., minimum clerical staff at a particular office on Mondays).                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.197                                                                                                                           | The system shall identify variances (both positive and negative) between required number of personnel and actual scheduled for a given location on a given day.                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.198                                                                                                                           | The system shall create calendars/rosters of projected absences.                                                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall utilize department roles for automated staffing including the following characteristics and information:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| TE.199                                                                                                                           | Staffing minimums;                                                                                                                                                                                                                                | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.200                                                                                                                           | Roster vacancies due to leave time; and                                                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.201                                                                                                                           | Insufficient "qualified" candidates (e.g., certifications, etc.).                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.202                                                                                                                           | The system shall automatically contact employees via telephone, email, text messaging and web to offer an assignment (e.g., overtime availability, open shifts) and update the real-time roster.                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.203                                                                                                                           | The system shall support the shift bid process for certain eligible groups of employees.                                                                                                                                                          | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.204                                                                                                                           | The system shall support the time off bid process for certain eligible groups of employees.                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.205                                                                                                                           | The system shall support the overtime bid process for certain eligible groups of employees.                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.206                                                                                      | The system shall allow the configuration of the order in which employees are contacted based on any data field in the employee master file (e.g., seniority, last shift worked, etc.).                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.207                                                                                      | The system shall maintain a log of all employees who have been contacted.                                                                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.208                                                                                      | The system shall produce a list for each absence by rules and create the call log.                                                                                                                                                                | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall support multiple notification methods including but not limited to:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| TE.209                                                                                      | Telephone (by type such as home, cell, etc.);                                                                                                                                                                                                     | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.210                                                                                      | Text Messaging/SMS; and                                                                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.211                                                                                      | Email.                                                                                                                                                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.212                                                                                      | The system shall accommodate work time trades between employees.                                                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.213                                                                                      | The system shall allow time to be tracked using either AM/PM or military time.                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.214    | The system shall define split shift rotations.                                                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.215    | The system shall identify employee as unavailable for overtime for a given time period and specify reason.                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.216    | The system shall schedule shifts that cross multiple days (e.g., start at 6:00 p.m. on one day and complete at 2:00 a.m. on day two).                                                                                                             | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.217    | The system shall define workload restrictions for each position. These could include number of hours between shifts, maximum hours worked per regular shift, maximum overtime hours per time period.                                              | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.218    | The system shall override workload restrictions.                                                                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.219    | The system shall alert when minimum or maximum thresholds are not met.                                                                                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.220    | The system shall implement alternate schedules (e.g., ad-hoc schedules for circumstances of single occurrence).                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.221    | The system shall temporarily assign employees.                                                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.222    | The system shall view multiple schedules at once.                                                                                                                                                                                                 | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.223    | The system shall publish and print an official/final schedule.                                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.224    | The system shall preserve the schedule in the event the system is unavailable due to planned or unplanned downtime.                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.225    | The system shall identify an assignment that conflicts with a rule.                                                                                                                                                                               | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.226    | The system shall define a mandatory-overtime backfill list based on prescribed business rules.                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.227    | The system shall alert a shift scheduler when assignment conflicts with a rule.                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| TE.228    | The system shall schedule meals and breaks, as well as start and end times.                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.229    | The system shall accommodate meals and breaks as paid or unpaid based on criteria such as department/division, collective bargaining agreement, shift, etc.                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.230    | The system shall support user-defined flex schedules (e.g., 50/30, 9/80, etc.).                                                                                                                                                                   | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.231    | The system shall calculate overtime based on FLSA regulations.                                                                                                                                                                                    | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.232    | The system shall view and maintain all previous schedules.                                                                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.233    | The system shall route an alert/notification when defined hour-limit is reached.                                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.234    | The system shall populate entities for holidays and other closures in the schedule, system-wide.                                                                                                                                                  | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| TE.235    | The system shall support varying types of scheduled weeks, including 48/60/72 hour weeks for public safety.                                                                                                                                                                                                                                                        | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.236    | The system shall accommodate department schedules with three shifts, and 24 hours per shift.                                                                                                                                                                                                                                                                       | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.237    | The system shall accommodate out of class work paid based on hours worked in the out of class position, prorated to a 56-hour period. For example: Firefighter scheduled 48hr week (2 x 24hr days) works 1 day (24hrs) as regular job (Firefighter) and 1 day (24hrs) as Out Of Class Driver. Pay will be 28hrs Regular Pay, 28hrs Pay as Driver (50% of 56 hrs.). | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Reporting & Querying                                               |                                                                                                                                                                                                                                            |                                                                                                                                                                             |   |                                                                                           |
| TE.238                                                             | The system shall use a single data source for report generation.                                                                                                                                                                           | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.239                                                             | The system shall generate "canned" reports that users may run with limited options of input values.                                                                                                                                        | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.240                                                             | The system shall generate user-defined reports on any time entry field and/or combination of fields.                                                                                                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.241                                                             | The system shall provide an ad-hoc reporting tool without the use of a third-party report writing tool.                                                                                                                                    | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.242                                                             | The system shall provide role-based security on running and viewing reports.                                                                                                                                                               | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.243                                                             | The system shall import data from reports into standard applications for spreadsheet comparison, graphing, etc.                                                                                                                            | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.244                                                             | The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.                                                                                                                            | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| The system shall generate reports on time worked by the following: |                                                                                                                                                                                                                                            |                                                                                                                                                                             |   |                                                                                           |
| TE.245                                                             | Location;                                                                                                                                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.246                                                             | Department;                                                                                                                                                                                                                                | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.247                                                             | Division;                                                                                                                                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.248                                                             | Team;                                                                                                                                                                                                                                      | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.249                                                             | Task/Work Order;                                                                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.250                                                             | Project/Grant;                                                                                                                                                                                                                             | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.251                                                             | Job;                                                                                                                                                                                                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| TE.252    | Activity;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.253    | Leave type;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.254    | Hours paid by individual;                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.255    | Hours entered (by type);                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.256    | Position;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.257    | Event;                                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.258    | Work group;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.259    | Shift;                                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.260    | Time errors;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.261    | Overtime;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.262    | Employee status; and                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.263    | Other user-defined.                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.264    | The system shall provide a report that details prior periods' adjustments and corrections.                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| TE.265    | The system shall provide an error and warning report, listing discrepancies with time entry for all employees for the pay period as defined by the Payroll Administrator.                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.266    | The system shall generate a year-to-date report (calendar or fiscal year) or user-defined period of time worked by employee.                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.267    | The system shall generate an electronic copy of any previous timecard.                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.268    | The system shall provide a report filtered by location that identifies the total number of hours worked per employee in a pay period or by year.                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| TE.269    | The system shall generate a report of part-time employee hours worked on a year-to-date basis or other user-defined period to monitor for hours worked exceeding user defined parameters.                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
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| S         | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| F         | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                                                                                                                                         |                 |                                                                                           |
| C         | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| T         | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the “S”/”C”/”T”/”N” response indicators with a clear notation that the responses are provided by the third-party. |                 |                                                                                           |
| N         | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                           |
| Payroll   |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| Req #     | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor Response | Comments                                                                                  |
|           | General Requirements                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| PR.1      | The system shall provide a Payroll module that is integrated with all other proposed system modules such as General Ledger, Budget, Project Accounting, Grant Management, Time Entry, Benefits, Work Orders, and Human Resources.                                                                                             | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.2      | The system shall integrate the Payroll application with the General Ledger to make payroll journal entries.                                                                                                                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.3      | The system shall integrate payroll with position tracking.                                                                                                                                                                                                                                                                    | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.4      | The system shall maintain a 5 year lookback period for terminated employees and unlimited prior year payment and deduction related details and totals for active employees.                                                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.6      | The system shall allow continuous updating of employee personnel and job records in such a manner as not to interfere with payroll processing (i.e., no lock-out of users from system while payroll is being processed).                                                                                                      | Remove                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.7      | The system shall maintain payroll history, including earnings, deductions, taxes and other related supporting information for an unlimited number of years.                                                                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

# City of Superior

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| Indicator                                                                                   | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                                                    | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| PR.8                                                                                        | The system shall allow former employees limited access to payroll information through an employee portal (employee self-service) for access to prior check stubs, W-2s, and 1095s.                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.9                                                                                        | The system shall limit users access to view or make changes to employees' information based on security permissions (e.g., taxes, general deductions, retirement, garnishments).                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.10                                                                                       | The system shall allow payroll staff to view paystub and W-2 history of individual employees based on security permissions.                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.11                                                                                       | The system shall allow individual employees to view full paystub and W-2 history through an employee self-service portal (ESS).                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.12                                                                                       | The system shall provide for complete security and restrictions to access all payroll related data.                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.13                                                                                       | The system shall make mass changes to employee data for reorganization needs (reassign departments or divisions), with security permissions.                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.14                                                                                       | The system shall allow users with appropriate security permissions to perform mass changes to paycheck detail lines during payroll processing, including positive and negative values, earnings, deductions, and taxes.                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.15                                                                                       | The system shall override the default supervisor assigned for workflow approvals to position control record modifications with appropriate security permissions.                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Pay Calendars and Groups</b>                                                             |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.16                                                                                       | The system shall maintain a payroll calendar.                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.17                                                                                       | The system shall maintain an off-cycle payroll calendar.                                                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.18                                                                                       | The system shall maintain a holiday payroll calendar.                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.19                                                                                       | The system shall accommodate pay period end date in one calendar year and pay check date in another calendar year.                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall process payroll on optional user-selected frequencies, for example:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.20                                                                                       | Bi-weekly;                                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.21                                                                                       | On-demand (e.g., terminations, corrections); and                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| PR.22     | Other, user-defined.                                                                                                                                                                                                                              | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.23     | The system shall produce a salaried, supplemental, and hourly payroll.                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| Indicator                                                                  | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| PR.24                                                                      | The system shall accommodate multiple payroll schedules.                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.25                                                                      | The system shall specify employees to be paid by defined pay groups.                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.26                                                                      | The system shall process multiple pay groups per cycle period.                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.27                                                                      | The system shall accommodate various pay statuses (e.g., biweekly, monthly, hourly, fee, salaried, uncompensated, etc.).                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.28                                                                      | The system shall support retro pay and deduction adjustments.                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.29                                                                      | The system shall support multiple positions for individual employees.                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Tax Administration</b>                                                  |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.30                                                                      | The system shall allow for an extra withholding tax deduction in any amount at the option of the employee.                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.31                                                                      | The system shall provide options to prevent Federal Tax and/or Medicare Tax from being withheld on an employee-by-employee basis.                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.32                                                                      | The system shall withhold tax for a particular pay check using one-time override, flat rate, federal tax tables or any combination of these, based on pay codes.                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.33                                                                      | The system shall calculate and store employee and employer contributions to State, Federal, Social Security, Medicare, and retirement.                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall maintain separate taxable wages for the following:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.34                                                                      | Federal and State Income;                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.35                                                                      | Earned Income Tax Credit;                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.36                                                                      | Social Security; and                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.37                                                                      | Medicare and additional Medicare.                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.38                                                 | The vendor will ensure software is always updated to be compliant with all Federal taxing requirements.                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.39                                                 | The vendor will ensure software is always updated to be compliant with all State taxing requirements.                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.40                                                 | The system shall support separate tax tables for special pay calculations (e.g., flat tax).                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.41                                                 | The system shall maintain YTD running total by pay period.                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.42                                                 | The system shall define special taxation rules by earnings code (e.g., supplemental tax rates, cumulative, annualized, etc.).                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Payment Edit and Processing</b>                    |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.43                                                 | The system shall edit and verify the labor distribution prior to the actual payroll check production with appropriate authorization.                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.44                                                 | The system shall establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall validate payroll run against:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.45                                                 | Benefits;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.46                                                 | Deductions;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.47                                                 | Tax information;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.48                                                 | Accruals;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.49                                                 | Input for new employees;                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.50                                                 | Changes for current employees;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.51                                                 | Balance of total rate, hours, over-time hours, exception hours;                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.52                                                 | Balance of vacation, sick, and other user-defined accruals;                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.53                                                                    | Department;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.54                                                                    | Garnishments; and                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.55                                                                    | Other user-defined data.                                                                                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall process multiple payroll runs by type including:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.56                                                                    | Regular Run;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.57                                                                    | Supplemental Run; and                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.58                                                                    | Adjustment Pay Run.                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.59                                                                    | The system shall create checks which are not regular payroll but which will be added to the regular payroll run (e.g., longevity, retro, off-cycle).                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.60                                                                    | The system shall automatically calculate and pay out final pays.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.61                                                                    | The system shall automatically calculate and pay out retro pays, with the ability to reference past salary tables.                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.62                                                                    | The system shall process multiple payroll runs for verification prior to posting for each payroll run type.                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.63                                                                    | The system shall process fiscal year end when the date falls mid payroll period, with accrual posting to the appropriate fiscal year (prior year/new year).                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.64                                                                    | The system shall process fiscal month end when the date falls mid-payroll period, with accrual posting to the appropriate month (prior month/new month).                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.65                                                                    | The system shall calculate split payroll posting between multiple fiscal periods based on either a percentage of the pay period or based on the activity dates within the payroll details.                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                 | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                                  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| PR.66                                                                     | The system shall process payroll accruals based on a user defined effective date.                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.67                                                                     | The system shall allocate costs per fiscal year and funding sources within defined fiscal periods.                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.68                                                                     | The system shall pay an employee at more than one rate based on job assignment (e.g., out-of-class pay).                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.69                                                                     | The system shall change an employee hour cycle within a pay period cycle.                                                                                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.70                                                                     | The system shall run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.71                                                                     | The system shall process, track, and reclaim payroll advances.                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.72                                                                     | The system shall produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll (insufficient net pay).                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.73                                                                     | The system shall validate beginning balances against ending balances from last run, prior to payroll processing.                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.74                                                                     | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time, and location.                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.75                                                                     | The system shall process zero net checks for adjustment checks or where all pay was used for deductions, with the ability to print paycheck stubs for employee.                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.76                                                                     | The system shall support the batch removal of employees who have zero hours in a pay period for payroll processing.                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall generate the following pre-payroll proof reports:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.77                                                                     | Hours Proof Report;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.78                                                                      | Accrual Exception Report;                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.79                                                                      | Accrual Audit Report;                                                                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.80                                                                      | Calculations Error Listing;                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.81                                                                      | Benefit Errors;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.82                                                                      | Time Setup Errors;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.83                                                                      | Deductions not taken;                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.84                                                                      | Contribution limits for 401k and 457 and 457 Roth plans;                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.85                                                                      | HSA limits;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.86                                                                      | Negative/Zero checks;                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.87                                                                      | Preliminary Payroll Register; and                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.88                                                                      | Other user-defined reports.                                                                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall generate the following post-payroll proof reports:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.89                                                                      | Check and Advice Register;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.90                                                                      | Payroll Summary;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.91                                                                      | Quarterly Reports;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.92                                                                      | GL Reports;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.93                                                                      | Transmittal Reports (e.g., FSA, union, associations, bank file);                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.94                                                                      | Retirement report (WRS);                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.95                                                                      | Add Pay Register;                                                                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                   | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| PR.96                       | Tax Register;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.97                       | Deduction Register;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.98                       | Grand Totals Report; and                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.99                       | Other user-defined reports.                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Payment Calculations</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.100                      | The system shall calculate salary employee effective date step increases, as a result of actions changes (e.g., promotions, demotions, acting appointments, and other actions).                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.101                      | The system shall calculate pay based on average weekly hours worked, specifically related to the Fire department.                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.102                      | The system shall automatically adjust calculations for mid-pay period salary and employment actions.                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.103                      | The system has the ability for one employee to be paid by more than one position.                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.104                      | The system shall calculate pay for multiple positions for one employee that transfers during a pay period (which results in a change in earning codes).                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.105                      | The system shall automatically calculate and deduct retroactive deductions amounts.                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.106                      | The system shall automatically calculate deduction amounts for retroactive pay at the rate that was in effect (i.e., State Retirement percentage) when the pay was due to the employee.                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.107                      | The system shall calculate the appropriate benefit deductions for an employee that transfers positions during a pay period.                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.108                      | The system shall calculate leave accruals for employees in more than one position, as a result of a transfer during a pay period.                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.109                                                                                                          | The system shall automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.110                                                                                                          | The system shall process negative pay amounts that reduce current net pay for both pay and deductions.                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.111                                                                                                          | The system shall re-calculate payroll for changed hours (prior period adjustments), rates, earnings codes, one-time overrides, etc.                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.112                                                                                                          | The system shall provide multiple formulas for complex earning and deduction codes (e.g., overtime weighted average, premium overtime calculations based on standby pay).                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall calculate/verify overtime and shift differential consistent with FLSA rules, including:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.113                                                                                                          | Overtime calculations for employees that are in more than one position as a result of a mid-period transfer;                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.114                                                                                                          | Overtime across multiple cost centers;                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.115                                                                                                          | Overtime by bargaining unit/group/association (e.g., MOU, CBA);                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.116                                                                                                          | Overtime by FLSA period;                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.117                                                                                                          | Overtime accrued while receiving out-of-class pay;                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.118                                                                                                          | Overtime calculations for call-back pay;                                                                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.119                                                                                                          | Overtime calculations for industry standard fire department i.e., 28-day cycle;                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.120                                                                                                          | Overtime calculations for industry standard fire department over 53 hours; and                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.121                                                                                                                        | Overtime calculations for other user-defined rules.                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.122                                                                                                                        | The system shall calculate overtime on hours worked when employee has worked hours in multiple programs or positions.                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.123                                                                                                                        | The system shall compute shift and overtime premium.                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.124                                                                                                                        | The system shall provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.125                                                                                                                        | The system shall process partial deductions (if an employee's pay is insufficient), track arrears, and collect the arrears amounts from specified pay periods.                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.126                                                                                                                        | The system shall calculate deductions based on net pay.                                                                                                                                                                                           | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.127                                                                                                                        | The system shall calculate and track City-paid benefits.                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.128                                                                                                                        | The system shall update all employee and employer accumulations automatically.                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.129                                                                                                                        | The system has the ability for employees to use accrued vacation, comp time, and sick leave (employees cannot use leave time accrued in the current payroll period).                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.130                                                                                                                        | The system shall calculate and accrue leave automatically based on user defined rules/priority based on defined business rules with appropriate security permissions.                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.131                                                                                                                        | The system shall calculate holiday benefit for part-time employees by different methods depending on bargaining unit/group (e.g., MOU, CBA).                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall run initial payroll for review prior to the final pay run, including the following metrics/reporting:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.132                                                                                                                        | Adjustments;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.133                                                                                                                        | Recalculation;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| PR.134                                     | Exceptions;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.135                                     | "What if" Forecasting;                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.136                                     | Hours by type;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.137                                     | Earnings by type;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.138                                     | Employee tax liabilities;                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.139                                     | Employee deduction amount;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.140                                     | Employer contribution amount;                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.141                                     | Deductions not taken and set-up in arrears;                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.142                                     | Employer portion of all taxes;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.143                                     | Any user specified chart of account field or combination of fields;                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.144                                     | Totals by employee, project/grant, cost center, division, department, total City-wide; and                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.145                                     | Other, user-defined.                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Pay Distribution and Direct Deposit</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.146                                     | The system shall print checks from system without use of additional software.                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.147                                     | The system shall print employee payment checks including bank MICR line and address bar codes.                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.148                                     | The system shall support on-demand check writing at local printers to accommodate manual check writing.                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.149                                     | The system shall sort and print checks by user-defined criteria.                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.150                                     | The system shall check for minimum check amounts to avoid zero payments.                                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.151                                     | The system shall provide check reprint features (with indication that check is a reprint and/or as a reissue).                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                                 | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                                                  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| PR.152                                                                                    | The system shall reissue a new check number while maintaining details of the old check number.                                                                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall provide a Pay Check Stub that displays the following information:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.153                                                                                    | User-defined Employee Profile (e.g., job title, annual salary, department);                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.154                                                                                    | Current Pay (pay code/description, rate - both hourly and FLSA rate, calculation);                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.155                                                                                    | Gross wages;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.156                                                                                    | Deferred compensation;                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.157                                                                                    | Direct deposit accounts (up to 10);                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.158                                                                                    | Group insurance;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.159                                                                                    | FICA (Social Security, Medicare, and additional Medicare);                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.160                                                                                    | Net pay;                                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.161                                                                                    | Other deductions and amounts;                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.162    | Leave hours beginning and end balance;                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.163    | Leave taken (e.g., vacation, sick, comp);                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.164    | Accrued leave;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.165    | Taxable/non-taxable earnings;                                                                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.166    | Taxable/non-taxable, before tax/after tax deductions;                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.167    | Total deductions;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.168    | Employer Paid Benefit amounts (even if no employee paid portion);                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.169    | Workers' comp (injury leave);                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.170    | YTD Deductions;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.171    | YTD Pay;                                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.172    | YTD Taxes;                                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.173    | W-4 information;                                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.174    | User-defined paycheck message field by employee group/department/other user-defined; and                                                                                                                                                          | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.175    | Other user-defined.                                                                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.176    | The system shall identify whether any of the items in the list above are employee paid or employer paid.                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.177    | The system shall print unlimited pay codes on the paper check stub or advice.                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.178    | The system shall print leave accrual rate, leave taken in hours or days, and leave remaining on paychecks and advices for all leave categories.                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.179    | The system shall reverse a direct deposit entry in the event of an error, within the federally allowed time period.                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.180    | The system shall generate and track stop payments and reversal requests.                                                                                                                                                                                                                   | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.181    | The system shall provide the capability for automated check and direct deposit reconciliation.                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.182    | The system shall print or present user-defined information on employee pay stubs, including free form text messages.                                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.183    | The system shall edit direct deposit file prior to transmission with security permissions, with audit trail.                                                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.184    | The system shall comply with industry standards of service banks.                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.185    | The system shall calculate a "net pay" deduction for direct deposit.                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.186    | The system shall allow an employee to elect whether a percentage or fixed dollar amount is direct deposited into one or more accounts (e.g., deposit \$1,000 into a checking account and the balance into a savings account, or, deposit 50% into checking and 50% into savings).          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.187    | The system shall turn off direct deposit for certain employee payroll checks where the employee usually has direct deposit.                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.188    | The system shall allow for individual City users to define/elect which direct deposits any special pay (e.g., one-time or off-cycle incentive or other pay) will be deposited into. This may deviate from the standard direct deposit elections the employee has in place for regular pay. | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.189                                      | The system shall track changes made to direct deposits.                                                                                                                                                                                           | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.190                                      | The system shall create multiple direct deposit files (e.g., ACH and prepaid debit card).                                                                                                                                                         | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.191                                      | The system shall present/view paystubs via the employee self-service portal by a user with proper security access.                                                                                                                                | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.192                                      | The system shall interface with the AP module to support the processing of payroll liabilities.                                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Reporting, Querying &amp; Tax Filing</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| PR.193                                      | The system shall use a single data source for report generation.                                                                                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.194                                      | The system shall provide an ad-hoc reporting tool.                                                                                                                                                                                                | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.195                                      | The system shall generate "canned" reports that users may run with limited options of input values.                                                                                                                                               | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.196                                      | The system shall provide role-based security on running and viewing reports.                                                                                                                                                                      | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.197                                      | The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.198                                      | The system shall provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).                                                                                                                          | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.199                                      | The system shall provide integrity reports to ensure data and transactions are accurate.                                                                                                                                                          | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.200    | The system shall comply with Federal and State payroll tax reporting requirements.                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.201    | The system shall produce W-2 forms in electronic and paper form.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.202    | The system shall present/view W-2s via the employee self-service portal by a user with proper security access.                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.203    | The system shall provide history of tax status, W-4 and State Tax withholding form information.                                                                                                                                                   | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.204    | The system shall track reportable earnings and deductions for W-2s.                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.205    | The system shall manually adjust taxable earnings for W-2 processing based on system permissions.                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.206    | The system shall provide the W-2 file print sorted by user-defined criteria (e.g., alpha by last name, by department, or employee number).                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.207    | The system shall generate Audit Reports of W-2 Data.                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.208    | The system shall generate Audit Report of W-2 Transmission File.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.209    | The system shall generate a W-2c File for Transmission to IRS.                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.210    | The system shall provide reprint of W-2s by individual employee.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.211    | The system shall produce W-2Cs (amended W-2s) for multiple years.                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.212    | The system shall store W-2 information for a minimum of seven years.                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| PR.213                                                                                                                                       | The system shall reprint W-2s for a minimum of seven years.                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.214                                                                                                                                       | The system shall generate Federal Tax Summary Report by Pay Period.                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.215                                                                                                                                       | The system shall track taxable earnings quarterly and annually.                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.216                                                                                                                                       | The system shall generate Quarterly Federal Tax Summary Reports.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.217                                                                                                                                       | The system shall produce a report showing FICA (Medicare and Social Security) wages, by individual and in total.                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.218                                                                                                                                       | The system shall produce a report showing additional Medicare wages, by individual and in total.                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.219                                                                                                                                       | The system shall generate a report with a user-defined look back date/time for such purposes as average hours per week, benefit eligibility, and other user-defined criteria.                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.220                                                                                                                                       | The system shall schedule reports at a user-defined date/time and frequency.                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall produce earnings and withholdings and Medicare total reports, including associated taxes, for the following periods:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.221                                                                                                                                       | Fiscal Year;                                                                                                                                                                                                                                      | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.222                                                                                                                                       | Calendar Year;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.223                                                                                                                                       | Policy Year (e.g., Worker's Compensation); and                                                                                                                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.224                                                                                                                                       | User-defined.                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall produce the following standard reports for a point in time:</b>                                                          |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| PR.225                                                                                                                                       | Annual, compensatory, sick leave accrual report;                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| PR.226    | Arrears report;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.227    | Census report/file;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.228    | Check register;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.229    | Child support report/file;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.230    | Current, quarterly, and year-to-date balancing reports;                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.231    | Deduction registers by deduction code;                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.232    | Department earnings and benefit report by calendar year, fiscal year, quarterly, month;                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.233    | Employee history;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.234    | Employee pay stub reprint;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.235    | Federal 941 report;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.236    | FEMA Emergency time/benefits report;                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.237    | Full-Time Equivalent (FTE) count by department/division;                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.238    | Leave balance and usage reports;                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.239    | Longevity report;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.240    | Manual issue check;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.241    | Mid-pay period changes report;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.242    | Overtime liability reports;                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.243    | Overtime hours;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------|
| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| PR.244    | Hours not worked;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.245    | Hours lost due to work related injury or illness;                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.246    | Lost time injury rate;                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.247    | Payroll adjustment register showing all changes to employee payroll record;                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.248    | Payroll costs (including City and employee contribution);                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.249    | Payroll register;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.250    | Quarterly and annual payroll control register;                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.251    | Quarterly withholding summary;                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.252    | Retirement report;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.253    | Retroactive pay;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.254    | Retroactive deductions;                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.255    | Incentive pay and base wages;                                                                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.256    | Salary changes;                                                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.257    | Termination reports;                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.258    | Turnover reports;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.259    | Vacancy reports;                                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.260    | W-2 transmittal report;                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.261    | W-3 summary report; and                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| PR.262    | Workers Compensation report.                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.263    | The system shall generate an FLSA cycle report to be run every cycle that lists all shift information worked by each employee including any overtime.                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.264    | The system shall export salary data to a .csv and .xlsx format for open data requirements.                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.265    | The system shall calculate multiple child support orders based on the current amount due according to the State of Wisconsin law.                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.266    | The system shall calculate multiple garnishments and other mandatory deductions.                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| PR.267    | The system shall calculate cumulative overtime per departments by calendar or fiscal year.                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator               | Definition                                                                                                                                                                                                                                                                                                                    | Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| S                       | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.                                                                             | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system’s ability to meet the requirement.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| F                       | <b>Future:</b> Feature/Function <b>will be available</b> in a future software release available to the City <b>by January 1, 2026</b> , at which point it will be implemented in accordance with agreed-upon configuration planning with the City.                                                                            | If a response indicator of “F” is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.                                                                                                                                                                                                                                         |                 |                                                                                           |
| C                       | <b>Customization:</b> Feature/Function is <b>not included</b> in the current software release, and is not planned to be a part of a future software release. However, <b>this feature could be provided with custom modifications</b> . All related customization costs should be indicated in Attachment C – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.                                                                                                                                                                                                                                                                                                 |                 |                                                                                           |
| T                       | <b>Third Party:</b> Feature/Function is <b>not</b> included in the current software release, and is <b>not</b> planned to be a part of a future software release. However, this feature could be <b>provided with integration with a third-party system</b> . This system should be specified.                                | If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the “S”/”C”/”T”/”N” response indicators with a clear notation that the responses are provided by the third-party. |                 |                                                                                           |
| N                       | <b>No: Feature/Function cannot be provided.</b>                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                           |
| Compensation Management |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| Req #                   | Description of Requirement                                                                                                                                                                                                                                                                                                    | Criticality                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor Response | Comments                                                                                  |
| General Requirements    |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                           |
| COM.1                   | The system shall provide a date-based compensation system that allows employee salary actions to be automatically triggered based upon City-defined                                                                                                                                                                           | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.2                   | The system shall automate compensation and benefits information updates with automated workflow approvals.                                                                                                                                                                                                                    | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.3                   | The system shall change the compensation table and have the change impact employee records.                                                                                                                                                                                                                                   | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.4                   | The system shall allow a user to update one section of a pay table without updating the rest of the pay table.                                                                                                                                                                                                                | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.5                   | The system shall provide a mass pay increase function based on user-defined criteria (e.g., by department, by temp or regular employee, by civil service                                                                                                                                                                      | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.7                   | The system shall provide a mass pay increase function by percentage amount or flat dollar amount.                                                                                                                                                                                                                             | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.8                   | The system shall calculate longevity/stability payment.                                                                                                                                                                                                                                                                       | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.9                   | The system shall calculate multiple longevity/stability payment based upon varying levels of longevity/stability criteria.                                                                                                                                                                                                    | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.10                  | The system shall calculate longevity award amounts based on employee length of service including breaks in service.                                                                                                                                                                                                           | Critical                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | T               | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

# City of Superior

## Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| COM.11    | The system shall automatically assign specific earnings codes to an employee/position based on job class, civil service classification, or other user                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.12    | The system shall support both grade and step compensation structures.                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.13    | The system shall establish and process multiple overtime based on FLSA.                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.14    | The system shall process multiple additional pay types in one pay period.                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.15    | The system shall track additional pay in order to eliminate any duplicate payments.                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.16    | The system shall provide a mass pay function for additional payments.                                                                                                                                                                             | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.17    | The system shall track all additional payments.                                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.18    | The system shall identify, calculate, and pay lump sum payments by job class, employee base rate, hours of service, benefit eligible, civil service classification,                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.19    | The system shall provide automatic assignment (in addition to payroll) of earnings at certain scheduled times.                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.20    | The system shall identify exceptions-based employees and isolate from mass compensation adjustments.                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.21    | The system shall report on salary step schedules.                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.22    | The system shall track part-time hours for WRS or other benefit eligibility.                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.23    | The system shall round to two decimal points for hourly employees.                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.25    | The system shall provide notification to HR reps about a pay increase.                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.26    | The system shall calculate back pay for a minimum of two years.                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.27    | The system shall allow users (with appropriate security) to maintain and modify all complex pay rules without vendor intervention.                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.28    | The system shall validate minimum and maximum salary of grade when pay is changed (and provide warning if min/max threshold is exceeded).                                                                                                         | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.29    | The system shall perform macro-level compensation analysis for reporting purposes.                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

# City of Superior

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| Indicator                                                                                                               | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| COM.30                                                                                                                  | The system shall generate an active positions report that includes positions that are vacant, approved, and active positions.                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.31                                                                                                                  | The system shall perform ad-hoc reporting on any field or feature per user defined based on security permissions.                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Garnishments</b>                                                                                                     |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| COM.32                                                                                                                  | The system shall withhold garnishments from employee paychecks.                                                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall track, calculate and deduct employee garnishments, including but not limited to, the following:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| COM.33                                                                                                                  | Fixed amounts;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.34                                                                                                                  | Multiple child support orders; and                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.35                                                                                                                  | Other user-defined.                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.36                                                                                                                  | The system shall define custom disposable earnings definitions for garnishment purposes.                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.37                                                                                                                  | The system shall define custom garnishment rules including exemption variables and frequency.                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.38                                                                                                                  | The system shall provide pay period calculation of garnishment(s) and support amounts each period based on employee disposable earnings and garnishment                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.39                                                                                                                  | Ability to calculate multiple child support orders per state law.                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.40                                                                                                                  | The system shall flag garnishments nearing end of collection based on user defined end date or dollar threshold.                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.41                                                                                                                  | The system shall input, deduct and track unlimited garnishments per employee.                                                                                                                                                                     | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.42                                                                                                                  | The system shall process multiple garnishments per employee and assign user defined priorities.                                                                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.43                                                                                                                  | The system shall enforce a minimum paycheck amount after all garnishments have been taken (e.g., percentage, dollar).                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.44                                                                                                                  | The system shall establish caps for garnishments so that a specified total amount is not exceeded.                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.45                                                                                                                  | The system shall establish a cap for garnishments so that a maximum percentage of total pay is not exceeded.                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| COM.46                                                                                                  | The system shall configure the prioritization of garnishments and support orders based on legal requirements.                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.47                                                                                                  | The system shall define garnishment vendors including address and bank routing information.                                                                                                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.48                                                                                                  | The system shall provide a history of employee garnishments.                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.49                                                                                                  | The system shall calculate garnishments based on state and federal calculation rulings.                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.50                                                                                                  | The system shall recover/retrieve deduction amounts that have not been withheld from an employees' pay.                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>Pay Codes</b>                                                                                        |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| COM.51                                                                                                  | The system shall support an unlimited number of earnings/pay codes.                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.52                                                                                                  | The system has ability to calculate prorated out of class rate based on average hours worked.                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.53                                                                                                  | The system has ability to calculate prorated out of class rate based on user defined rules.                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.54                                                                                                  | The system shall separately identify pension eligible earnings from non-pension eligible earnings by pay type.                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall establish various pay codes and special pay codes including but not limited to:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| COM.55                                                                                                  | Administrative leave;                                                                                                                                                                                                                             | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.56                                                                                                  | Allowance - gun allowance;                                                                                                                                                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.57                                                                                                  | Allowance - uniform and clothing allowance;                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.58                                                                                                  | Allowance - cell phone allowance;                                                                                                                                                                                                                 | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.59                                                                                                  | Allowance - car allowance;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.60                                                                                                  | Allowance - other allowances (e.g., tool allowance);                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.61                                                                                                  | Bereavement;                                                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

**City of Superior**  
Functional and Technical Requirements

| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------|
| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| COM.62    | Call-back;                                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.63    | FMLA (multiple types);                                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.64    | Floating holiday;                                                                                                                                                                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.65    | Holiday;                                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.66    | Incentive pay;                                                                                                                                                                                                                                    | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.67    | Leave adjustments;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.68    | Longevity awards (one-time pay);                                                                                                                                                                                                                  | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.69    | Longevity pay;                                                                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.70    | Mileage;                                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.71    | Military leave (multiple types);                                                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.72    | Multiple comp time accruals and payouts;                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.73    | On-call;                                                                                                                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.74    | Other differentials (e.g., driver, program manager);                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.75    | Overtime (straight, time and a half, double time, two and a half, triple time, three and a half) based on association group or not;                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.76    | Personal;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.77    | Regular time;                                                                                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.78    | Severance/termination pay;                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |



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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>  | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| COM.79    | Shift differentials (e.g., second shift, third shift, etc.);                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.80    | Leave Donation Program;                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.81    | Sick leave;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.82    | Sick leave rollover;                                                                                                                                                                                                                              | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.83    | Accrual payouts (sick, comp time, vacation, etc.);                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.84    | Communicable disease leave;                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.85    | Signing incentive;                                                                                                                                                                                                                                | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.86    | Training;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.87    | Vacation;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.88    | Wellness;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.89    | Retention;                                                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.90    | Field training; and                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.91    | Other user-defined.                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.92    | The system shall pay non-payroll items (e.g., boot allowance) on payroll checks via earnings codes.                                                                                                                                               | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.93    | The system shall define earnings with maximum amounts.                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.94    | The system shall define earnings pay frequencies, including weekly, bi-weekly, semi-monthly and monthly.                                                                                                                                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.95    | The system shall support start/stop dates on pay/earnings codes.                                                                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator                                                                                                             | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| <b>S</b>                                                                                                              | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement. |          |                                                                                           |
| COM.96                                                                                                                | The system shall allow pays/earnings to be scheduled in the payroll calendar.                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.97                                                                                                                | The system shall support an unlimited number of earning codes. Any limitations should be noted in the Comments column.                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| <b>The system shall establish employee eligibility controls for pay/earnings codes, including but not limited to:</b> |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |          |                                                                                           |
| COM.98                                                                                                                | Position;                                                                                                                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.99                                                                                                                | Department;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.100                                                                                                               | Exempt;                                                                                                                                                                                                                                           | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.101                                                                                                               | Non-exempt;                                                                                                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.102                                                                                                               | Job classification;                                                                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.103                                                                                                               | Leave Donation Eligibility (Sick, Vacation);                                                                                                                                                                                                      | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.104                                                                                                               | By employee (including multiple jobs); and                                                                                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.105                                                                                                               | Other user-defined rules and controls.                                                                                                                                                                                                            | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.106                                                                                                               | The system shall establish multiple pay out rules by department or job class for comp and deferred holiday time.                                                                                                                                  | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.107                                                                                                               | The system shall define earnings that are contributable to pension, FICA, Medicare, or other accumulators.                                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.108                                                                                                               | The system shall charge hours worked without pay, for management tracking and analysis, for exempt employees.                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.109                                                                                                               | The system shall limit chargeability to FMLA, if an employee has not worked enough hours for eligibility.                                                                                                                                         | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.110                                                                                                               | The system shall accumulate, store, and maintain creditable service by employee in order to calculate the amount of an annual longevity/stability payment.                                                                                        | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.111                                                                                                               | The system shall process imputed income for non-cash benefits.                                                                                                                                                                                    | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.112                                                                                                               | The system shall set-up standard allocations, including both one-time and special allocations (e.g., for differing projects).                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator  | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |   |                                                                                           |
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| S          | <b>Standard:</b> Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City. | Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system’s ability to meet the requirement. |   |                                                                                           |
| Deductions |                                                                                                                                                                                                                                                   |                                                                                                                                                                             |   |                                                                                           |
| COM.113    | The system shall support an unlimited number of general deduction codes for items such as insurance, retirement, child support, etc.                                                                                                              | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.114    | The system shall allow employee deductions with a stop date when amount due is paid in full.                                                                                                                                                      | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.115    | The system shall link an AR account with employee deductions for arrears collection purposes.                                                                                                                                                     | Desired                                                                                                                                                                     | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.116    | The system shall assign an unlimited number of deduction codes to each employee.                                                                                                                                                                  | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.117    | The system shall support both pre-tax and post-tax deductions.                                                                                                                                                                                    | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.118    | The system shall support deduction limits and maximum amounts.                                                                                                                                                                                    | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.119    | The system shall support deduction start and end dates.                                                                                                                                                                                           | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.120    | The system shall support designated default amount for each deduction code.                                                                                                                                                                       | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.121    | The system shall stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained.                                                                                                                           | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.122    | The system shall allow a user to specify the number of pay periods for a deduction to be taken.                                                                                                                                                   | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.123    | The system shall accommodate one-time deductions.                                                                                                                                                                                                 | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.124    | The system shall allow deductions to be scheduled in the payroll calendar.                                                                                                                                                                        | Critical                                                                                                                                                                    | T | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Indicator | Definition                                                                                                                                                                                                                                        | Instruction                                                                                                                                                                 |          |                                                                                           |
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| COM.125   | The system shall support user-defined prioritization of deductions.                                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.126   | The system shall allow temporary override of deduction amounts (with appropriate security).                                                                                                                                                       | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.127   | The system shall allow temporary inactivation of deduction/s at the employee level, for one-time or on-going basis (with appropriate security).                                                                                                   | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.128   | The system shall allow temporary inactivation of deduction/s at the organization level, for one-time or on-going basis (with appropriate security).                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.129   | The system shall support predefined deductions for a designated group of employees.                                                                                                                                                               | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.130   | The system shall identify employees who have changed department, position, etc. and adjust deduction rules and payment rules based upon the new role or user defined rules.                                                                       | <b>Desired</b>                                                                                                                                                              | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.131   | The system shall calculate and store tax withholdings and retirement earnings for non-cash benefits (e.g., excess life insurance, and employee incentives, etc.).                                                                                 | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.132   | System shall automatically calculate, track, and collect deductions for previous deductions missed or arrears amounts distributed over specified period of time/pay periods due to insufficient pay for various reasons.                          | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.133   | The system shall calculate and deduct retirement contributions for multiple retirement plans.                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.134   | The system shall record Section 457 and other tax-deferral plan information in conformance with IRS and other regulations.                                                                                                                        | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |
| COM.135   | The system shall track IRS 125 benefits package (cafeteria plan) by employee.                                                                                                                                                                     | <b>Critical</b>                                                                                                                                                             | <b>T</b> | THIRD PARTY - Please see the ADP proposal, under separate cover, for further information. |

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| Req #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | System Type         | Product and Version | Desired Type of Data Transfer     | Desired Frequency of Data Transfer                                                                                                                                                         | Data Involved in Potential Transfer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Vendor Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Vendor Comments             | Included in scope of proposal? | Cost to Develop                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Potential Information Exchanges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                     |                                   |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                                |                                                                                                                                          |
| A list of potential information exchanges for the future software environment has been developed and presented in this tab. In several instances, integration/interfacing/data transfer items presented in this list may not be required if the proposed software system can provide needed functionality. Conversely intended replacements of existing third-party systems may be adjusted if functionality in the future selected system is not adequate. As a result, the following list of potential interfaces for vendors to respond to so that the future applications environment may be considered. The types of information exchanges are: |                     |                     |                                   |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                                |                                                                                                                                          |
| <b>Interface</b><br>Also known as a bridge, an interface is where two or more separate software products communicate under limited capacity. An interface will often use a standard file format such as XML to move information from one system to another. Some interfaces are separate programs that can be configured and deployed with a range of systems (e.g. Microsoft BizTalk). Examples of common Interface mechanisms include Application Program Interface (API) and web services.                                                                                                                                                        |                     |                     |                                   | <b>Integration</b><br>A system where the different products or modules are tightly connected to function as one solution. In an integration, the systems share the same code and database. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Data transfer/exchange</b><br>A specialized interface where data is extracted from one application, usually as a data export using a specified file format, and placed in a specified location, such as a folder on a shared network drive. Another application retrieves the file, reads and imports the data. The file transfer process between the applications can be manual or automated using a scheduler to direct the applications when to export or import the data. The transfer process may be scheduled to occur as needed. |                             |                                |                                                                                                                                          |
| The ways in which the proposed system, and the systems identified below, may interact in terms of passing information back and forth, are as follows:<br><br>SEND: The Selected system will only need to SEND data to the third party application.<br>RECEIVE: The Selected system will only need to RECEIVE date from the third party application.<br>BOTH: The Selected system will need to both SEND and RECEIVE information to/from the third party application.                                                                                                                                                                                 |                     |                     |                                   |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                                |                                                                                                                                          |
| INT.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Banking Information | NBC and BMO         | Interface - Send and Receive Data | On-Demand                                                                                                                                                                                  | <b>Send:</b> The future ERP system should send data required for positive pay and ACH transactions to be recorded with the City's bank.<br><br><b>Receive:</b> The future ERP system should receive a file from the City's bank to assist with all payable, payroll, and miscellaneous checks that were cleared in a City-defined period of time.                                                                                                                                                                          | Standard - File Import/Export                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Bid Management      | DemandStar          | File Import Into Selected System  | On-Demand                                                                                                                                                                                  | <b>The City is interested in understanding from vendors the functionality that may be provided that supports the bid management process. If the City finds an alternative that meets its needs, the City may contemplate replacing the legacy bid system. Otherwise, it is anticipated that an interface will be needed between the bid system and the new ERP system.</b><br><br><b>Receive:</b> The future ERP system should receive bid notification and communication information for tracking and reporting purposes. | Custom Integration (Explain in comments)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Purchase Cards      | FNBO                | File Import Into Selected System  | On-Demand                                                                                                                                                                                  | <b>Receive:</b> The future ERP system should support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing purchase card transaction details (i.e., vendor name, transaction date, description entered online, and account information).                                                                                                                                                                                                                                                                          | Standard - File Import                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |

City of Superior  
Functional and Technical Requirements

| Req # | System Type            | Product and Version | Desired Type of Data Transfer     | Desired Frequency of Data Transfer | Data Involved in Potential Transfer                                                                                                                                                                                                                                                  | Vendor Response                          | Vendor Comments             | Included in scope of proposal? | Cost to Develop                                                                                                                          |
|-------|------------------------|---------------------|-----------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| INT.4 | Productivity Suite     | Microsoft           | Interface - Send and Receive Data | Near-Immediate (Real-Time)         | <b>Send:</b> The future ERP system should have the ability to integrate with MS Word, MS Excel, Outlook, and Access.<br><b>Receive:</b> The future ERP system should have the ability to consume standard Microsoft files (i.e., files from MS Word, MS Excel, Outlook, and Access). | Standard - Interface/API                 |                             | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.5 | AR - Utility Billing   | Munilink            | File Import Into Selected System  | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing utility billing information for tracking and reporting.                                                                                      | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.6 | AR - Utility Billing   | Munilink            | File Import Into Selected System  | Daily Batch                        | <b>Receive:</b> The ERP system should receive customer refund information for processing payments to customers (e.g. customer has an overpayment or deposit and moves out of the City and is due a refund which would be paid from the new ERP system).                              | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.7 | AR - Broadband Network | COS                 | File Import Into Selected System  | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing broadband access billing information for tracking and reporting.                                                                             | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |



City of Superior  
Functional and Technical Requirements

| Req #  | System Type               | Product and Version | Desired Type of Data Transfer    | Desired Frequency of Data Transfer | Data Involved in Potential Transfer                                                                                                                                                                                                            | Vendor Response                          | Vendor Comments             | Included in scope of proposal? | Cost to Develop                                                                                                                          |
|--------|---------------------------|---------------------|----------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| INT.8  | AR - Parks and Recreation | CivicPlus           | File Import Into Selected System | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing parks and recreation billing information for tracking and reporting.                                   | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.10 | Benefit Administration    | NEOGOV Onboard      | File Import Into Selected System | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing benefit onboarding information for tracking and reporting.                                             | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.11 | Benefit Administration    | MissionSquare       | File Export From Selected System | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing deferred compensation and Roth IRA information for tracking and reporting purposes.                    | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.12 | Benefit Administration    | Assurity            | File Export From Selected System | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing short-term disability, accident, and critical illness information for tracking and reporting purposes. | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |

City of Superior  
Functional and Technical Requirements

| Req #  | System Type                    | Product and Version | Desired Type of Data Transfer     | Desired Frequency of Data Transfer | Data Involved in Potential Transfer                                                                                                                                                                                                                                                     | Vendor Response                          | Vendor Comments             | Included in scope of proposal? | Cost to Develop                                                                                                                          |
|--------|--------------------------------|---------------------|-----------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| INT.13 | Benefit Administration         | SuperiorUSA         | File Export From Selected System  | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing health savings account (HSA), flexible spending account (FSA), and health reimbursement arrangements (HRA) for tracking and reporting purposes. | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.14 | Job Posting/Applicant Tracking | NEOGOV Onboard      | File Import Into Selected System  | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to receive applicant data from NEOGOV.                                                                                                                                                                                    | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.15 | Scheduling Software            | TCP                 | Interface - Send and Receive Data | On-Demand                          | <b>Send:</b> The future ERP system will need to send employee data including position information and updated accrual balances to TCP.<br><br><b>Receive:</b> The future ERP system will need to receive hours worked, pay types, project codes from TCP.                               | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.16 | Scheduling Software            | Aladtec             | Interface - Send and Receive Data | On-Demand                          | <b>Send:</b> The future ERP system will need to send employee data including position information and updated accrual balances to Aladtec.<br><br><b>Receive:</b> The future ERP system will need to receive hours worked, pay types, project codes from Aladtec.                       | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |



City of Superior  
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| Req #  | System Type         | Product and Version                           | Desired Type of Data Transfer     | Desired Frequency of Data Transfer | Data Involved in Potential Transfer                                                                                                                                                                                                                                                                                 | Vendor Response                          | Vendor Comments             | Included in scope of proposal? | Cost to Develop                                                                                                                          |
|--------|---------------------|-----------------------------------------------|-----------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| INT.17 | Scheduling Software | PlanIT                                        | Interface - Send and Receive Data | On-Demand                          | <b>Send:</b> The future ERP system will need to send employee data including position information and updated accrual balances to PlanIt.<br><br><b>Receive:</b> The future ERP system will need to receive hours worked, pay types, project codes from PlanIt.                                                     | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.18 | Project Accounting  | Maximo                                        | Interface - Send and Receive Data | Near-Immediate (Real-Time)         | <b>Send:</b> The future ERP system will need to send project codes, purchases, project budget, and payroll data to Maximo for project accounting and grant management purposes.<br><br><b>Receive:</b> The future ERP system will need to receive data from purchases made in Maximo and project accounting detail. | Custom Integration (Explain in comments) | Create API                  | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.19 | Fleet Management    | RTA                                           | File Import Into Selected System  | On-Demand                          | <b>Receive:</b> The future ERP system should have the ability to receive fleet purchasing information and asset data.                                                                                                                                                                                               | Custom Integration (Explain in comments) | Create automated CSV import | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |
| INT.20 | State Unemployment  | Wisconsin Department of Workforce Development | File Export From Selected System  | On-Demand                          | <b>Send:</b> The future ERP system should have the ability to send employee information (e.g., name and SSN) and payroll information                                                                                                                                                                                | Standard - File Export                   |                             | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |

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| Req #  | System Type          | Product and Version  | Desired Type of Data Transfer    | Desired Frequency of Data Transfer | Data Involved in Potential Transfer                                                                              | Vendor Response        | Vendor Comments | Included in scope of proposal? | Cost to Develop                                                                                                                          |
|--------|----------------------|----------------------|----------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| INT.21 | Tax Form Development | IRS IRIS Application | File Export From Selected System | On-Demand                          | <b>Send:</b> The system should have the ability to send a .csv file to the IRS to support electronic 1099 filing | Standard - File Export |                 | Yes                            | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |

**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                             |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|-----------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object      | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.1                       | GL Account Balances         | Naviline | 26 years                   | 5 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.2                       | GL Account Transaction Data | Naviline | 26 years                   | 2 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.3                       | GL Account Summary Data     | Naviline | 26 years                   | 5 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |

**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                        |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.4                       | Budget History         | Naviline | 26 years                   | 3 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.5                       | AP History             | Naviline | 26 years                   | 5 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.6                       | AP Detail              | Naviline | 26 years                   | 2 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |

**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                        |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.7                       | Open AP Invoices       | Naviline | 26 years                   | 1 year                                   | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.8                       | Vendor File (Active)   | Naviline | 2,367 vendors              | 2,367 vendors                            | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.9                       | Vendor File (Historic) | Naviline | 26 years                   | Non-active within 2 years                | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |

**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                        |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.10                      | AR Customer File       | Naviline | 200 customers              | 200 customers                            | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.11                      | AR Invoice History     | Naviline | 26 years                   | 2 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.12                      | Cash Receipts History  | Naviline | 26 years                   | 3 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |



**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                                           |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|-------------------------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object                    | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.13                      | Open AR Invoices                          | Naviline | 26 years                   | 1 year                                   | Desired          | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.16                      | Fixed Assets                              | Naviline | ~1,450 active assets       | ~1,450 active assets                     | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.17                      | Project Accounting Detail (Open Projects) | Naviline | 26 years                   | 5 years active                           | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |

**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                                                                    |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|--------------------------------------------------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object                                             | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.18                      | Employee Master File (Active)                                      | Naviline | ~500 active employees      | ~500 active employees                    | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.19                      | Summary Historic Employee Master File (Name, SSN, Hire/Term Dates) | Naviline | ~2600 historic employees   | ~2600 historic employees                 | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.20                      | Time and Attendance Accrual and Leave Data (Active)                | Naviline | 26 years                   | 3 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |



**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                                        |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|----------------------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object                 | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.21                      | Public Safety Time and Attendance Data | Naviline | 26 years                   | 3 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.22                      | Benefit Enrollment and ACA History     | Naviline | 26 years                   | 2 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.24                      | Employee Personnel Action Data         | Naviline | 26 years                   | 2 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |

**City of Superior**  
Functional and Technical Requirements

| Potential Data Conversions |                          |          |                            |                                          |                  |                   |                                                                                                                                          |                                                                                                               |                 |
|----------------------------|--------------------------|----------|----------------------------|------------------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Req #                      | Data Conversion Object   | Source   | Quantity of Data Available | Quantity of Data Needed in Future System | City Criticality | Vendor Response   | Cost to Convert                                                                                                                          | Vendor Standard Conversion Scope<br>(Please outline standard scope of conversions for the objects identified) | Vendor Comments |
| DC.25                      | Employee Payroll History | Naviline | 26 years                   | 3 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |
| DC.26                      | Compensation Data        | Naviline | 26 years                   | 3 years                                  | Critical         | Proposed In-Scope | As noted in the detail of the attached Oracle NetSuite for Government: Professional Services Budgetary Estimate for the City of Superior |                                                                                                               |                 |