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Avaap proposal response

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

avaap

innovation | solutions | outcome

submitted by: **Ken Hayner** | Senior Client Account Executive

207-650-3020

ken.hayner@avaap.com

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TAB 1 - COMPANY INTRODUCTION AND RELEVANT EXPERIENCE

Transmittal Certification

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

1. The laws of the State of Wisconsin and is licensed or qualified to conduct business in the State of Wisconsin

2. All applicable local, state, and federal laws, codes, and regulations

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.

Table 1-01: Transmittal Certification and Primary Contact Information

Field	Response
Name of the Proposer Representative	Rich Walega
Title	Vice President
Name of Company	Avaap U.S.A. LLC
Address	1400 Goodale Blvd. Suite 100
Telephone Number	614-796-0090
Email Address	rich.walega@avaap.com
Signature of Authorized Officer of the Firm	
A signature provides the City with the Proposer's acknowledgement and acceptance of the RFP terms, requirements, and conditions, and the execution of same during the discharge of any succeeding contract.	

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.)

b. A statement identifying, in summary, the name of the proposed software solution and any third-party partners included as part of the proposal;

c. A statement of acknowledging that all addenda to this Request for Proposal have been reviewed

by the Proposer; and
d. 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.

Avaap U.S.A., LLC. is pleased to respond to City of Superior for its Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning (ERP) Software Systems Environment. **Based on our extensive experience working with local government organizations,** we feel confident that your requirements will be ideally met with a government configuration of Workday.

Based on our understanding of the City's requirements and main project drivers, we feel that with our deep partnership with Workday, and our extensive experience helping organizations like yours, we are uniquely positioned to not only address your outlined objectives but also help your organization to:

Please note, we are offering two deployment options for the Workday deployment. First, we are recommending an alternative project schedule: To ensure an efficient, affordable, and minimal risk project, we propose the following high-level schedule:

- From start to finish, a 12-Month Core Implementation of Workday
- November 2025 – Phase 0 Ramp to Ready
- January 2026 – Formal Planning Kick-off
- Dec 2026 – Move to Production, with an additional 4 weeks of Post-Production Support

We are recommending this schedule based on our experience with similar counties, scope complexity, and operating budgets.

1. **Improve the City's operational performance –** Avaap and its partners have decades of experience deploying ERP solutions while meeting the complex and intricate needs of transit, transportation, and government industries.
2. **Engage and optimize your workforce –** the city will benefit from Workday's unified suite of applications that brings Finance, Human Resources, Reporting, and Analytics together in a flexible and easy-to-use system delivered in the cloud. With all of these capabilities in one solution, Workday replaces paper-driven, labor-intensive business processes with configurable, automated workflow and always-on audit trails, making it easier to drive consistency and transparency. Your employees will be more productive using Workday because our technology provides the consumer-grade, on-line feel of applications they use in their daily lives.
3. **Maximize the value of your investment -** Avaap and Workday **are all leaders in each of their areas of government focused** on Enterprise Software as a Service. Our proposal not only meets all the key requirements and terms of the RFP but does so by providing proven jump-start practices to ensure a faster and more natural alignment with your future state.

Second, we are answering your request for a phased deployment with following dates:

- From start to finish, an 18-Month Core Implementation of Workday
- November 2025 – Phase 0 Ramp to Ready
- January 2026 – Formal Planning Kick-off for Financials
- June 2026 – Formal Planning Kick-off for HCM/Payroll

- Dec 2026 – Move to Production for Financials
- June 2027 – Move to Production for HCM/Payroll

Pricing for both deployment options are shown in the pricing worksheet. We would be happy to discuss further should the city have any questions or concerns. As you will see in our response, we are proposing Workday, Can-Am (Teller), and Time Clock Plus (TCP)(as optional) to fulfill the City's RFP requirements.

Workday

Workday is a publicly held "C-Corp" corporation traded on the NASDAQ under the symbol WDAY. Workday's Board has not passed a resolution permitting use of the corporate seal on proposals, subscription contracts, or professional services contracts. Accordingly, Workday cannot affix its corporate seal to this document.

Can-Am (Teller)

Can/Am is a privately held company with offices in Lakewood, CO, Edmonton, AB, Troutdale, OR, and Raleigh, NC. We are passionate about building and implementing Cashiering solutions that enable organizations to deliver more effective customer service in a secure, confident way

Time Clock Plus

TCP Software (TimeClock Plus, LLC) is a cloud-based time and attendance workforce management system founded in 1988 to serve the time-tracking needs of the restaurant industry. TCP provides workforce management software and hardware designed to help administrators track employees, manage labor costs, and reduce compliance risk

While not all project details can be explicitly known as of this writing, Avaap's proposal offers to take responsibility for ensuring you have a plan, a team and a company that is experienced and committed to ensuring your goals are achieved. Avaap acknowledges receipt of Addenda 1 and 2 associated with this RFP.

Rich Walega

Vice President, Sales

410-419-4629 | richard.walega@avaap.com

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.

Avaap Overview

Successful execution of essential programs like this requires collaboration. It requires a committed and prepared client organization, like the city. It also requires a trusted, skilled, and dependable partner. Avaap is a certified Workday Services Partner focused on serving the government market. Founded in 2001, Avaap is one of only a handful of Workday certified implementation partners with the primary focus to partner with local government and special district organizations. This market has been our focus since day one. As a result of our combined Workday and management consulting services, we help organizations to maximize the value of Workday. Below is a video message from Salt Lake City Mayor Erin Mendenhall on the success of their

Workday project. **Click on this link to hear Mayor Mendenhall's rollout message to city employees on their modernized Workday system.**

In 2019, Avaap acquired Navigator Management Partners. The combination of Navigator and Avaap established a management and technology consulting firm that specializes in ERP solutions such as Workday and PeopleSoft, and management consulting services like analytics, organizational change management, program management and business process improvement. The Avaap/Navigator merger allowed us to consolidate two extraordinarily successful and strategic consulting firms, both with a long history of helping customers to realize value from a wide variety of ERP solutions into a single firm with a common purpose and focus.

We Have Done This Before

As the longest tenured Workday services partner focused primarily on local government, we bring the collective industry, product, and project management expertise to deliver value, and position the City for success. In addition, integration with City specific solutions is also a core to the Avaap implementation team. We have integrated Workday with a variety of solutions and have a deep understanding of the touch points between these types of solutions and the Workday ERP solutions. Below we identify a few of our Workday government customers (of various employee counts) that we believe are particularly relevant to the City's project, **including organizations that are comparable size, scope, and deployment approach.**

Government and special districts represent a significant focus of our organization. Our innovative, seasoned team is dedicated to supporting these clients, to building specific resources, and to growing our client network.

Cities

- **Salt Lake City (UT)** - Led the deployment of the full suite of Workday ERP solutions, including organizational change management.

- **City of Peoria (AZ)** - Began in 2024 the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Olathe (KS)** - Led the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Provo, UT:** Led the deployment of Workday HCM/Payroll, providing ongoing Application Management Support and leading the deployment of new functionality (Workday Learning & Talent).
- **City of High Point (NC)** - Leading the deployment of the full suite of Workday ERP solutions, including ongoing support.
- **City of Lee's Summit (MO**) - Leading the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Santa Cruz (CA)** - Began in 2024 the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Carlsbad (CA)** - Negotiating contracts to lead the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Georgetown, TX**: Providing Application Management Support services and leading the deployment of Workday Learning and Inventory.

Counties

- **Sutter County (CA):** Providing ongoing Workday application management support.
- **Mobile County, (AL)** - Led the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **Hinds County, (MS**) - Led the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **Waukesha County (WI**) - Leading the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **Stearns County (MN)** - Leading the deployment of Workday HCM/Pay, including organizational change management.
- **Monroe County (NY) -** Leading the deployment of the full suite of Workday ERP solution, including organizational change management.
- **Johnson County (IA) -** Leading the deployment of the full suite of Workday ERP solution, including organizational change management.

Special Districts

- **Columbus Regional Airport Authority, OH:** Led the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **Santa Cruz Metro Transit District (CA)** – Led the deployment of the full suite of Workday ERP products, including change management.

- **Goodwill of Central and Northern Arizona (AZ) -** Led the deployment of the full suite of Workday ERP products, including change management.
- **C-TRAN (WA)** – Led the deployment of the full suite of Workday ERP products, including change management.
- **Memphis-Shelby County Airport Authority, TN**: Led the deployment of the full suite of Workday ERP solutions, organization change management and ongoing support.
- **Sourcewell, MN:** Led the deployment of the full suite of Workday ERP solutions, provided organizational change management, and currently providing AMS.
- **Central Florida Expressway (FL)** - Leading the deployment of the full suite of Workday ERP solution, including organizational change management.

Avaap's experience working with City organizations allows us to represent the city while working collaboratively with both Workday, Can-Am, TCP, and your project team toward a successful on-time and on-budget deployment. Our expertise will enable Avaap's resources to provide leadership for the city to:

- Align the City's unique needs with the established Workday methodology and Avaap's Elements methodology.
- Plan for and prepare to deploy Workday on a schedule that aligns to your overall program objectives positioning the city for success.
- Hold the implementation team accountable for their tasks (and approach)

Workday Response:

In 2005 software visionaries Dave Duffield and Aneel Bhusri decided to form a startup—one that would sell cloud-based applications for finance and HR. They resolved to build a company that would revolutionize the enterprise software market. The result is Workday.

Today, Workday is a leading provider of enterprise cloud applications for financial management, human capital management, analytics, and student applications designed for the world's largest organizations as well as educational institutions, government agencies, and non-profits. We offer innovative and adaptable technology focused on the consumer Internet experience and cloud delivery model. Our applications are designed for global enterprises to manage complex and dynamic operating environments. We provide our customers with highly adaptable, accessible, and reliable applications to manage critical business functions that enable them to optimize their financial and human capital resources. Workday began offering our HCM application in 2006 and our Financial Management application in 2007. Since then, we have continued to invest in innovation and have consistently introduced new services to our customers. Our cycle of frequent updates has facilitated rapid innovation and the introduction of new applications throughout our history.

In August of 2018, Workday completed its acquisition of Adaptive Insights, which was founded by Robert S. Hull in 2003. As a CFO in Silicon Valley, Rob saw the opportunity to improve the way finance teams manage their budgeting, forecasting, reporting, and analytics processes. His vision was to empower teams to better manage their business by creating a solution that is easy to use so that planning is a collaborative process, powerful to enable comprehensive models driven by the right data and fast to enable continuous planning that keeps pace with the business. Workday Adaptive Planning offers this unique combination of capabilities, providing customers with a solution that is more effective and easier to manage than Excel, yet at the same time maintains the flexibility of Excel that Finance professionals love and that their businesses need.

Scout RFP was acquired by Workday in December of 2019. Workday Strategic Sourcing is a SaaS platform for strategic sourcing, contract management, and supplier management. Workday Strategic Sourcing makes strategic sourcing simpler, smarter, and more streamlined than ever before. Its intuitive, cloud-based platform – encompassing everything from project intake through sourcing pipeline to contract and supplier management to RFx and reverse auction tools– closes the loop on sourcing and, in the process, empowers collaboration, centralizes data, makes processes more transparent, and, ultimately, drives better business outcomes.

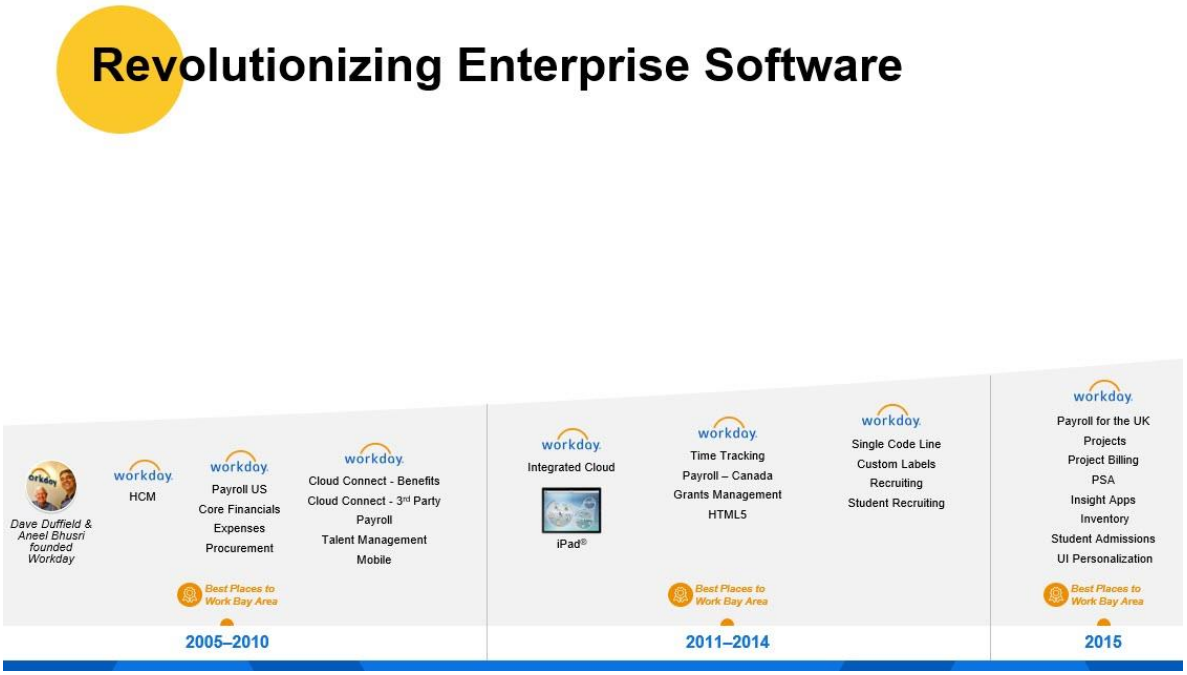
In March of 2021, Workday acquired Peakon, an investment that will help organizations elevate the employee voice and take action to tackle the most pressing people challenges for the changing world of work, such as employee experience management, development, and reskilling, and belonging and diversity (B&D). With this new offering, Workday will be able to provide customers with a continuous listening platform that can drive employee engagement by marrying real-time sentiment and employee lifecycle demographic data, done at scale.

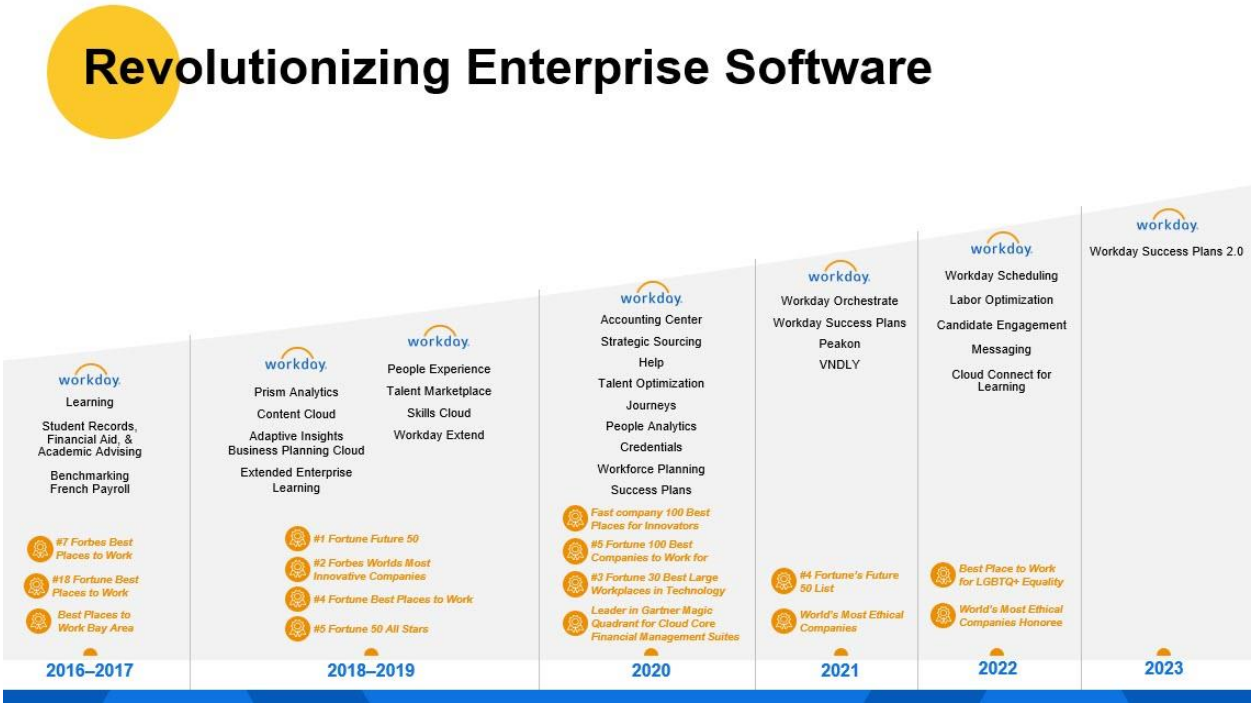
Zimit was also acquired in 2021 and will allow Workday to provide organizations with a comprehensive quote-to-cash process automation offering for services industries, including communications, media, technology, and professional and business services. The combination will provide organizations with increased visibility across the entire revenue cycle and will help further expand the Workday product portfolio that is enabling the office of the CFO to digitally transform.

Most recently, Workday acquired VNDLY in 2022, an industry leader in cloud-based external workforce and vendor management technology. The system is designed for hiring managers and vendor account management teams to come together on a common platform for end-to-end external labor recruiting, SOW negotiation, external labor onboarding, time/deliverable compliance, and billing.

Workday has achieved significant growth and scale in a relatively brief period of time, with a current employee count of more than 17,500 employees. Workday serves more than 10,000 customers globally (including acquisitions); including higher education institutions of all types and sizes, state and local governments, K-12 school districts, and non-profit organizations.

Historical Snapshot





Can/Am Response

Can/Am is a privately held company with offices in Lakewood, CO, Edmonton, AB, Troutdale, OR, and Raleigh, NC. We are passionate about building and implementing Cashiering solutions that enable organizations to deliver more effective customer service in a secure, confident way. Our competent and experienced technical staff enjoy solving difficult problems using both new and proven technologies. We keep the end users of our software front and center throughout the entire process of developing and

implementing product solutions. Incorporated in 2000, the company's initial focus was the provision of hardware leasing services. In 2004, Joshua Langemann started development of the initial Teller product resulting in a 2006 production implementation. In 2007, Joshua began building the Can/Am team to carry the Teller vision forward. In the following years, Can/Am has profitably provided consulting, implementation, and management services for various government projects in the US and Canada, developing and implementing the Teller products.

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

Avaap Table 1-02

Metric	Response
Name of Proposer:	Avaap U.S.A. LLC
(Copy form and Complete if applicable for each) **Name of Partner/Third-Party Firm:**	
Total number of employees	363
Type and number of employees committed to the product and support being proposed	Avaap has 200+ consultants on our Workday team. Avaap is proposing Workday-certified consultants to lead the deployment of Workday, as well as change management consultants to assist with OCM support and training. Typically, Avaap/Workday implementations include these 8 project team roles. **Executive Sponsor** – Each project is assigned at least one Avaap Executive Sponsor. This individual will provide oversight for the entire project. The Executive Sponsor provides an escalation point for any issues related to the delivery of services that could adversely affect the project's timeline or budget. The Executive Sponsor maintains executive level relationships with the City and participates in Steering Committee meetings to facilitate effective project governance. The Executive Sponsor will handle any negotiation related to scope or resource changes as

Metric	Response
	required to successfully execute the project and any associated Change Orders. **Client Partner** – Responsible for project success by ensuring Avaap and City teams are working collaboratively and effectively to deliver the project in accordance with the statement of work and the project charter that is delivered as part of the Plan phase. The Client Partner is responsible for ensuring that the dedicated Avaap Engagement Manager receives the resources/support necessary for project success. We estimate the Client Partner to dedicate 3-6 hours a week to the project. The Client Partner will typically participate in weekly client and internal. **Enterprise Solution Architect -** While taking the City's project objectives in mind, our Enterprise Solution Architect is a key contributor to the development of our recommended deployment approach, project schedule, staffing plan and planning assumptions. The Enterprise Solution Architect, along with Avaap's Executive Sponsor, will participate in monthly Steering Committee sessions and help to conduct Phase Based Quality Assurance checkpoints. **Engagement Manager –** Avaap will designate an Engagement Manager to be responsible for working with the City Project Manager to ensure the overall success of the initial deployment of each work stream. The Engagement Manager will help guide the deployment by providing Avaap best practices as they relate to project management techniques, the use of Avaap tools and templates, and leveraging Avaap's implementation methodology. The Engagement Manager will staff the project with Avaap or partner resources and guide their activities based on a mutually agreed upon project plan. The Engagement Manager will provide overall project status to key members of the City and Avaap management

Metric	Response
	teams and participate in internal review meetings to help ensure the project is meeting deadlines and mitigate any risk. **Solution Architects –** Solution Architects are responsible for providing cross-functional oversight to the Business Consultants to help manage configuration and design challenges. The Solution Architect will drive consistency, efficiency and focus on the Customer's objectives. Each Solution Architect maintains an overarching view of the functional aspects of the Customer's Workday deployment and provides senior guidance in the details of Workday. As well, each Solution Architect leverages lessons learned from other projects to facilitate the most effective and efficient approaches and techniques related to design, configuration, integration development, testing, data conversion, reporting, and complete alignment with Workday. **Business Consultant –** Responsible for working with the city to design business processes, gather functional and reporting requirements, and map your current data to Workday. The Business Consultant configures Workday according to the City's requirements and documents any areas where requirements are not met. They provide best practices to ensure the city is taking full advantage of the features/functions of the Workday solution. They support testing, data conversion, knowledge transfer, change. **Integration Consultant(s) –** Responsible for working with the Avaap Business Consultant and the City Business Analysts to gather and document integration requirements. The Integration Consultant supports the configuration and testing of Avaap packaged integrations and the development of the City's integrations as defined by the Statement of Work along with knowledge transfer.

Metric	Response
	Solution Center Consultants – Works supporting the Engagement Manager and Business Consultants to deliver specific tasks during the initial deployment of Workday. During the initial deployment, the Solution Center will be primarily responsible for converting Customer data into Workday based on the configuration and mapping done by the Avaap Business Consultant and the Customer Business Analysts, configuration of the tenant, security role setup, report development, organizational structure, and business process configuration. **Change Management Consultant -** Responsible for executing the various elements of the Change Management plan with the City's team. This role is a dedicated role that works closely with the City's team, the Engagement Manager, and the Functional Leads to coordinate with the organization on the elements derived from change. The three core responsibilities typically will include designing and executing specific plans for Communication, Knowledge Transfer, and Testing. Typically, the OCM Consultant will collaborate with the consulting team and the client project team to assess the areas impacted by the project, define the strategies that will be employed to mitigate the risks associated.
Office locations (City and State)	Columbus, OH; Baltimore, MD; Atlanta, GA, Edison, NJ; Los Angeles, CA
Total number of active clients	Private: Government: Avaap has more than 100 active clients, including 50+ Workday clients. Our Avaap Workday Business Unit has supported over 40 Workday clients over the past 12 months including: Salt Lake City (UT), City of Provo (UT), City of Olathe (KS), Baltimore City (MD), Baltimore City Police Department

Metric	Response
	(MD), County of Georgetown (TX), Mobile County (AL), Columbus Regional Airport Authority (OH), Memphis-Shelby County Airport (TN), Hinds County (MS), Sourcewell (MN) and more.
Total number of active Private Sector ERP clients	Since our inception, Avaap has served more than 300 clients on ERP implementation projects. While our main industries of focus are government and higher education, we have also completed ERP projects for many clients in the healthcare, manufacturing, retail, and energy industries. We currently have 20 active Workday clients in the private sector, from implementation through postproduction support services.
Total number of active Government Sector ERP clients	Avaap's Workday practice is dedicated to the public sector including: State/Local Government and Special Districts, Higher education, Nonprofit. Our Avaap Workday Business Unit has supported over **40 Workday clients** over the past 12 months including: Salt Lake City (UT), City of Provo (UT), City of Olathe (KS), Baltimore City (MD), Baltimore City Police Department (MD), City of Georgetown (TX), Mobile County (AL), Hinds County (MS), Columbus Regional Airport Authority (OH), Sourcewell (MN), Memphis-Shelby County Airport (TN), and more.
Total years offering proposed software systems	Avaap has been a Workday partner since 2015.
Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system	Municipality: County: Waukesha County, WI Other: University of Wisconsin, Carthage College
Total number of completed implementations of the proposed product and version	Avaap has had 17 Workday deployments over the past 12 months.
Total number of active government clients using the proposed product version	In the Workday multi-tenant model, all customers are on the exact same version of

Metric	Response
	the service. Maintenance and major feature updates are delivered to all customers at the same time.
Largest and smallest active government installation	Largest: Monroe County, NY (4,650 employees, 740,000 population) Smallest: Sourcewell (225 employees, 50,000 member agencies) Central Florida Expressway (98 employees)

Workday Table 1-02

Metric	Response
Name of Proposer:	Avaap
(Copy form and Complete if applicable for each) **Name of Partner/Third-Party Firm:**	Workday
Total number of employees	Workday employs approximately 20,400 people and continues at a rapid growth rate.
Type and number of employees committed to the product and support being proposed	Workday employs approximately 20,400 people. Workday is unique in that we have one solution to address our customers Core Financial and HCM needs and all Enterprise Cloud customers are on the same version. Additional breakdowns of the types of employees that support the proposed solution can be provided upon being shortlisted.
Office locations (City and State)	Workday has more than 50 office locations throughout the world including, the U.S., Canada, Europe, Africa, and Asia Pacific. Please click on the following link for a list of Workday's office locations: https://www.workday.com/en-us/company/about-workday/office-locations.htmlhttps://www.workday.com/en-us/company/contact-us.htmlhttps://www.workday.com/en-us/company/about-workday/office-locations.htmlhttps://www.workday.com/en-se/company/contact-us.htmlhttps://www.workday.com/en-us/company/about-workday/office-locations.html.

Metric	Response
Total number of active clients	Private: Private: 10,500 Government: 320+ Public Sector Customers Government:
Total number of active Private Sector ERP clients	Workday is used by more than 10,500 organizations around the world and across industries – from medium-sized businesses to more than 60% of the Fortune 500. Additional details can be provided upon request.
Total number of active Government Sector ERP clients	Workday has 320+ public sector customers using or deploying our ERP software.
Total years offering proposed software systems	Workday's first applications became available in November 2006. We have been offering the proposed systems for over 18 years.
Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system	Municipality: 2 County: 3 Other: 10 Higher Ed, 1 Special District
Total number of completed implementations of the proposed product and version	Workday serves more than 10,500 customers with more than 70% live. As a true multi-tenant solution, ALL customers are on the same version of Workday's core software.
Total number of active government clients using the proposed product version	Workday has 320+ public sector customers using or deploying Workday. As a true multi-tenant solution, ALL customers are kept current on the latest version of Workday.
Largest and smallest active government installation	Largest: Currently, Workday's largest customer is a city that has a population of 3.9 million people. To provide the name and additional information associated with this city, Workday requires special approval by the customer. Upon down selection, should the name be required, a request to the customer will be made.

Metric	Response
	Smallest: Currently, Workday's smallest customer is a city that has a population of 14,735 people. To provide the name and additional information associated with this city Workday requires special approval by the customer. Upon down selection, should the name be required, a request to the customer will be made.

Can/Am Table 1-02

Metric	Response
Name of Proposer:	
(Copy form and Complete if applicable for each) **Name of Partner/Third-Party Firm:**	Can/Am Technologies, Inc.
Total number of employees	38
Type and number of employees committed to the product and support being proposed	Product Development: 7 Implementations: 14 Client Support / Operations: 9 Management and Sales: 4 Finance / Admin: 4
Office locations (City and State)	Lakewood, CO Edmonton, Alberta Troutdale, OR Raleigh, NC
Total number of active clients	Private: Government: 77
Total number of active Private Sector ERP clients	0
Total number of active Government Sector ERP clients	77
Total years offering proposed software systems	19 years
Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system	Municipality: 0 County: 2 Other: 1 (CCITC)
Total number of completed implementations of the proposed product and version	47

Metric	Response
Total number of active government clients using the proposed product version	47
Largest and smallest active government installation	Largest: Santa Clara County: 1.9M population Smallest: City of San Luis Obispo, CA: 48,439 population

IV. Relevant Experience

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

As mentioned in the table above, Avaap primarily works with Government/Special Districts, Non-Profit, and Higher Education organizations. Our experience in those public sector industries has included the following Wisconsin clients:

- Waukesha County
- University of Wisconsin
- Carthage College

Waukesha County Workday project began in Spring of 2024 and is scheduled to go-live in Summer of 2025.

Workday experience in WI entities: CCITC (County of Marathon and City of Wausau), Waukesha County, Waupaca County and the City of Milwaukee are all currently using or in the process of deploying Workday to address their HCM and Financial needs on a single platform. Workday customers in higher education include the University of Wisconsin System, The Medical College of Wisconsin, Northeast Wisconsin Technical College, North Central Technical College, Fox Valley Technical College, St. Norbert College, Carthage College, and Madison Area Technical College using or in the process of deploying Workday.

Can/Am has three clients in Wisconsin, including Milwaukee County, Fond du Lac County, and City-County Information Technology Commission (CCITC), serving the City of Wausau and Marathon County.

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

Avaap has worked with a wide variety of public sector organizations of varying employee populations with similar scope to the City. These organizations include other cities, counties, higher education, and special districts. This includes the following municipalities:

- **Salt Lake City (UT)** - Led the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Peoria (AZ)** - Began in 2024 the deployment of the full suite of Workday ERP solutions, including organizational change management.

- **City of Olathe (KS)** - Led the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Provo, UT:** Led the deployment of Workday HCM/Payroll, providing ongoing Application Management Support and leading the deployment of new functionality (Workday Learning & Talent).
- **City of High Point (NC)** - Leading the deployment of the full suite of Workday ERP solutions, including ongoing support.
- **City of Lee's Summit (MO)** - Leading the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Santa Cruz (CA)** - Began in 2024 the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Carlsbad (CA)** - Negotiating contracts to lead the deployment of the full suite of Workday ERP solutions, including organizational change management.
- **City of Georgetown, TX**: Providing Application Management Support services and leading the deployment of Workday Learning and Inventory.

In many cases, failure to follow a proven methodology for deploying the software solution can create issues with the overall project. Avaap's deployment services and internal quality assurance process ensure that the methodology is followed, and that certain key issues are addressed during the project.

Workday is experiencing tremendous growth in the government market space. Many of our city government customers are receiving significant value from Workday products. Workday is involved on every government project, so we offer insight from many successful government deployments.

Can/Am focuses solely on state and local governments. We work with Cities and Counties throughout North America, adding new clients on a near-monthly basis.

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.

We believe our implementation of Workday at the City of Olathe, KS and the City of High Point, NC are both applicable to this proposed project based on the platform scope, our recommended deployment schedule, and similarities in deployment approach. We have included descriptions of these projects, including the information requested here, in the References section.

More state and local governments than ever before count on Workday to run their agencies. Today, more than 320 public sector organizations around the world use Workday, over 200 of those in the United States. In Wisconsin, CCITC (the City of Wausau and County of Marathon), Waukesha County, Waupaca County and the City of Milwaukee are all using, or in the process of deploying, Workday. See links below for a sampling of government success stories:

Clark County digitalizes operations to meet changing government needs.

https://www.workday.com/en-us/customer-stories/a-h/clark-county-digitizes-operations-meet-changing-government-needs.html

The City of Akron emerges strong with increased automation and security.

https://www.workday.com/en-us/customer-stories/a-h/city-of-akron-emerges-stronger-with-increased-automation.html

Tulsa County: Unified system frees up time and resources to better serve the public. https://www.workday.com/en-us/customer-stories/q-z/tulsa-county-unified-system-frees-up-time-resources.html

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?

What separates Avaap from other companies is we do not just say it – we live it. We care about our customers and employees, keeping everyone grounded and focused on not just being the best, but doing the right thing in our pursuit of winning outcomes. Avaap is powered by passionate people, and we strive to promote a culture of teamwork and collaboration that embraces diversity and harnesses the individual spirit. From back-office staff to developers, consultants, and senior leadership, we partner internally to solve challenges for our customers while promoting creativity and entrepreneurship in everything we do.

As the longest tenured Workday services partner focused primarily on local government, we bring the collective industry, product, and project management expertise to deliver value, and position the city for success.

Based on the requirements of this RFP and our experience serving state and local government organizations through their largest and most complex transformative projects, including Workday implementations, Avaap is positioned to deliver value to the city because of the following strengths:

Government expertise: We have been in your shoes. As the longest tenured public sector-focused Workday partner in the ecosystem, more than 65% of our consultants are former government employees. We are not just technology consultants but have a passion for public service and recognize the tremendous impact that technology can have on a government entity's ability to serve its constituents.

Dedicated, experienced and stable team: The City will be assigned a team of dedicated, highly experienced Workday certified resources. Our consultants have a more holistic understanding of the entire Workday journey including experience in both implementations and post-production support. In addition, as a result of our positive, employee-focused culture and steady growth, our consultant retention is one of the highest in the ecosystem. This means the city will enjoy working with a team of stable, experienced resources and will be more likely to meet/exceed designated project milestones.

Consultative Approach: At Avaap, we view ourselves as *strategic trusted advisors* who take a highly consultative approach with our customers. We are committed to sharing the best practices we have learned over the past 20 years working so the city can fully recognize its investment in the Workday platform and move to a state of *self-sufficiency*.

Strategic Customer Status: Continuing to build our public sector customer base is a strategic priority at Avaap. As a cultural, education and commercial center for the State of Wisconsin, Avaap recognizes the City's reputation and impact amongst its peers both locally and nationally. As such, the city will be prioritized as a

strategic customer at Avaap which includes executive leadership support from Avaap's CEO Steve Csuka and Workday Government Senior Client Partner, Charlie Miller. The city will not just be 'one among many' and will receive the personalized attention and high touch guidance it deserves to be successful.

Further, if you choose to work with us on this opportunity, you will have a team who has:

- **100% project success**
- **Completed ~30% of all government Workday complex projects**
- **Local government has been a focus at Avaap since the beginning of our company**

Avaap Differentiators - Proposed

ACCELERATE Wisconsin Program

This program offers value-added services that are typically beyond the traditional functional/technical consulting to deploy an ERP solution. While not required for you to be successful, we believe these services offer a unique opportunity for the city, and an opportunity to significantly increase the value of the Workday transformation to all Wisconsin municipalities. Our program combines Workday's best practices with lessons learned and accelerators developed because of Avaap's partnerships with state and local governments, specifically cities.

The Avaap Accelerate Wisconsin program includes three key components:

- City government specific driven innovations, partnerships, and best practice recommendations
- Programs and offerings designed to mitigate known project challenges on Public Sector Workday implementations.
- Avaap specific Wisconsin government accelerators

Proprietary Client-Side Resource Planning Tool (CRAFT)

Avaap has a custom-built proprietary resource planning tool to help organizations understand the true level of effort that would be required for each individual (personalized) team member based on their unique skill set(s), availability to balance their time between a Workday implementation and other day to day job responsibilities, their knowledge of the organization, and their autonomy to make project related decisions. This tool produces a resource by resource & week by week project of the anticipated number of hours required per week to implement Workday successfully on time, within scope, and within budget.

Ramp to (Day 1) Ready Program.

Avaap would be prepared to start the implementation as quickly as needed after signing the contract. Our Ramp to Ready program is designed to begin immediately after the contract award to help prepare the city for its implementation.

We believe that one of the key indicators of project success is thoughtful and intentional planning. To ensure the city is set up for a smooth and successful implementation, Avaap is proposing the following proprietary workshops free of consulting labor charges.

Workday Training Planning Workshop

To guide and assist on a recommended strategy for Workday Training. This will ensure that the key subject matter experts from the city are able to schedule and conduct Workday training relevant to their roles and responsibilities prior to the start of the Architect and Configure Stage.

Organizational Alignment and Scope Confirmation Workshops

Transformation is redefining your ways of working and will impact all aspects of your organization, driving a new experience for people, processes and technology resulting in breakthrough long-term value. Organizational Alignment and Modernization & Value Delivery are two of the most critical activities in ensuring the Client meets stakeholder expectations. The goal is to firmly define your new future and delivery scope, level set expectations, and refine an implementation plan that will ensure your success. This (estimated) 6-week process is NOT part of the standard Workday methodology and is unique to Avaap. We have incorporated these activities into our proprietary methodology to ensure that our customers understand what success looks like before we start any other implementation activities. Our approach is to drive transformation from organizational strategy down to functional and technical configuration to identify the project goals, success criteria, scope boundaries, and impacted stakeholders.

Organizational Alignment	Modernization & Value Delivery
• (Re)Defining the vision. • Success indicators and KPI's. • Communication and expectation setting. • Project overview and timeline. • Selecting the team members. • Governance and decision-making.	1. Q&A session for each functional area in scope. 2. Opportunity for the City to share current pain points and future state goals. 3. Opportunity for Avaap to share best practice examples and opportunities for discussion. 4. Scope alignment analysis and review discussion with City stakeholders.

Organizational Change Management and Training

Avaap is not just a Workday Implementation Partner, **we are a Transformation Partner**. We know that to achieve success you have to do more than just implement modern technology, you are changing behavior and providing your team with better tools to make decisions. There is a new way of working coming to the city and we want to partner with you to ensure that everyone impacted is ***Ready, Willing, and Able*** to make the change to Workday.

At Avaap we are experienced with public sector challenges – lean budgets, small teams, seniority, and long-term employees, bargaining units, manual processes, and the comfort of doing things the way we have always done them.

Avaap's Organizational Change Management service is essential for a successful change event involving widespread transformation, like the implementation of Workday. Our Change Approach combines key elements of change leadership and change management to ensure our clients are strategically and proactively engaging their people throughout the implementation process to minimize go-live performance disruption and secure goals and objectives as quickly as possible. Our Organization Change Consultant resources are Workday experienced to provide change strategy, planning, coaching, and training, tailored to your internal resource capability and bandwidth.

Sometimes we have to make assumptions. From your RFP we could not derive how you have handled change on past initiatives or how you are resourced to lead it for this implementation. We prefer to include what we consider **essential** to every successful deployment and through further discovery learn how Avaap can help you meet your goals. We also know that government clients often want more support from us, so we have outlined some additional options with our proposal. Change management services can be customized to your capability and capacity.

Avaap Differentiators - Optional

Client-Side Data Support Offering

Avaap will provide comprehensive, end-to-end data conversion support services where we will conduct all data transformation tasks required for the Workday conversion. The City will only be responsible for providing field mappings to your legacy system from Workday targets (provided by Avaap), providing access to the required raw data from your legacy system, data validations, and knowledge support as needed regarding the legacy system being converted. Avaap will implement data transformation workflows that take the data from the required raw data, transform the data into the required Workday target workbooks, and conduct standard data quality audits to assist with validations. These workflows will be developed using tools and processes that can be automated and are repeatable to ensure consistency and reduce errors for future conversion cycles. Additional details on our methodology for this are provided in Appendix D.

Avaap is the only Workday partner that offers this comprehensive data service.

Client-Side Testing Coordinator

Per the Workday standard methodology testing is fully owned by the client. In our experience this is where most projects encounter challenges that result in schedule adjustments, missed go-lives, and client resource burnout. To help the city avoid these known risks, we have included in our estimate a resource that will work with the City to help coordinate and direct key testing-related activities and tasks. Given our understanding of your resource constraints, we believe this is a critical success factor as it will provide the City with the capacity and expertise to effectively manage and execute your required assignments during the deployment.

Training Content Developer

Adding a Content Developer provides dedicated resources to support the build out of all end user training content as outlined below in the training approach and curriculum plan for self-service end user training (ESS and MSS). With this additional service we will support the client selection of trainers/facilitators and provide facilitation coaching for trainers. This service assumes clients have purchased the Workday Adoption Kit.

Seamless Transition Between Implementation and Post-Production Support

A client's ability to own and maintain the go-live functionality is a critical success factor. To achieve this objective, we believe it is important to work with clients to design and develop your postproduction support model early in the project. Go-live is just the beginning of our clients' Workday journeys. Our most successful clients recognize the value of making a long-term investment into the ongoing optimization of the Workday solution. This is no longer just a short-term support conversation. We partner with our clients to build out their long-term strategic roadmap and sustainment model that helps them maximize their investment in Workday. Avaap is a certified Workday **Application Management Services** (AMS) Partner and has been providing Workday optimization services since 2015. Working with Avaap can bring efficiency from your deployment to your post-production support with our consultants in both areas and their ability to communicate after go-live.

Workday for Government, Future-Proofing the City of Superior for Long-Term Success

The City of Superior is embarking on a **transformational initiative** to modernize its core business processes through the implementation of a new ERP system for HR, Payroll and Finance. The project aims to leverage innovative technology to enhance operational effectiveness, improve access to information, and streamline workflows across all departments. Given that this is a once-in-a-decade investment, **how can the city be sure it is selecting a solution that not only addresses current needs but also provides the flexibility and scalability to support future growth and technological advancements.** This is where Workday comes in.

Beyond Checking Boxes: Embracing Innovation and Adaptability

While most ERP systems can fulfill basic transactional requirements, **the city needs a solution that is flexible, user-friendly, and focused on delivering innovation that you can adapt at your own pace.** Workday was built on a true multi-tenant cloud first architecture with this very concept in mind. Our security-focused and one-to-many SaaS approach allows us to keep all Workday customers up to date with the latest technology, while giving customers the opportunity to roll out new features at their own pace.

Workday's innovative design directly addresses the City's key objectives, including:

Enhanced Operational Effectiveness:

- Workday's centralized data hub provides real-time visibility into critical information, empowering stakeholders with the insights they need to make informed decisions and streamline processes.
- Workday's unique business process framework is built into our platform and is configurable with clicks not coding. We deliver best practice configurations based on our experience with similar government customers that can be modified as needed to meet unique needs in your more complex departments.

Robust Reporting Capabilities:

- Leverage pre-built and customizable reports and dashboards to gain a comprehensive view of key metrics, identify trends, and measure performance against goals.
- No third party or external analytics tool is required. Built-in analytics allows you to easily surface information and drill down to the transactional level to make informed, data-driven decisions.

Flexible Chart of Accounts (COA) Structure:

- Workday adapts to your specific needs, allowing you to tailor the COA to reflect your organizational structure, track projects effectively, and accommodate future growth.

Interoperability with your Current and Future Supporting Systems

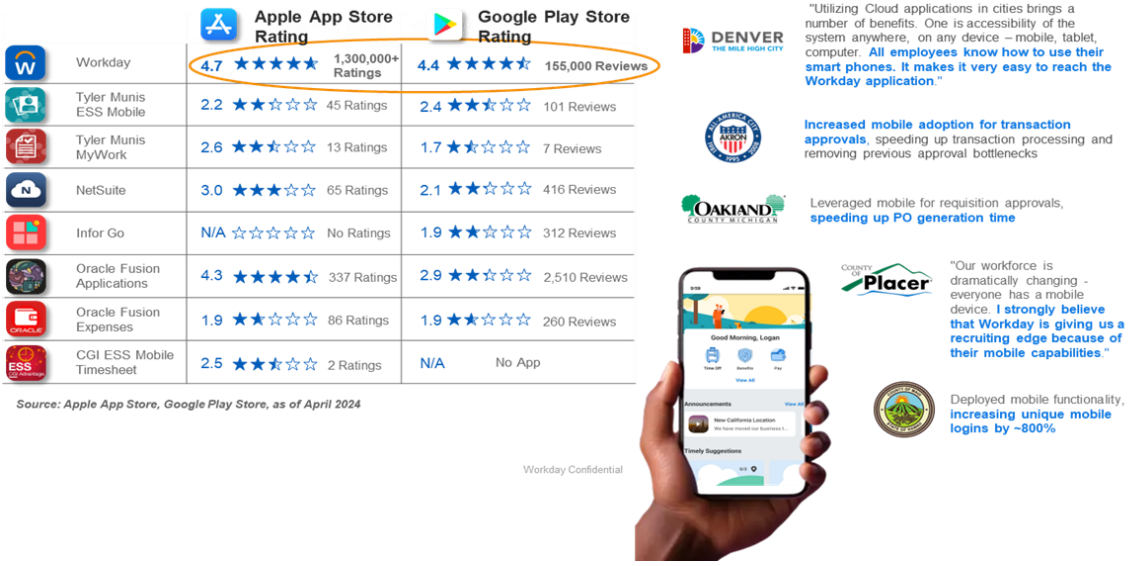
- Workday was built with interoperability in mind. Our powerful integration platform is part of the solution, providing various integration tools to connect with your existing and future systems.
- Additionally, our powerful analytics tool allows you to blend data from other systems with Workday data, creating a seamless reporting experience for end users.

Improved Project Budget and Grant Management

- Workday provides comprehensive project budget and grant management capabilities that can help the city better track and manage these important resources. Workday's project budget and grant management tools are integrated with the rest of the system, providing a holistic view of City finances.

User-Friendly Interface:

- Our intuitive interface, designed with the user in mind, requires minimal training and empowers users to easily navigate the system, access information, and complete tasks efficiently.
- Our cloud-first, mobile first design provides access for employees based on their role within the organization from anywhere on their phone or mobile device(s).



	Apple App Store Rating	Google Play Store Rating
Workday	4.7 ★★★★★ 1,300,000+ Ratings	4.4 ★★★★½ 155,000 Reviews
Tyler Munis ESS Mobile	2.2 ★★☆☆☆ 45 Ratings	2.4 ★★½☆☆ 101 Reviews
Tyler Munis MyWork	2.6 ★★½☆☆ 13 Ratings	1.7 ★★☆☆☆ 7 Reviews
NetSuite	3.0 ★★★☆☆ 65 Ratings	2.1 ★★☆☆☆ 416 Reviews
Infor Go	N/A ☆☆☆☆☆ No Ratings	1.9 ★★☆☆☆ 312 Reviews
Oracle Fusion Applications	4.3 ★★★★½ 337 Ratings	2.9 ★★☆☆☆ 2,510 Reviews
Oracle Fusion Expenses	1.9 ★★☆☆☆ 86 Ratings	1.9 ★★☆☆☆ 260 Reviews
CGI ESS Mobile Timesheet	2.5 ★★½☆☆ 2 Ratings	N/A No App

Source: Apple App Store, Google Play Store, as of April 2024

All "SaaS ERP cloud systems" are NOT equal.

Why is understanding the backbone of ERP cloud technology so important for the City of Superior? Many legacy ERP providers still leverage old technology built for deployment on servers that have been "lifted and shifted" to the cloud. This legacy single-tenant approach requires individualized efforts and added costs for customers to upgrade and stay current with the latest technology. More importantly, because these systems were not built for the cloud, they lack the agility and security of a true cloud-native platform.

Workday, on the other hand, was built from the ground up for the cloud. Our one-to-many SaaS approach delivers:

- **Effortless Upgrades:** Stay ahead of the curve with automatic, seamless updates, eliminating the need for costly and time-consuming individual upgrades.
- **Unified Security:** Benefit from a comprehensive, multi-layered security approach designed specifically for the cloud, safeguarding your sensitive data.
- **Seamless Integration of Emerging Technologies:** Workday's modern architecture seamlessly integrates modern technologies like AI and machine learning, future-proofing your investment.

Workday: A Proven Leader in AI-Powered solutions.

Workday recognized the potential of AI over a decade ago, embedding it into our platform to help automate routine tasks like resume parsing and journal anomaly detection. While AI has been around for some time, Generative AI made a big splash this year, causing many organizations and individuals to rethink how the next generation of technology will impact how society operates; and Workday is once again leading the way.

Last year, Workday introduced Illuminate, our next generation of AI that is purpose-built to move HR and Finance forward**. Unlike our competitors that are scrambling to build generative AI strategies, Workday is well ahead of the curve**, leveraging years of customer input and the cleanest set of data with over 70 million users and 800 million transactions on one version of our multi-tenant platform.

Leveraging generative AI in your ERP system might not be top of mind for the City of Superior for this project and that is okay! But like it or not, **technology is poised to change dramatically over the next few years, making it critical to understand the AI strategy of your next ERP vendor.** Workday has a clear, proven AI strategy that delivers tangible benefits today while preparing you for the future.

The Best of Both Worlds: Meeting Today's Needs, Embracing Tomorrow's Possibilities

Workday's proposal for the City of Superior **addresses your key requirements**, focusing on the value you expect from streamlining business processes, simplifying integrations, and gaining better insights. At the same time, Workday **offers a clear strategy to adopt the next generation of responsible AI at your own pace, when you are ready, without added costs**. Investing in a vendor that lacks a forward-thinking approach, and the right technology will leave you unprepared for the future, forcing costly upgrades or a sooner-than-expected ERP replacement.

Ready to learn more about Workday's responsible AI approach? Visit: Responsible AI: Ensuring Trust and Leadership in Innovation | Workday US

Can/Am has become the leading cashiering company in local government for a myriad of reasons, including our latest technology, being a hosted solution, an incredible feature set, reporting, detailed reconciliation process, 100% client retention, configurability of the system, and integration capabilities (integrated with 80+ companies and continuously adding new ones).

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?	Avaap will complete the implementation of Workday.
Has or will any portion of the proposed work be completed by subcontractors or contract employees?	We are not proposing any subcontractor work for this project.
This below portion of the table is to be copied and filled out for each proposed subcontractor.	
Name of subcontractor and address	
Summary of Service and estimated percentage of Work the subcontractor will be providing.	
Reasons for subcontracting	
Experience	
Detailed subcontractor responsibilities	
Previous history of projects using the named subcontractor	
Any additional relevant information	

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	Avaap	Ken Hayner	Account Executive	207-650-3020	ken.hayner@avaap.com
Proposer	Workday	Jodi Rinzel	Account Executive	414-477-8252	jodi.rinzel@workday.com
Partner/ Third-party software provider	Timeclock Plus and Aladtec	Will Ruemmele	Aladtec Account Executive	325-657-6278	wruemmele@tcpsoftware.com
Partner/ Third-party software provider	Can/Am Technologies (Teller)	Jim Blair	Director of Sales	919-346-4090	jimblair@canamtechnologies.com

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

X

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
Addendum 1	3/25/25
Addendum 2	3/27/25

TAB 2 SOFTWARE SOLUTION

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.

Workday Core Financial Management

Workday Core Financial Management delivers a complete range of finance and accounting capabilities with real-time insight and always-on audit features, delivering the capabilities of a traditional general ledger through an innovative approach that captures and stores rich business event dimensionality. This innovative approach allows organizations to streamline their chart of accounts, reduce time to close, and draw more actionable and in-the-moment analytics—with reporting that goes beyond traditional financial statements and delivers insight across operational dimensions. And with embedded AI, Workday continuously interrogates journals as they are created to look for anomalies and recommend corrections, driving a more accurate and confident close.

By capturing and storing richly described business events, Workday delivers the capabilities of a traditional general ledger without the limitations of rigid code-block structure. Workday can model multiple legal entities or business units to easily complete transactions within the organization. It seamlessly handles other key capabilities such as allocations, journal processing, budgets, and consolidations.

Audit and Internal Controls: The world is constantly changing, and as a result, organizations need better solutions to manage and oversee their internal audits and controls to ensure they are adhering to the ever-evolving regulatory landscape. With Workday's "always-on audit approach" you can proactively set guardrails in place to accommodate operational requirements while supporting local regulations around the world, increasing process visibility, and reducing overall risk. We achieve this by electronically documenting change as it happens, creating undefeatable electronic evidence that provides auditors with the information they need to review the controls in place.

Workday Financial Reporting and Analysis: Workday provides your organization with unprecedented insight into your financial performance. With real-time accounting and reporting you can view consolidated results, provide timely management insight, and proactively adjust at any time. Instant access to the transaction-level data allows you to immediately understand the context of results. The information includes drillable detail for analysis and the ability to take direct action from reports. Workday Financial Reporting and Analytics equips the finance team with essential information and powerful tools to generate and share reports and dashboards, as well as conduct ad hoc analysis to meet business needs.

Budgeting

Workday Adaptive Planning

Workday Adaptive Planning provides budgeting, forecasting, reporting, and analytics for organizations of all sizes, with industry-leading usability and the security, scalability, and flexibility required for complex planning and budget analysis. We help people do their best work and help teams operate with agility.

Recognizing that the best plans involve the people closest to the day-to-day operations, we built a powerful planning technology platform so you and your colleagues can gain deep insights, make more timely decisions, and manage more efficiently with solid, integrated plans. We enable complex financial models without the burden of managing legacy on-premises systems or massive spreadsheets. And we save budget and finance teams the mind-numbing, error-prone task of manually consolidating data that they experience with tools such as Excel.

Streamlined Planning & Consolidation: To enable customers to effectively manage performance with data-driven insights, Workday offers a unified solution for efficiently managing the group close and consolidation process so you can plan on accurate and up to date corporate wide data.

Close and consolidate with confidence by automating critical close and consolidation tasks in compliance with international accounting standards. And with quick access to reports you can trust, you gain an accurate, real-time picture of your business.

Bring all your data into a unified system. Pre-built integrations simplify data gathering and mapping across general ledgers, helping you easily maintain a unified source of truth.

Increased confidence and visibility into the close. Gain greater visibility into your close process with dashboards and checklists that help you monitor progress.

Consolidate efficiently and accurately. Configurable, automated consolidation tasks like translations and eliminations enable continuous anomaly detection and real-time reporting.

Easily handle complex ownership scenarios. Automated tasks let you to easily manage ownership rules for your business, like investment in subsidiaries, noncontrolling interest activity, and equity pickup to ensure accuracy as your business needs evolve.

Gain continuous insight into your financial results. Real-time, consolidated financial statements in functional and reporting currencies give you an accurate, up-to-date picture of your business.

Ensure compliance and control. Always-on audit capabilities self-document everything in Workday as it happens, ensuring transparency throughout the consolidation process.

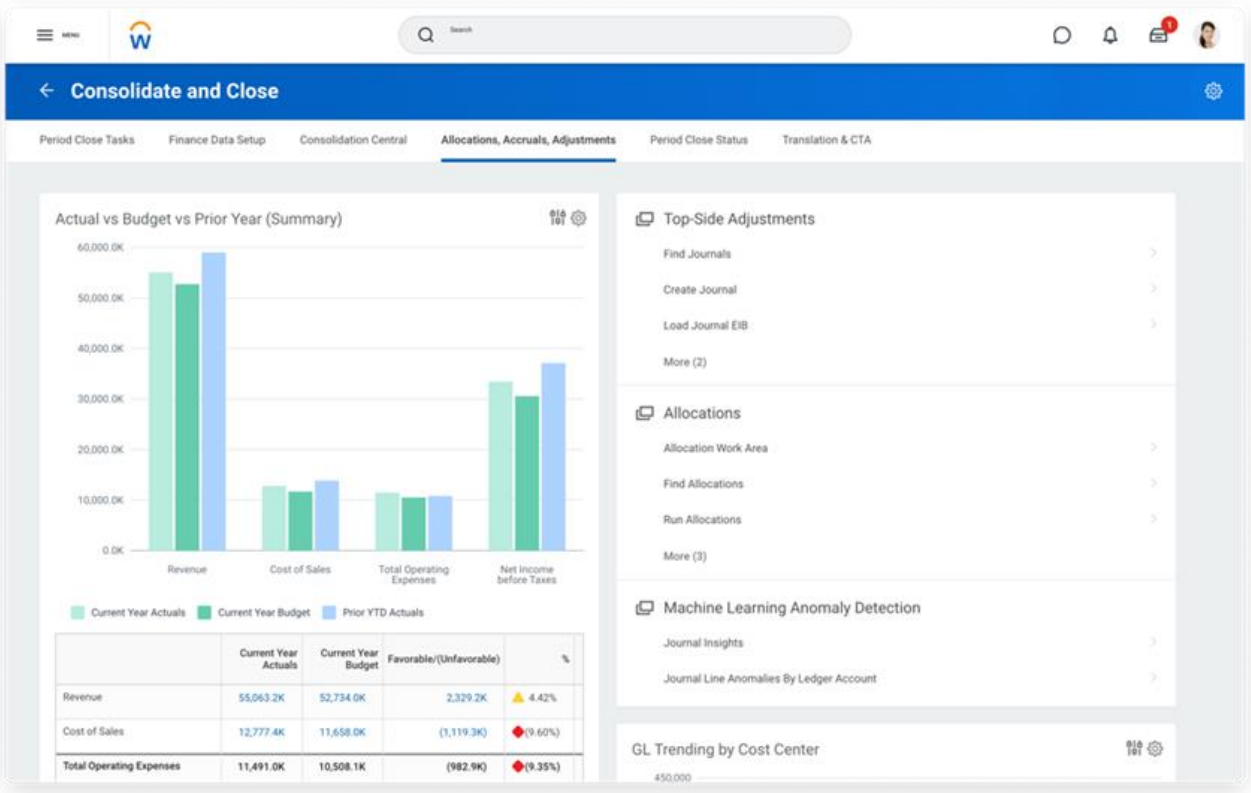


Figure 2.1: Workday Planning and Consolidation

Purchasing, Bid, and Contract Management

Workday Procurement

Workday Procurement is a modern, user-friendly enterprise solution that is unified with the suite of Workday products to support the unique requirements of indirect procurement. With powerful embedded reporting and analytics based on real-time data, Workday Procurement provides visibility across the entire procure-to-pay (P2P) process to help purchasing departments strategically manage costs, minimize out-of-policy spend, and optimize purchasing power.

Streamlined P2P Process: From the requisition process through payment, Workday supports and manages the information, policies, and processes relating to the acquisition of goods and services for your organization.

Access information seamlessly for your suppliers, supplier contracts, and supplier catalogs stored in one place.

Establish consistency with a comprehensive system that manages your full procure to pay process.

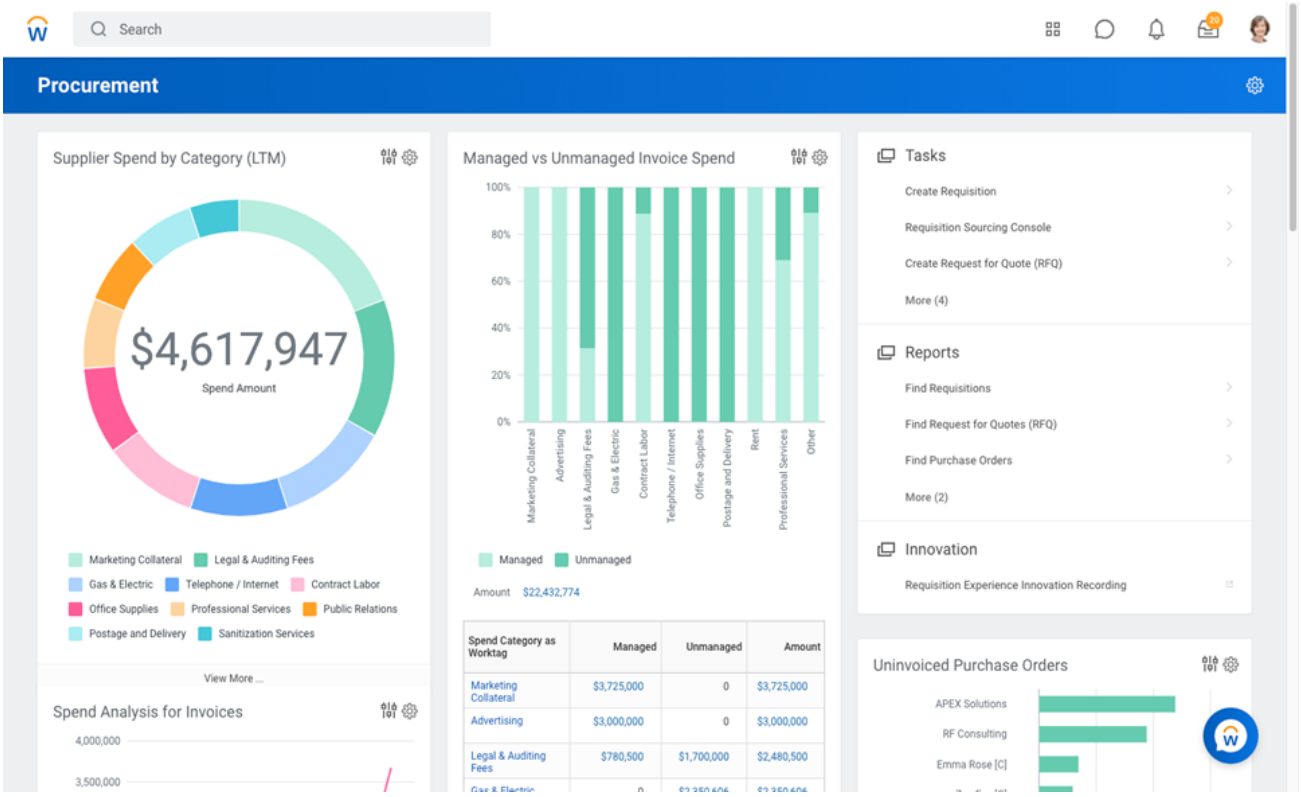
Visibility and actionable cards in a central hub for buyers to manage their day-to-day activities as well as get meaningful insight into status and areas of concern.

Simplify processes, reduce cycle timelines, and improve data integrity with intelligent optical character recognition to automatically turn an invoice (in an email attachment) into a digital record in the procure-to-pay process.

Unified Solution: Workday Procurement is unified with Workday Financial Management and Workday HCM so that your organization can rely on a real-time, single source of truth.

Leverage consistency across your data, security policies, processes for even greater efficiency and control.

Utilize a common item master when used together with Workday Inventory, and gain visibility into the entire materials management process.



Self-Service Supplier Management: Extend the Workday experience to your suppliers through the supplier portal, which allows them to maintain their personal data and specify their goods and services. Suppliers can also view their purchase orders (POs), view and load catalogs, view and respond to requests for quotes (RFQs), and view and create invoices from POs. This allows you to automate invoice processing and payments while improving supplier maintenance.

Supplier Punchout: Connect to the supplier website or network of your choice to access a broad, open community of suppliers. Select the items you would like to purchase and add them to your shopping cart to create a requisition from the punchout session. You can select from preconfigured punchout suppliers in Workday or use the supplier network punchout connector to access other suppliers who support the punchout standard, allowing you to access and procure goods from multiple catalogs.

Supplier Contracts: Use your company procurement policies to enforce contractual agreements with preferred suppliers. With Workday, you can configure business processes within your procurement practice to validate against pricing thresholds, and automatically generate invoices and POs from a contract or installment schedule. Combine these capabilities with powerful analytics on contractual spend to realize better control and standardization.

Workday Strategic Sourcing - Bid and Contract Management

Workday Strategic Sourcing offers everything your organization needs to make sourcing a streamlined, strategic endeavor. Here are the key capabilities you can take advantage of to make a more positive impact with your operations:

Figure 2.2: Workday Strategic Sourcing – Source to Contracts

Accounts Payable

Accounts Payable (Included in Workday Core Financial Management)

Workday enables organizations to optimize their payments process, from using AI to scan, draft, and code invoices, to rapidly routing for review and approval, giving AP teams time back to focus on analysis with real-time reports dashboards and KPIs and drive down Days Payable Outstanding (DPO).

Supplier Management: Manage all critical supplier information in Workday to ensure compliance and accelerate procurement transactions with vendors.

Create and manage suppliers with multiple remit-to addresses, email addresses and settlement bank accounts.

Automate worktag recommendation with Supplier Invoice Spend Category Recommendations powered by machine learning.

Establish payment terms for suppliers to procure goods and services.

Restrict suppliers available for selection on transactions based on selected organization or organization's hierarchies associated with the supplier.

Create supplier catalogs, load catalog items, and route the catalog load request for review and approval.

Configure accounting rules to assign the payables control account based upon the supplier category.

Assign a default or accepted list of currencies for each supplier set up in Workday.

Create external supplier sites where prospective suppliers can self-register and provide information on the goods and services they provide.

Invoicing: Improve your accounts payable workflow through efficient invoice processing, allowing you to reduce cycle times and cost.

Create PO and non-PO supplier invoices.

Create supplier invoice adjustments to increase or decrease the amount due to a supplier.

Use OCR to ingest supplier invoices via multiple methods such as email, EDI, XML, APIs, and submission via a supplier portal.

Determine variances between supplier invoices and related business documents with 2 and 3-way matching.

Check the validity of supplier VAT numbers in Workday as a standalone process.

Set up national account invoicing for a supplier to invoice many different suppliers.

Use the Enterprise Interface Builder (EIB) to add new supplier invoices or updating existing supplier invoices in Workday from a spreadsheet.

Remit supplier invoices and payments to the different addresses, email addresses, and settlement bank accounts specified on remit-to connections.

Accounts Receivable, General Billing, and Miscellaneous Cash Receipts

Accounts Receivable (Included in Workday Core Financial Management)

With Workday, you can gain a 360-degree, cross-functional view of your customers, enabling you to take care of the entire revenue lifecycle. You can integrate with any CRM system and configure contract management, billing schedules, and revenue recognition to help you manage your operations while maintaining customer satisfaction.

Workday's accounts receivable (AR) functionality helps users manage customer payments, send invoices, and track collections. Workday's AR tools can also help users prioritize customers and automate processes.

Features

Send invoices: Create and send invoices electronically.

Manage collections: Use a dashboard to manage collections and prioritize customers.

Schedule communications: Schedule and send customer communications.

Cash application: Perform cash application.

Automation: Use machine learning tools to automate finance-related processes.

Reporting: Review payments, outstanding receivables, and customer credit in a reporting module.

Project Accounting and Grant Management

Workday Projects

With Workday Projects, you can plan, staff, track, manage, and analyze projects and talent pools to optimize efficiency and profitability. Whether those projects are internal non-billable initiatives or external billable services, Workday's agile and robust system helps you to achieve your key goals.

Unified with Workday HCM

Use data from Workday HCM to staff contingent or full-time talent based on skills, competencies, job profile, past project performance, interests, fees and more.

Enable superior portfolio and project planning with demand forecasting and utilization reports.

Find the right talent for your project at the right time—with full visibility into worker skills and availability.

Arm recruiters, resource managers, and project managers with a single source of the truth in the cloud, including mobile project management, time and expense tracking, and approvals.

Empower your people to grow and succeed in the knowledge-based economy through Workday Learning, our on-demand, personalized learning management solution.

Improve the retention and progression of your high-potential employees with Workday career and development planning.

Predictive Talent Insights

As consultants complete projects, track skill acquisition to improve staffing decisions and reduce attrition.

Minimize ongoing recruiting and onboarding costs by retaining and promoting your organization's best and brightest talent.

Harness big data and machine learning to predict overall workforce attrition and identify high performers at risk.

Take specific actions recommended by Workday to retain your key staff resources.

Project Management

Quickly and easily access all your projects through a Project Manager Hub, where key information is surfaced.

Billing Exceptions table in the Project Manager Hub displays billable project transactions that are not ready to be billed, surfacing a contract rate change that has not been applied to the time transaction or have no billable rate.

Integrate to a CRM system to leverage external resource demand data and inform the planning and staffing of work with the upcoming Workday Services CPQ (Generally Available in Early 2025).

Allow for the creation of opportunity projects for staffing plan and financial forecasts. Support easy conversion of opportunity projects to sold projects.

Enable project managers to forecast demand, create project budgets and plan work with resource pools, work plans and project hierarchies.

Establish a work plan with phases, tasks, milestones, status, and risks to track project progress from any device at any time.

Enable the customization of project plan task name while maintaining the ability to report across projects at the portfolio and organization levels.

Enable users to quickly and easily update and synchronize project dates across project plan tasks, task resources, resource forecast lines, and resource plan lines.

Packaged Integration with Microsoft Project: With a few clicks, you can synchronize data (such as task dates and percent complete information on the project plan) between Workday Projects with Microsoft Project to allow for the execution and alignment of more granular project management.

Simplify projects creation and strengthen standardization, control and compliance through built-in and customizable templates covering projects, project plans and resource plans.

Simplify the project management experience with the use of Workday Assistant. Users can interact using natural language natively in Workday or through Workspaces such as Slack or Microsoft Teams to easily pull project information. This is especially beneficial to the infrequent user.

Project Financials

Align projects with your talent portfolio, operational needs, and organization's strategic goals.

Provide flexible project labor costing, including multiple organizations in a single rate sheet and budget/forecast by worker and by role.

Support project labor budgeting by hours and by amount.

Support resource forecast at daily, weekly, and monthly level.

Enable web service to create project budget.

Support fixed fee and ratable revenue methods for project budgeting.

Allow for scheduling of mass update of project budget and forecast as actuals are reported.

Facilitate easy reporting differentiation between budget and forecast as forecasts refresh periodically.

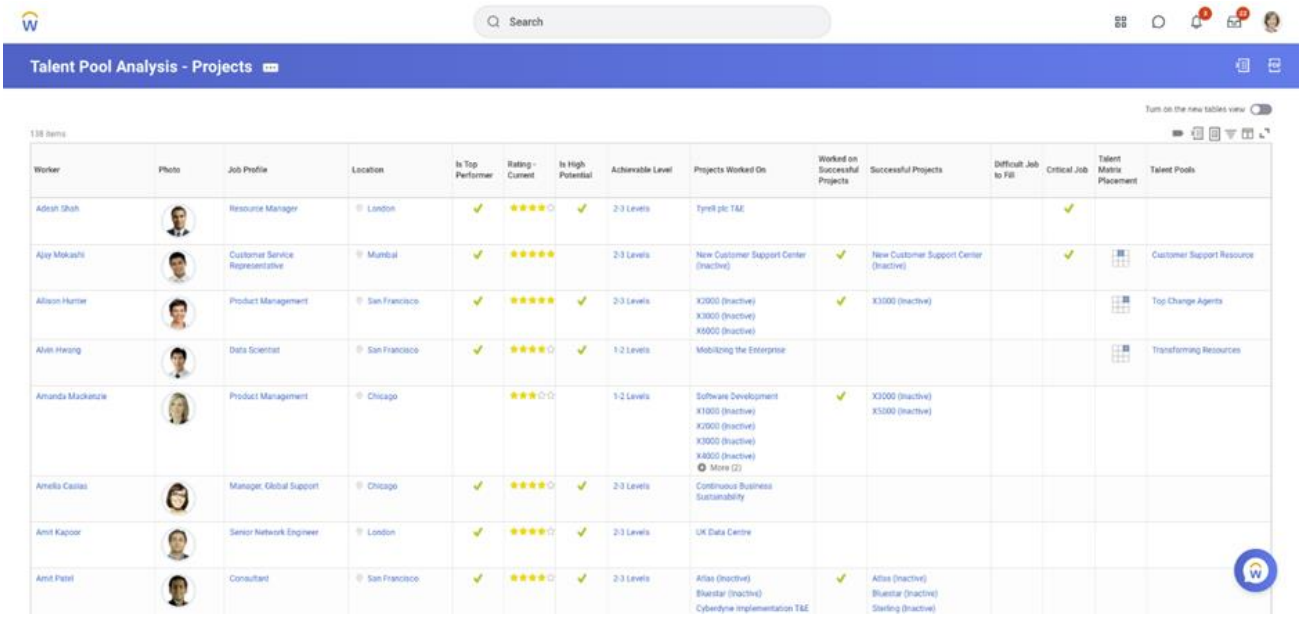
Enable customized and granular project resource forecasts at the project, task level daily and detailed allocation of worker availability including project breakdown.

Allow for scheduling and automatic update of project budget and forecasts as actuals are reported.

Enable dynamic and scalable resource forecast and project budgeting by leveraging Workday Worksheet's Excel-like functionalities.

Resource Management

Define roles, view worker availability and performance, shop for talent inside or outside your organization and put the right people on the right projects.



Get a holistic view of your staffing needs with a centralized resource management dashboard so you can act quickly and easily.

Utilize Workday Career Hub to match employees with the right skills to fill vacant roles on projects by utilizing Workday Talent Marketplace

Allow resource managers to create tailored pools of talents so that they can manage those pools in scale.

Support flexible search of project workers based on various facets and easily assign resources to project.

View staff availability including project allocation, time off, pending assignments, holidays, and leave.

Leverage Workday Skills Cloud ontology to select related and similar skills that are recommended by machine learning in project staffing (e.g., when one enters Java programming skill, machine learning will prompt Python, C++ as they are related skill sets from which to choose).

Quickly compare workers for a project by experience, qualifications, location, performance, and costing rate, etc.

Staff teams with available, qualified workers, and account for workers on PTO, leave of absence, or assigned to another project.

Stay on top of project budget and resource needs with weekly project-level resource forecasts, with full visibility into Total Forecasted Hours, Estimate at Completion (EAC) and Estimate to Complete (ETC).

Utilize employee profiles from Workday HCM to staff projects based on internal or contingent worker skill inventories, competencies, past project performance, and more.

Improve resource utilization and staffing flexibility by designating a resource as hard-or soft-booked, committed, or prospective.

Allow consultants self-service access to update their resource forecasts so that resource managers can get better insights on the latest progress.

Assign tasks and perform resource forecasting without specific resource assignments, providing increased flexibility in planning projects.

Automatically add resources into resource forecast and resource plan when new people are assigned to a project.

Support for use cases in which "multiple workers are on the same task" and utilize memo field to capture relevant info in resource plan lines.

Create resource forecast by estimated hours and by percent allocation.

Easily link unstaffed job openings to job requisitions for external fulfillment.

Unification with Time Tracking and Expense Management

Equip your workforce with time tracking and expense entry capabilities on the go.

Provide anytime, anywhere access to mobile timesheets and expense reports, enabling a faster, more efficient reimbursement cycle.

Easily add worker time to projects, incorporating project attributes such as location and customer

Indicate billable and non-billable time.

Automatically route project time to the right approver(s) including multiple project and staff managers.

Allows project managers to transfer time booked from project A to project B and reclassify project time from billable to non-billable or vice versa.

Allow resource managers to review and approve timesheets.

Automatically incorporate entered time to calculate utilization, project actuals and billing.

Use Workday Expenses to capture employee expenses and Procurement to track Purchase orders and Supplier Invoices related to a project.

View total current spend against planned budget as projects and work progress.

Ensure workers are shown only the tasks for which they are eligible and automatically validate project role for time entry to prevent the same worker from having the same project role on two different resource plan lines when there is a date overlap and standard cost rate overrides are different value.

Allow for sending invoices with related receipts attached to help recipients understand the billing more easily.

Support the ability to read receipt images and populate expenses with key data using a mobile device.

Allow submission of expense reports with a negative reimbursable amount due to personal transactions on corporate liability credit cards and recover employee receivable amounts.

Enable expense item attributes for merchant location.

Allow selection and submission of per diem expense items (inclusive of travel journal lines) when creating expense reports on mobile devices.

Support the processing and delivery of custom outbound corporate credit card remittance files through the secure PCI environment for Workday customers using MasterCard, Visa, or AMEX unmasked/unscrubbed packaged integrations for Expense credit cards.

Support spend integration through webservice, including supplier invoice, expenses, and miscellaneous.

Workday Grants Management

Grants are an important funding source for many organizations. At the same time, organizations that provide grants—whether they are government agencies or non-profit institutions—are placing more scrutiny on the use of these funds as well as demanding greater transparency. In this environment, fully featured grants management solutions are vital to an organization's fiscal well-being.

Built with our strategic design partners in education and government, Workday Grants Management can handle administration requirements for a range of organizations. Unified with Workday HCM, Payroll, and Financial Management, Workday Grants Management reduces the number of manual hand-offs and integration points to improve accuracy, visibility, and compliance. The application provides a central location for submitted proposals, award budgets and contracts, automated post-award processing, and effort certification compliance. With Workday Grants Management, organizations can:

Manage and capture grant-related expenditures.

Record and assign tasks (e.g., contractual deliverables) to individuals and report on the status of those tasks, including tasks that are part of the close-out checklist.

Determine facilities and administration costs with a robust, configurable calculation engine.

Perform accounting related to grant activity, including revenue recognition and associated journal entries.

Ensure balanced accounting for awards spanning major business units across an organization, such as engineering or medical schools at a higher education institution, or transportation or public safety departments within state and local governments.

Bill sponsors/grantors based on the unique requirements of a particular award. Supported billing scenarios include cost reimbursable billing, installment and milestone billing, automatic consumption of prepayments, sponsor retention, separate billing for portions of an award, and custom invoice numbering per award.

Draw for letters of credit and automatically apply sponsor payments to invoices.

Easily organize and locate attachments related to awards using defined categories.

Link multiple proposals to an award—both initial and follow-on proposals—and report on those relationships.

Define customized errors and warnings to prevent incorrect spending, commitments, and payroll costing allocations and to enforce sponsor/grantor restrictions on types of expenditures that are disallowed for an award.

Certify effort of principal investigators/program managers and other key personnel working on a grant.

Apply the salary cap limitations required for National Institutes of Health awards automatically.

Capital Assets

Fixed Asset Management

Workday combines the traditionally separate domains of fixed assets and inventory with the ability to manage high-value, low-cost items such as mobile phones and security badges. The key to asset management is the separation of asset accounting from asset tracking when needed. By separating the accounting and tracking processes and decisions, it allows all business assets to be accounted for according to accounting rules and tracked according to use. Organizations can track and manage assets throughout their entire physical and accounting lifecycle and have complete visibility into the entire history of an asset, from procurement to disposal. Support for multiple depreciation schedules enables reporting across different accounting standards and facilitates compliance.

Workday Inventory (Quoted as optional)

Workday Inventory is a true cloud product that addresses the internal inventory management needs of today's organizations. Workday Inventory brings a fresh approach to traditional internal materials management with a modern user experience, flexible framework, and mobile accessibility to provide users with the ability to perform several transactions, whether on the floor or on the go. When used with Workday Procurement, it provides visibility across your internal supply chain to decrease costs, optimize stock levels and support growth initiatives.

Human Resources, Personnel Management, and Employee Relations

Workday Human Resource Management

As one secure and adaptable foundation, Workday Human Resource Management is designed to address the challenges you face today and prepare your organization and your people for whatever the future brings. As industries, circumstances, and requirements change, the application evolves to help your organization adapt with ease. Workday empowers HR leaders to lead the charge in the changing world of work.

Core HCM Functionality: As the intensity of workforce and skill shortages intensifies, Workday Core Human Capital Management (HCM) supports organizations in re-defining the world of work. As a secure and adaptable foundation, Workday HCM is designed to address the challenges your organization faces today and to prepare your business and your people for whatever the future brings, empowering them to re-invent work for long-term success, with a focus on people success and productivity. Workday HCM supports organizations with key capabilities including:

Flexible Staffing Management: Workday core human resources features begin with establishing and managing staffing at any level in the organization. Workday HCM manages open positions using position, headcount or job management and manages the transition of any worker from applicant to employee or contingent worker. Workday provides the flexibility to define an organization's staffing approach for individual divisions, units, or the entire organization, including:

a. **Position Management:** Hiring managers fill only specific approved positions. Compensation packages may optionally be assigned to unfilled positions.
b. **Job Management:** Hiring managers hire as they see fit with no specific target, subject only to the hiring guidelines defined for the organization.

Comprehensive Worker Profile: With Workday, organizations can track more than basic worker information. Shifting from a system of record for workforce management to a system of capabilities, Workday enables organizations to track key worker information including skills, worker experience, education, languages, certifications, training, achievements, professional affiliations, job history, internal projects, and more. Armed with a complete picture of your workforce capabilities, your organization is empowered to make strategic decisions to support the changing world.

Foundational Skills Management: When it comes to tracking workforce capabilities for your organization, Workday provides a business-centric approach to skills management with Workday Skills Cloud, the world's most open skills intelligence foundation. Built into the underlying framework of Workday Human Capital Management, Workday Skills Cloud leverages artificial intelligence and machine learning to maintain this growing list of skills and map how closely skills are related to each other. Workday Skills Cloud also includes features such as: a skills ontology in 16 languages; skills contextualization for ML-based with skill suggestions, inference, and skill levels to measure a worker's skill proficiency; skills interoperability to connect third-party skill data from external sources and across multiple applications; and skill-level reporting to measure skill gaps and opportunities for talent mobility. Workday Skills Cloud is leveraged across many Workday applications such as Workday Recruiting, Workday Learning, Workday Talent Optimization, Advanced Compensation, Projects, and Workday People Analytics to deliver insights and experiences that enable organizations to deliver on a skills-based people strategy.

Workday Skills Cloud gives workers the ability to not only track their skills but also provides an enhanced search experience to streamline skills reporting and updates throughout the worker lifecycle. Organizations armed with analytics and insights can highlight top skills, perform gap analysis, and empower leaders to help develop internal talent, or focus recruitment efforts externally. Machine learning functionality in skills cloud can help identify workers with best-match skills as well as recommend candidates, enabling organizations to meet crucial hiring initiatives.

Seamless Onboarding and Cross-boarding Experiences: Onboarding helps organizations set the first impression of their organization. Provide workers with the world-class experience they expect by extending a warm welcome to new and pre-hires, connecting them with managers and co-workers, and providing them with the information they seek in a familiar interface. Organizations can reduce administration effort and costs by streamlining and automating the tasks and to do's while also helping new workers quickly feel at home at your organization. The automation of new-hire business processes, forms management, and checklists ensure greater first day worker productivity, improved HR productivity, and greater visibility into the transitioning of new hires. Extend the same welcoming experience to your workforce during times of transition such as returning to the workplace, job changes or promotions to ensure an engaging experience while helping set the worker up for success in their return or new role.

Configurable Business Process Framework: The business process framework allows you to easily configure, copy, and change process flows, consider conditional logic, or embed information throughout the process. All of this happens without IT or consulting resources, so you do not have to deal with the delays and costs that are typical of process changes.

Innovative Security Methodology: Security is a core part of what makes Workday HCM flexible and easy to use. Secure data rather than fields. Set up security once and it governs the data across all Workday HCM no matter how it is accessed—via browser or mobile app.

Workday AI: Only Workday AI helps HR leaders and employees feel more human, more intelligent, more skilled, and more valued at work. We achieve this by embedding AI into the very core of our platform, enabling our applications to natively leverage AI as part of the workflow. Our approach delivers true business adaptability for a changing world. Innovative organizations are already using Workday AI technology to help readers, managers and employees tap into higher level skills and amplify their potential for business success and feeling human at work.

Mobile First Design: Meet your workforce where they are with a mobile-first design approach with Workday, fostering straightforward, relevant interactions. A single application provides access to all Workday HCM where it is always in sync, so changes made on the mobile app instantly appear in the browser version and vice versa. This makes it possible to move between mobile and desktop, meeting your workers anytime, anywhere.

Native Reporting, Analytics, and Dashboards: Reporting and analytics are native to Workday HCM and inherit the security configurations you set up around data. Reports, dashboards, and scorecards are easy to configure, change, update, and publish. And because transactional and analytical data are in the same system, you can drill into data and act on it from anywhere within Workday HCM. Removing the separation between transactions and analytics means that you can manage your organization fluidly, in real time, and with full confidence in data integrity.

Workday Core Reporting and Analytics: Workday's native reporting and analytics capabilities enable you to take control of your data and make confident business decisions. Over 5,000 customers rely on Workday Core Reporting and Analytics because it is built for scale, supporting over 18.8 million monthly active users and over 4 billion monthly report executions. Instead of jumping back and forth between HR systems and analytics tools you are able to analyze real-time data in the same place you manage your people and money. This ensures insights are secure, accessible, and easy to share across your organization. Workday's flexible, consistent security model enables you to give your people self-service access to analytics at scale without compromising the security of sensitive information.

Double Down on Diversity and Inclusion Metrics: As organizations work to gain a better understanding of the demographics of their workforce along with trends in hiring, promotion, leadership, belonging and attrition for different populations, Workday is doubling down on the analytics around inclusion, belonging and equity. At Workday we think about diversity and belonging with a focus on VIBE™: Value Inclusion, Belonging, and Equity for all. Workday's VIBE Central™, part of Core HCM reporting capabilities, serves as a hub for all delivered diversity and inclusion-related data in one centralized place in Workday Human Capital Management (HCM), enabling organizations to set goals and then monitor progress against those goals. Organizations can assess, measure, and manage diversity and inclusion by the dimensions of their choice (nationality, age, gender, etc.).

Organization Management: Workday provides unlimited dynamic, agile organizations that can be configured to reflect multiple organizational structures simultaneously. The organization management capabilities in Workday are designed to help organizations model business changes, act on data-driven insights, and adjust to evolving market conditions. We combine org management, visualizations, and modeling with the seamless ability to execute in a single solution, empowering your organization with agility in the face of change.

Workday Organizational Management capabilities enable customers to:

Manage Organization Structures: Build your organization structures to reflect the way you do business and view organizations as a dynamic organization chart. Workday provides the flexibility to design supervisory structures, cost center, geographic hierarchies, and custom or matrix organizations.

Model Reorganization Options: Visualize, plan, and execute reorganization transactions in a matter of minutes versus weeks. Leveraging the single source of data in workday, Org Studio provides an intuitive drag-and-drop interface that can use live or future-dated data to collaborate around org scenarios and view associated metrics. Customers can configure their own reports or use the Workday delivered reports to compare current and proposed org modeling changes. Delivered reports include Organization Headcount and Management Summary for Org Design and Organization Age Band Summary for Org Design. Enabled by our powerful security framework, auditing and business process, changes can be routed for approval then enacted. In addition, with the use of effective dating and organization management capabilities, you can quickly move workers or combine, divide, or deactivate organizations.

Organizational Reporting: Report on organizations by creating and running reports using organizational parameters such as cost center, region, or custom reporting structures. Also view any key metrics such as headcount or span of control in your org chart to see deep insight in context of the organization. Leverage effective dating to view historical or future organizational structures with ease. Easily export your organization charts to PDF or Microsoft PowerPoint with pictures and metrics.

Workday Employee and Manager Self-Service: Workday offers an intuitive user experience that promotes employee engagement. With all functionalities built in a unified platform, employees, managers, executives, and administrators have a consistent experience. For workers, managing HR transactions like benefits enrollment, expense reports, PTO and payroll is just the beginning. Workday empowers employees to tap into opportunities to grow and thrive within their organization, which drives employee satisfaction and retention. Personal and professional growth comes through employees' ability to get feedback at any time, provide feedback through surveys, understand opportunities, seek mentors and guidance, learn freely, and develop the skills they need to take their careers in any direction.

Workday self-service functionality provides the following:

- Role-based access to relevant information and actions
- Self-service actions invoke all business processes mandated by your policies
- Purpose-built virtual assistant enabling an intuitive, modern self-service experience
- Pervasive auditing and effective dating to keep your organization in compliance

- Extensive access to self-service via tablets and smartphones via native applications and on all other devices via HTML5. Workday is responsive, meaning it is optimized for all devices
- Professional Worker Profile enables users to maintain their key talent information, manage experience and education data, and collaborate and engage with the right people with the right background
- Personalized recommendations for information, actions, and opportunities to optimize the employee experience
- Access to Natural Workspaces, such as Microsoft Teams and Slack, so employees never have to leave their flow of work to complete employee self-service tasks

- Employee self-service is delivered for all Workday HCM functional areas, allowing organizations to empower workers to view and update their own information where applicable. All this is achieved in a consumer-like user interface with many options available on mobile as well as desktop. Additionally, Workday delivers more than 500 business process types through which you can assign tasks to managers using role-based security groups so they can complete them via manager self-service. Managers also have access to actionable and drillable real-time analytics and one-stop-shop hubs.

Learning Management

Workday Learning

The nature of work is rapidly changing, influencing the demand for new skills. Eighty-nine percent of Learning and Development professionals agree that proactively building employee skills will help navigate the evolving future of work[1]. Because of this shift, learning has taken center stage, going from a "nice to have" to a "must have" for all our customers. It is more important than ever for organizations to focus on the workers they have and to build their skillsets. Workday Learning delivers an engaging experience that empowers workers at every stage of their career. Combining the capabilities of an enterprise-grade learning system with modern on-demand content sharing and curation in one platform allows employees to gain new skills and share knowledge anytime, anywhere. Seamlessly connected with Workday HCM, Workday Learning enables you to manage learning programs and target content based on any employee characteristic and provides complete insight into the effectiveness and value of learning programs and campaigns. It elevates workplace learning from an opaque, disconnected, and rigid experience to a consumer-like environment that is real-time, relevant, personalized, and interactive – all of which encourages employees to engage in learning like never before.

Workday Learning not only provides a seamless experience for the end-user; it also delivers complete visibility into what workers are learning and valuing. At the same time, administrators and business leaders gain unparalleled insight into the ROI of learning programs and campaigns.

Using rich streaming video, in addition to documents, eLearning, web, or instructor-led training, Workday provides the ability for employees to benefit from a comprehensive blended learning experience. Our mobile-first development philosophy means that your employees can learn on the go – consuming content on mobile devices and from browsers alike. A learning solution that provides a rich and collaborative experience will not only develop your employees' knowledge and skills, but also ultimately drive engagement and retention. With Workday Learning, organizations can seamlessly provide:

Engaging, Consumer-Grade Learning Experience: Drive engagement and adoption with a consumer-like, interactive, enterprise-grade application that empowers a mobile workforce to reskill and upskill. Personalize learning with intuitive content creation, curation, recommendations, and targeting.

Learning Administration and Compliance Management: Administer learning through course creation and maintenance, enrollment, wait-listing, versioning, grading, due dates, compliance management and instructor tools. Workday offers a variety of administrative functionalities to facilitate learning, including learning campaigns, blended and digital courses, and instructor-led training.

Analytics and Insights: Understand the impact of learning through comprehensive insights and analytics.

Recruitment

Workday Recruiting

Workday Recruiting is designed to help recruiting leaders become talent advisors by building hiring processes that are more agile, more intelligent, and ultimately more human. Seamlessly unified with Core HCM, Workday Recruiting allows you to manage the entire talent lifecycle from initial workforce planning, to sourcing, screening, interviewing, hiring, onboarding, through performance and succession planning. Designed to be an end-to-end talent acquisition application, Workday Recruiting makes recruiting simpler, faster, and smarter.

Recruiting teams are busier than ever and simple navigation and a personalized workspace are required to empower recruiters as they work across multiple job requisitions. The Recruiter Hub is a central place for recruiters to start their day enabling them to gain visibility into their candidate pipeline, view tasks awaiting their action and access recruiting from anywhere within Workday. Workday Recruiting includes the following solutions:

Candidate Experience, Sourcing and CRM: First impressions matter. Give your candidates a personalized and engaging experience during every step of the hiring process.

Recruiter Experience and Efficiency: Recruiters have an intuitive and easy to use workflow and the ability to personalize their workspace, empowering them to work the way they want.

Data-Driven Hiring: Have the tools necessary to make data driven hiring decisions that help you be a talent advisor that supports organizational goals.

Hiring Team Collaboration: Recruiting is a team sport and with Workday Recruiting, recruiters and hiring teams can work together seamlessly to hire top talent.

High-Volume Hiring: Workday Recruiting helps organizations quickly and effectively manage high volumes of candidates at scale.

Skills-Based Hiring: Workday Skills Cloud with embedded AI and ML combined with Workday Recruiting enables teams to execute on their skills-based hiring programs.

Benefit Administration

Workday Benefits Administration

Workday Benefits is a highly configurable, intuitive benefits system that allows your organization to define packages and plans to motivate and retain employees. Workday Benefits gives your organization the tools to define, manage, and adjust benefits plans to meet your unique requirements. Workday enables you to manage your organization's benefits elections by setting up benefits plans, providers, and programs while also defining robust eligibility rules that automatically determine employees' qualifications for benefits plans. And your employees can more easily enroll in benefits during open enrollment periods via any device – including their mobile phones.

Workday allows you to automate benefits events, including new hire enrollment, open enrollment, life event changes, and termination. You can also set up default enrollment logic for employees that miss the benefits enrollment window, as well as rules to determine what happens if multiple life events occur on the same day.

With the Benefits and Pay Hub, employees can easily find important benefits information and get the most out of their Total Rewards packages. The Benefits and Pay Hub provides an individual location for employees to conveniently review information and act on their benefits, payroll, and compensation. An overview page surfaces information that is most relevant and useful to workers. Employers can configure the overview page to meet their unique needs with announcements, suggested links, and cards. These features can be used to improve awareness on important news such as benefits enrollment, new offerings, and more.

Payroll

Workday Payroll

Designed with a robust calculation engine and a focus on the connected HR and payroll experience, Workday Payroll enables users to manage payroll efficiently and accurately. Workday's continuous calculation engine and flexible architecture lets users define earnings, deductions, accumulations, and balances streamlining the payroll process and improving efficiency. Additionally, the role-based security model fosters collaboration with key business partners outside the payroll department while ensuring sensitive employee data is safeguarded. Workday Payroll delivers value for users and organizations because it is:

Connected and Future-Ready: Capitalize on connected, consistent, real-time data maximizing the value of having a single global core enterprise solution with a 'system of engagement and record' that feeds core HR, compensation, benefits, absence, and time data into payroll and feeds post-payroll data into finance and analytics as well as quickly adapt to compliance, market, and business changes with a Future-Ready, highly configurable framework.

Effortless and Engaging: Empower your workers to have only one place to go and elevate the payroll role. Have an effortless experience that meets workers, managers, and payroll administrators in the flow of their work.

Autonomous and Efficient: Do more with less, save time and cost using a payroll system that is analyzing, anticipating, and automating everywhere. Efficiency gains are realized through innovations being autonomous such as responsible artificial Intelligence AI and ML built seamlessly into an open connected enterprise cloud platform.

Local and Global: Help organizations to get all workers, in every location paid accurately, timely, and compliantly. Operate worldwide with native payroll systems that have been built for depth providing more functionality, more deeply and engage with partners for breadth leveraging Workday's integrations together with our partners' local expertise and additional payroll services.

Workday Payroll provides configuration and functionality around the following capabilities:

Payroll Processing

Earnings and Deductions

Accumulations and Balances

Auditing and Reporting

Accounting and Compliance Support

Business Process Framework

Pay Groups & Companies

Retro Pay

Compliance: Workday recognizes that the current tax laws and legislation are not static and bound to change. With seamless legislative and tax updates and Workday's Compliance Updates Dashboard, Workday Payroll for the U.S. makes it easy for users to manage compliance and visualize the compliance changes that will affect their employees.

For example, Workday Core HCM and Payroll for the U.S. will allow you to easily track full-time employees that are not enrolled in medical coverage and part-time employees that meet the ACA full-time threshold via the ACA dashboard. Automatically trigger benefit enrollment events for employees that meet the full-time threshold during any given measurement period and then end enrollment once the employee falls below the threshold. Then at the end of the year when it comes time to submit forms 1094-C and 1095-C, you can create, review, validate and submit the forms to the IRS all within Workday. Additionally, Workday is ACA compliant out-of-the-box, with no need to pay for additional functionality.

Time and Attendance

Workday Time Tracking

Workday leads enterprise application innovation with its consumer-driven time and attendance application, Workday Time Tracking. Simply unified, this cloud application works seamlessly with Workday Human Capital Management (HCM), Absence Management, Scheduling, Payroll, and Projects to provide organizations a simplified user experience accessible via the web or a mobile device.

Workday Time Tracking is designed with a powerful calculation engine and rules framework to provide flexibility, configurability, and control for your entire workforce, anytime, anywhere. Time accumulators paired with our rules framework helps customers comply with work hour limits. Organizations are now able to reduce labor costs, minimize compliance risks, and increase worker productivity. With Workday Time Tracking, you can:

Deliver a Consumer Driven Experience: Unlike traditional time and attendance applications, this people-centric solution is designed for end user consumption to increase user entry and adoption, not just for back-office functionality. Workday Time Tracking helps organizations drive productivity by minimizing time consuming tasks, payroll errors, and engaging users through self-service.

Streamline Workforce Management: Managers can quickly view and approve time entry requests and identify and resolve issues with minimal efforts. Workday Time Tracking's robust calculation engine delivers real-time information such as overtime and double hours. Our time anomaly deletion surfaces potential errors before payroll is run, allowing for easier and more nimble management. Workday eliminates the need for manual adjustments for each pay period.

Provide Insights to Control Costs: The unification of Workday Time Tracking with Workday HCM, Absence Management, Payroll, Scheduling, and Projects provides a single user experience, a single platform, and a single source of data for workforce intelligence. Having a unified system without the need to build manual integrations allows customers real-time visibility into actual labor and project costs, actionable insight, the power of real-time reporting and all their relevant information at their fingertips to act at the point of decision. The Time and Scheduling Hub centralizes daily operational and period-based tasks and analytics for Time Tracking, Absence Management and Scheduling. Daily operational real time updates include late check-ins, missed meals and breaks, and workers approaching overtime thresholds.

Workday Scheduling and Labor Optimization

Workday Scheduling is built within the framework of our core HR, Payroll, Timekeeping and Financial Software. No integration is required to pass schedules to/from a timekeeping system.

Our integrated Time and Scheduling hub allows you to quickly view and act on information including schedules, time, and absence.

HR related data including skills, certifications, seniority etc. is readily available for your scheduling resources to access from anywhere at any time during the scheduling process.

Workday's easy to configure business process framework will allow you to configure steps to support the decision and approval process for schedule updates or changes. For example, a request like a shift swap can by routed from one employee to another for a first layer of approval then to a manager who can be prompted to look at information like overtime or certification before approving.

Labor optimization will allow you to set minimum staffing levels so you can monitor when you fall below minimums and leverage data in Workday to determine how is the best fit to fill an open shift.

Optional: Aladtec Public Safety Scheduling (Pricing included as optional on spreadsheet)

While Workday can meet the scheduling needs of most of the County, we recommend evaluating Aladtec to address your public safety scheduling needs. Aladtec provides public safety employee scheduling to match shifts to your rotation patterns and monitor minimum staffing requirements. With Aladtec, you can build rotational schedules that best serve your community and ensure you have the right number and mix of staff on each shift.

Rotational Scheduling: Use Aladtec's pre-configured rotations—including 24/48, 48/96, Panama Rotation, California Rotation, and many more—and schedule for multiple years at a time. Drag and drop to make ongoing changes, whether removing an employee who called off or adding additional shifts.

Coverage Alerts and Communications: Aladtec communication tools help simplify communications and help you drive proper coverage for every shift and keep the agency connected. Page available and qualified staff to fill shifts as soon as they open in a variety of customizable ways. Pages can be sent all at once or sent sequentially by seniority, hours worked, or last overtime shift. Send schedule changes and urgent messages to individual employees or groups via text or email. Notify supervisors when staff request time off, shift trades, and more. Update employees on the outcome of their request.

Compliance: Aladtec simplifies compliance tracking - from minimum staffing requirements to fatigue rules. The system automatically monitors staffing levels and flags violations ensuring you have the right mix of qualifications for each shift. Monitor fatigue rules including required time off or rest between shifts, maximum contiguous work hour limits, etc. Track certifications for proper scheduling and receive automated reminders when expiration dates are looming. The system can be configured to issue a warning or prevent scheduling an employee with an expired certification.

Reporting: A variety of customizable reports are available. Run reports on scheduled hours by schedule, employee, or time type. Access system information about a member's scheduled shifts, time off used, trade history, work qualifications and more. View the history of shift trades.

Can/Am Teller

Teller delivers browser-based cashiering, giving a modern and intuitive Web-based user experience for POS transactions. Teller unifies receipt printing, barcode scanning, credit processing, check capture and cash drawer automation with Accounts Receivable and other integrated client business systems. Teller's clean and optimized Payment user interface enables efficient data capture, automatically calculating change, amounts due, and tax.

With Teller, a payment transaction can be fully completed in a single place. Multiple forms of payment can be used to pay a fee, and fees from multiple business and billing systems can be paid in a single transaction.

Additional items such as code books or photocopy charges can be paid alongside other fees or as a single one-time transaction.

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.

Workday Community provides all customers with an area to access documentation, communicate on forums, and contribute or vote on the Ideation Hub. Workday is unique in that all customers are on the same version. The benefit of one version is that customers can share resources such as reports and integrations. All this collaboration occurs on the Workday Community portal.

City of Superior's business processes will be documented when they are set up during deployment and as they are updated as the city changes processes over the years to come to meet future requirements and MOU changes. They are shown both in a step-by-step process and as a Visio diagram. Audit is always on so the city will know who made the change and when it took place. City of Superior will determine who can change processes based on security.

Workday provides several types of documentation intended to help you with various scenarios of supporting Workday:

1. **Services Update Notes -** we publish service update notes weekly to document fixed bugs. In addition, we include notifications of any enhancements delivered with the service update.
2. **Announcing Workday -** approximately one month before the Release Preparation window for a feature release, we publish early release notes under the title of Announcing Workday.
    - Announcing describes the most highly anticipated features and enhancements planned for the release.
    - Announcing is not a comprehensive list of the features planned for the release.
3. **What's New Report -** is a standard Workday report that you can run in your Preview or Production tenant. What's New release notes provide information about new features and enhancements delivered to each tenant. We update the report weekly.
    - The What's New report provides a source of that you can easily download to a spreadsheet to help you plan and manage your testing of the release.
    - See "What's New in Workday XX" for instructions on how to run the What's New report.
4. **Workday Administrator Guide -** is a how-to guide for configuring and using Workday and is the standard documentation for application functionality and technical details.

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

Workday Table 2-01

Proposed Software Information	
Product Component/Suite ***(Name and Version of the Proposed Software Solution)***	Workday 2025R1
Time on Market	Workday first became generally available to our customers in November of 2006.
Release Date of Most Current Version	All Workday customers are always on the same version of the software. Workday 2025R1 is our current update, which was released in March 2025.
Next Major Release Date	Our next release (Workday 2025R1) is scheduled for March 2025. Workday delivers two major updates a year. All customers are updated to the newest release and can consume the relevant innovation as needed.
Next Minor Release Date	Workday provides continuous updates on a weekly basis, which occur within the weekend maintenance window and deliver timely fixes and enhancements that are non-impactful to customers.
Was the product proposed originally developed by your firm, or, was the product acquired from another developer/entity?	The Workday cloud service was originally developed by Workday.
If the proposed product was acquired, what was the date of acquisition?	The core HCM and Financials proposed solution was built by Workday. Our strategy has been organic growth, with only a few acquisitions to augment our core offering. We believe in a unified solution, not like other vendors fragmented applications caused by acquisitions. We remain focused on further developing our product and leveraging technology, helping our customers go into production quickly, and ensuring customer satisfaction and success. For your proposal, the only acquired products we are including or listing as optional are: Scout RFP - November 2019

Proposed Software Information	
	Workday Strategic Sourcing (formerly Scout RFP) provides an intuitive and modern cloud-based platform for strategic sourcing and supplier engagement that makes sourcing simpler, smarter, and more streamlined. With Workday Strategic Sourcing, Workday will provide organizations a comprehensive source-to-pay solution with a best-in-class strategic sourcing offering to transform the procurement organization and deliver better business outcomes, including reduction in spend, greater policy compliance, and maximized engagement across key stakeholders. Adaptive Insights – June 2018 Adaptive Insights is a leading cloud-based platform for modernizing business planning. Workday has combined Adaptive Planning – used by thousands of customers of all sizes around the world – with its leading suite of applications for finance and HR. Together, Workday and Adaptive Insights have enabled customers to recalibrate across the enterprise better continuously all in one system – the leading cloud platform to drive their financial and business transformations. Evisort - October 2024 Evisort is a leading AI-native document intelligence platform. The company's platform leverages AI to surface clear and actionable insights from complex legal and business documents stored in document management systems.
What is the future roadmap for the proposed product? Is there an end of sales or support date for the product?	Workday recognizes the value of sharing what is on our roadmap with prospects and will be more than happy to share our product strategy and targeted features upon being shortlisted, during our final presentation. We also encourage you to visit our blog page (blogs.workday.com) to stay abreast of what our leaders are planning from an innovation perspective. Since all Workday customers will be at the same "code level" and Workday handles all technology and system upgrades, we do not have the end-of-life concerns that a typical ERP vendor has. Workday manages the platform and therefore must manage any changes.

Proposed Software Information	
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:	Workday's simplified subscription pricing model is based on the scope of RFP requirements along with the total number of workers in the enterprise over the term of the agreement. We first determine the number for FSE (full-service equivalent) workers based on the makeup of the workers at the company. Full-time workers are weighted at 100% but concessions are applied to part-time, seasonal/contingent, and other worker types like retirees (benefits only) who are expected to have lesser interaction with the system. Details on weightings of worker types can be provided later, but it is important to note that all worker and user types have full access to Workday managed through role-based security. In other words, there is no additional "user" license fee. Security in Workday determines who gets to do what in the software. Once the total FSE amount is calculated, the cost for software in scope is then multiplied by the number of applicable FSEs. The pricing is ramped and includes a fixed innovation index locked for the contract term (10 years). Workday also offers additional software that adds value but is not required to meet the needs in the RFP.
How many licenses have been proposed for each license type?	Workday uses the customer's organization size as a basis for the commercial agreement; specifically, your volume of workers, or what is known in Workday terms as your Full-Service Equivalent (FSE) count, which is a weighting of all worker types in the system. Workday and our customers work together collaboratively in each annual reporting period to true-up the FSE count. Workday proposes a total of 282 FSE's which was calculated based on the following information in the RFP: 273 Full-Time Employees, 8 Part-time Employees and 56 Seasonal and Casual employees. Additional discovery required to validate FSE Count.

Proposed Software Information	
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)?	All workers and user types have full access to Workday managed through role-based security. In other words, there is no additional "user" license fee. Concessions are applied to part-time, seasonal/contingent, and other worker types like retirees (benefits only) who are expected to have lesser interaction with the system. When Workday was founded, our founders (who also founded PeopleSoft) decided not to use a 'user licenses' based approach based on experience and feedback from organizations. Our simplified, transparent approach offers predictable pricing without hidden costs. Workday uses the customer's organization size as a basis for the commercial agreement; specifically, your volume of workers, or what is known in Workday terms as your Full-Service Equivalent (FSE) count, which is a weighting of all worker types in the system. Workday and our customers work together collaboratively to validate your FSE count on your initial order form and in each annual reporting period.
How are new users added to the system? Are there incremental costs per user?	Customers can add users at any time to the system. Customers report worker/ employee counts annually. Workday and our customers work collaboratively in each annual reporting period to true-up the FSE count when the FSE count exceeds the % amount defined in your contract. This transparent pricing approach offers a predictable price model avoiding unanticipated, hidden costs.
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.?	Former employees that no longer have access to the system but are kept in the system for reporting do not count against your FSE count. In other words, their license will free up for another user that is the same employee type (i.e., part-time vs. full-time). Note: If you have retirees that require on-going access the system for benefits, they will require a pro-rated (minimal cost) license to use self-service in the software as a retiree.
Deployment Model	

Proposed Software Information			
Deployment Model Proposed to the City ***(Corresponding Attachment C Cost Worksheets shall be completed for deployment model proposed)***	**City-Hosted (Perpetual License)**	Proposer-Hosted (Perpetual License)	Software-as-a-Service (Subscription)
	☐	☐	X☐
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**	Workday Core Financials	Workday can be integrated to any third-party system using Workday's delivered web services and robust integration tools assuming the third-party software has some technical ability to integrate. Additional information regarding specific integrations can be provided after short listing upon request.
2	**Budgeting**	Workday Adaptive Planning	Additional information regarding specific integrations can be provided after short listing upon request.
3	**Capital Asset Accounting**	Workday Core Financials	Additional information regarding specific integrations can be provided after short listing upon request.

Proposed Software Information			
4	**Purchasing**	Workday Procurement. Also, Strategic Sourcing Essentials (RFP/RFX Functionality) and Evisort (Contract Intelligence and Authoring) proposed as optional.	Additional information regarding specific integrations can be provided after short listing upon request.
5	**Accounts Receivable**	Workday Core Financials	Additional information regarding specific integrations can be provided after short listing upon request.
6	**Accounts Payable and Cash Receipts**	Workday Core Financials, Workday Expenses (proposed as optional) and Teller	Additional information regarding specific integrations can be provided after short listing upon request.
7	**Project Accounting and Grant Management**	Workday Projects and Grants	Additional information regarding specific integrations can be provided after short listing upon request.
8	**HR and Personnel Management**	Workday Core HCM	Additional information regarding specific integrations can be provided after short listing upon request.
9	**Applicant Tracking**	Workday Recruiting	Additional information regarding specific integrations can be provided after short listing upon request.

Proposed Software Information			
10	**Benefit Administration**	Workday Core HCM, Benefits and Cloud Connect for Benefits	Additional information regarding specific integrations can be provided after short listing upon request.
11	**Time Entry**	Our proposal recommends staying with Timeclock Plus for the initial phase of your project. However, Workday also has a timekeeping module that is used by many government organizations. Workday Time is proposed as optional.	Workday has successfully integrated with Timeclock Plus in the past. Additional information regarding specific integrations can be provided after short listing upon request.
12	**Payroll**	Workday Payroll for US	Additional information regarding specific integrations can be provided after short listing upon request.
13	**Compensation**	Workday HCM	Additional information regarding specific integrations can be provided after short listing upon request.
Successful integration should include only those instances where both the software and the client are in production environments.			

Can/Am Table 2-01

Proposed Software Information	
Product Component/Suite *(Name and Version of the Proposed Software Solution)*	**Can/Am Teller V7.11.2**
Time on Market	19 years

Proposed Software Information	
Release Date of Most Current Version	Version 7 has been on the market since 2018. The latest update to Teller 7 was in March 2025.
Next Major Release Date	Q2 2025
Next Minor Release Date	April 2025
Was the product proposed originally developed by your firm, or, was the product acquired from another developer/entity?	Yes, Teller is 100% developed organically.
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?	The roadmap is dictated by our clients, strategic direction, and scaling/efficiency of implementation operations. This includes new cashiering features and additional modules. Can/Am performs continual R&D and investment into the Teller Product. Teller is active and there is no intended sunset or end date for the proposed software. Some larger initiatives on the immediate roadmap include: - Teller Workflow Enhancements - Teller Online Enhancements, including scheduled payments, richer data display, and availability scheduling - Teller Treasurer Enhancements - Revenue Submission Enhancements including Password Self-service
Does your company have plans to release a differing product that offers the same or similar functionality in the next 5-10 years?	Our plan is to continue to expand features and build on the current product.
Licensing	
Describe how the software is licensed (e.g., named user, concurrent users, enterprise/site, power user) and the options available for licensing:	Teller is licensed by Named users and Interface number and types, with several additional module options for check processing, revenue submission and online payments.

Proposed Software Information	
How many licenses have been proposed for each license type?	Can/Am is proposing 10 Named Users.
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)?	Unlimited Read Only users of Teller are provided at no additional cost. Submitters of cash receipts through the Revenue Submission module do not require Named Users. Additionally, an unlimited number of customers can sign up through the Teller Online portal. All other users are full Teller Users included in the Named User license count.
How are new users added to the system? Are there incremental costs per user?	The Teller Admin portal allows authorized client staff to add and manage users as needed. For additional licenses, client can contact Can/Am to add named users. There is an incremental cost associated with each additional user.
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.?	If a user no longer needs to access Teller, that user license can be re-assigned to another named user.

Deployment Model			
Deployment Model Proposed to the City *(Corresponding Attachment C Cost Worksheets shall be completed for deployment model proposed)*	City-Hosted (Perpetual License)	Proposer-Hosted (Perpetual License)	Software-as-a-Service (Subscription)
	☐	☐	**X**

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		
2	Budgeting		
3	Capital Asset Accounting		
4	Purchasing		
5	Accounts Receivable		

Proposed Software Information			
6	Accounts Payable and Cash Receipts	Teller Cashiering	Can/Am has 39 joint clients with Workday, including the Cities of Wausau, Salt Lake City, Charlotte, Ontario, Rancho Cucamonga, Olympia and the Counties of Marathon, Tulsa, Kern, Yakima, and Clark.
7	Project Accounting and Grant Management		
8	HR and Personnel Management		
9	Applicant Tracking		
10	Benefit Administration		
11	Time Entry		
12	Payroll		
13	Compensation		
**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	Teller Cashiering	Teller Cashiering is the leading enterprise payments solution for government agencies in North America. Designed especially for government by Can/Am Technologies, Inc., the Teller solution consolidates payments using cloud-based software for cashiering, point of sale, back office, and a customer portal where customers can pay bills online. We have been providing unmatched service for more than 20

No.	Module Name	Narrative Description of Functionality Provided
		years to our many government clients across the United States and Canada.
2		
3		

1	Workday Expenses (bundled with Timekeeping in optional pricing)	Employee expense reporting and approval capabilities	Optional - Requirements AP.118-AP.124 would require Workday Expenses. Priced as optional so the city can decide if it makes sense to include based on the number of employees that submit expense reimbursements.
2	Strategic Sourcing Essentials	Includes sourcing pipeline, RFx engine, and eAuctions platform.	Optional – most of your purchasing tab requirements can be handled by Workday procurement except for the bid management requirements PU.149-PU.191. Because several of these requirements were desired vs. critical, we are providing pricing as optional so the city can decide whether it makes sense to include.
3	Evisort – Contract Intelligence and LifeCycle Management	Contract intelligence creation, authoring, redlining, approval, and digital signing ensuring compliance to terms/clauses	Optional – most of your purchasing tab requirements can be handled by Workday procurement but Evisort offers value added functionality for authoring and managing contracts.
4	Workday Extend	Develop your own Apps - (Up to 3 Apps included)	Optional - This tool allows you to build your own apps working of the Workday platform and security. There were no direct requirements for this in the RFP, but some customers will leverage this to address unique requirements of their departments.
5	Workday Learning Management	Deliver targeted content, embed learning experiences through the employee lifecycle, surface content and recommendations, embed	No direct requirements in the RFP but including as optional for consideration.

		interactions and content, etc.	
6	Workday Time	Our proposal assumes you continue with Time Clock Plus for your Timekeeping needs	Our proposal assumes you keep TimeClock Plus (TCP) for Timekeeping and TCP's public safety scheduling (Aladtec). Workday's Timekeeping solution is quoted as optional to address requirements TE.1-TE.161 and some scheduling requirements for non-public safety. For scheduling requirements TE.162-TE.237 that are specific to Police and Fire, Workday recommends integrating Aladtec to Workday and considering replacing PlanIt with Aladtec for Police.

V. Partnerships/Third-Party Product Relationship

i. Proposer to fill out the below table for each of the Partnership/Third-Party software product 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
Timeclock Plus, LLC	Timeclock Plus and Aladtec for public safety scheduling	Timeclock plus has developed standard integrations with Workday. Government customers using both Workday and Time Clock Plus software include the State of Oklahoma and City of Akron. Other joint customer names can be provided upon request.	The State of Oklahoma and City of Akron have been using both Workday and Time Clock Plus software for 2+ years. Additional details can be provided upon request
Can/Am Technologies	Teller Cashiering	Can/Am has 39 joint clients with Workday, including the Cities of Wausau, Salt Lake City, Charlotte, Ontario, Rancho Cucamonga, Olympia and the Counties of	5+ years

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
		Marathon, Tulsa, Kern, Yakima, and Clark	

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.

Our proposal assumes the City of Superior would have separate agreements directly with Iron Brick (Workday reseller), Avaap for implementation, and any other third-party product partner proposed (Can/Am for Teller Cashiering and TCP for Aladtec public safety scheduling). Avaap, Can/Am, and TCP are open to further discussions around contracting options.

Iron Brick's primary mission is to help public sector organizations acquire complex ERP solutions through simple, efficient, and compliant acquisition cycles. Iron Brick is an authorized reseller of Workday and is submitting Workday pricing to address your RFP requirements. The pricing included reflects pricing only applicable through contracting with Iron Brick Associates, LLC. Iron Brick respectfully proposes that the terms and conditions of Iron Brick's pre-negotiated Omnia Contract be used to procure the Workday solution contained herein.

Region 14 ESC - TX

Contract Number: 159124

Initial Term: February 1, 2025 through January 31, 2028

Renewal Options: Option to renew for two (2) additional one-year periods through January 31, 2030.

IronBrick | OMNIA Partners | Contract Documents

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

Avaap will be responsible for the overall program management and successful implementation of the project. Each third-party software partner will manage the implementation, configuration, and testing of the respective solutions, while Avaap will manage those elements of the Workday implementation.

Can/Am owns all implementation and testing responsibilities regarding Teller Cashiering.

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

Each party will be responsible for the SLAs related to their respective software solutions.

The Workday Production Support and Service Level Availability Policy (SLA) is located at https://www.workday.com/content/dam/web/en-us/documents/legal/workday-productsupport-SLA.pdf, which may be updated by Workday from time to time. No update shall materially decrease Workday's responsibilities under the Workday SLA.

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).

_X_ Confirmed, exhibit attached

Please see Tab 5.

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

In our proposed approach Avaap is the certified system integrator for the Workday software.

Can/Am Technologies provides all implementation services from our Colorado and Edmonton offices for Teller and is not proposing to utilize additional subcontractors for this work.

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.

Workday was founded with integration as a core design principle because connectivity to your systems should be simple.

Workday leverages the Workday Integration Cloud, an integration and complete middleware platform with a core Enterprise Service Bus. It is provided with the Workday service as a component of the architecture at no additional cost. This comprehensive integration platform enables customers and partners to build and deploy integrations to the Workday Cloud without the need for on-premise middleware.

With the Workday Integration Cloud, you can:

- Reduce the time and cost of building, deploying, and managing integrations to and from Workday
- Enable both IT and business users with tools to build and configure custom integrations
- Deploy and manage all integrations in the Workday Cloud
- Leverage a growing ecosystem of Connectors and toolkits built, supported, and maintained by Workday and its partners as seen here: https://marketplace.workday.com/

Customers can use the Workday Integration Cloud for building, deploying, and managing integrations to and from Workday. Workday's cloud-based approach to integration includes the following capabilities:

- The **Enterprise Interface Builder (EIB)** is a simple, yet powerful, wizard driven tool that enables building simple to moderately complex integrations that consist of inbound and/or outbound synchronous or asynchronous data transfers. The EIB tool is used to dynamically create bi-directional business integration with Workday without the need to install and maintain any on-premise hardware or software. The EIB supports internal and external data sources (Report as a Service, REST URLs, SOAP-based Web Services, File based exchange), with delivered configurable transformations (XML-to-CSV, XML-to-Excel, etc.) as well as custom XSLT-based transformations.

A variety of inbound and outbound protocols are also supported. EIB integrations can be executed using an external scheduler or scheduled via Workday. They are initiated and monitored in the Workday UI with the Process Scheduler and the Process Monitor.

- **Packaged Connectors:** A catalog of pre-built interfaces that are designed, implemented, and supported by Workday and Workday partners is provided as part of the Workday Connector catalog. They provide the processing logic, data transformation, and error handling routines required to integrate a third-party system with Workday. These connectors are configurable to accommodate unique customer requirements and run in the Cloud, freeing you from the burden of having to maintain separate integration infrastructure. Some examples of these pre-packaged connectors can be reviewed on the Workday Marketplace Integration Section for both Workday Built Integrations (https://marketplace.workday.com/collection/WorkdayBuiltIntegrations) and Partner Built Integrations (https://marketplace.workday.com/collection/PartnerBuiltIntegrations)

- **Configurable Connectors:** A pre-defined collection of Connectors that deliver many of the common integrations scenarios to Workday, thereby leaving the customer to only have to focus on the last mile. Configurable connectors drastically reduce the deployment time required to complete an integration by providing the processing logic, data transformation, and error handling routines required to integrate a third-party system with Workday. An example is the Cloud Connect for Third-Party Payroll, which includes all the configuration on the Workday side and allows the customer or the implementation partner to configure the 3rd party Payroll side of the connector.

- **Custom integration support:** Workday delivers standard APIs using industry-standard web service technology including SOAP, REST and Report as a Service (RaaS). With RaaS you can export sets of data via a report and enable that report as a web service at the click of a check box. This creates a custom API allowing you to natively access your specified set of data. These SOAP and REST-based services can be used to integrate data into and out of Workday. Custom integrations leveraging the described APIs can be built using Workday Studio and run in the Workday Cloud, or in your development environment of choice. Workday Studio is an Integrated Development Environment (IDE) that customers use to create custom, sophisticated integrations using Workday's cloud-based ESB integration platform. Integrations are developed on a desktop (MAC or PC) via an Eclipse based plug-in, hosted in Workday's data centers, and accessed by the customer's production tenant.

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

Yes. Workday is fully web services enabled, with a comprehensive web services API available to customers included in the Workday subscription. Workday does not charge indirect access fees for API access, unlike our competitors, who do charge these types of fees.

Workday also enables customers to build their own web services when they create custom reports through our Report Writer. Custom reports can be web-service enabled, exposing the report as both a SOAP and REST-based web service for integration. This is also referred to as Reports as a Service or RaaS.

The library of SOAP public web services can be found here - https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html

The library of REST public APIs can be found here - https://community.workday.com/sites/default/files/file-hosting/restapi/index.html

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.

Workday does not provide cash register functionality. We recommend integrating to your existing system or evaluating Can/Am Teller (cashiering software proposed as optional) or Euna Payments as a replacement. The Workday integration platform will be used to integrate with your preferred cashiering provider.

https://www.goteller.com/about/

https://eunasolutions.com/resources/euna-payments-cashiering/

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.

Our proposal assumes the city will continue to use TimeClock Plus and their time clock devices for Timekeeping. If the City decides to replace TimeClock Plus with Workday's Timekeeping (proposed as optional), our solution includes the ability to clock in and out using the Web or Workday's Mobile App (available on iOS and Android for no additional cost).

If time clock devices are required, Workday and Avaap have several solution partners that offer prepackaged integration to Workday from an external time clock terminal. Workday certified time clock partners include including Time Clock Plus (TCP), Dormakaba, ZKTeco, and Accu-Time Systems (ATS). Pricing options can be provided for any of these partners upon request and additional discovery/discussion. In the meantime, additional information on our partners and their time clock options can be found here:

https://www.workday.com/en-us/company/partners/software-partners.html?q=&partnerType=Software%20Partner

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.

The reporting framework is provided with the Workday service at no additional cost. The Workday Report Writer provides the following report types for creating custom reports and custom analytics:

- **Simple Report:** A Simple Report provides straightforward design options for ad hoc reporting.
- **Advanced Report:** An Advanced Report provides comprehensive transactional reporting including access to related business objects and multiple levels of headings and subtotals. Advanced reports also enable the use of sub-filters, run time prompts, charts, Worklets, and report sharing. Advanced Reports can expose the report as a web service with the click of a check box.
- **Matrix Report:** A Matrix Report provides the foundation for multi-dimensional analysis. It can summarize data based upon the object data model. The resulting matrix is displayed as a table and/or chart that users can drill through to see the associated detail. You can control the detailed data that users see when they drill down by selecting the desired fields when defining the report. Matrix reports provide additional features including filtering, run time prompts, Worklets and report sharing.

- **Search Report:** A Search Report displays search results based on values selected for faceted filters on the report.
- **Trending Report:** A Trending Report reports on and analyzes trends in worker data such as headcount and attrition. By using either Standard Reports or Custom Reports, you can analyze important trends in your workforce directly in Workday without the need for a third-party analytical tool
- **Transposed Report:** A Transposed report interchanges the rows and corresponding columns on the report for optimal display.
- **nBox Report:** An nBox Report summarizes and encapsulates employee talent data in a configurable visual box format.
- **Composite reporting.** Composite reports are primarily targeted for financial analysis and can combine data from multiple data sources into a single report by using sub reports.
- **Discovery Board**: Workday also offers the ability to do data visualization, to build reports by Drag & Drop to analyze the data in real time.
- **Worksheets:** Worksheets are an excel-like interface to allow for spreadsheet creation and collaboration with real-time data, all within Workday's single security model.

Reports created with the Workday Reporting Framework can also be utilized as outbound integrations - either synchronous or asynchronous web services. Workday provides formal training courses for the reporting tools.

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

Workday is committed to continuous innovation across our unified business solutions. Since Workday is natively designed for the Cloud delivery model, our customers are always on the most current release of our business services, including patches, fixes, and upgrades to all system operations and system maintenance. Enhancements are driven by our customers, delivering quantifiable results. Workday provides continuous updates on a weekly basis, with major update events occurring twice a year. Our current release Workday 2024R2 was made available in September 2024.

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.

Workday recognized the potential of AI over a decade ago, embedding it into our platform to help automate routine tasks like resume parsing and journal anomaly detection. While AI has been around for some time, Generative AI made a big splash this year, causing many organizations to rethink how the next generation of technology will impact operations; and Workday is once again leading the way.

Last year, Workday introduced Illuminate, our next generation of AI that is purpose-built to move HR and Finance forward**. Unlike our competitors that are scrambling to build generative AI strategies,**

Workday is well ahead of the curve, leveraging years of customer input and the cleanest set of data with over 70 million users and 800 million transactions on one version of our multi-tenant platform.

Future AI Development Focus

Workday's future development focus is heavily centered on continuing to integrate advanced AI capabilities, particularly generative AI including predictive analytics, automation, and personalized employee experiences. Our development prioritizes a human-centric approach to workforce management, emphasizing skills development, talent acquisition, and adapting to evolving workforce needs through intuitive interfaces and seamless integrations with other enterprise systems. Key aspects of Workday's future development focus include:

AI-powered insights and automation: Streamline processes, provide real-time insights, and automate routine tasks across HR and finance functions.

Skills-based workforce management: Focusing on identifying and developing employee skills to better match workforce needs with evolving business demands.

Personalized employee experience: Delivering customized recommendations, learning paths, and self-service options to enhance employee engagement.

Predictive analytics: Anticipating workforce trends, identifying high-potential talent, and optimizing talent acquisition strategies.

Enhanced integrations: Expanding connectivity with other enterprise applications to create a unified ecosystem.

Ethical AI practices: Implementing responsible AI development and ensuring transparency in AI decision-making.

Mobile accessibility: Optimizing the Workday platform for seamless access on mobile devices.

https://investor.workday.com/2024-09-17-Announcing-Workday-Illuminate-TM-The-Next-Generation-of-Workday-AI

We are more than happy to share more about our product strategy and targeted features upon being shortlisted, We also encourage you to visit our blog page (blogs.workday.com) to stay abreast of what our leaders are planning from an innovation perspective and to visit this link to learn more about how Workday is leading the way with Agentic AI.

https://www.workday.com/en-us/artificial-intelligence.html

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.

Data Conversion will move your existing HR and Financial related data from your legacy systems to Workday. Without question, this is a critical step in the project for many reasons. In the Avaap and Workday methodology, one of the first steps the Avaap data team will perform is to load the Workday workbooks with

baseline organizational data. Once converted, this data will be the foundation for the architect sessions so that your functional team is reviewing "best practice" business processes based on real data, not fake information that is meaningless.

Avaap's approach is highly collaborative and flexible. Avaap conversion consultants engage with customer technical and functional teams early in the deployment cycle via Conversion Workshops. The focus is on coaching, creating the first tenant and selecting/designing a conversion approach that fits the project scope, size, and customer capability for the remaining tenant builds. Avaap conversion tools and processes are flexible, accepting Excel spreadsheet, .csv and .xml file formats.

Some factors to consider as you make data conversion decisions:

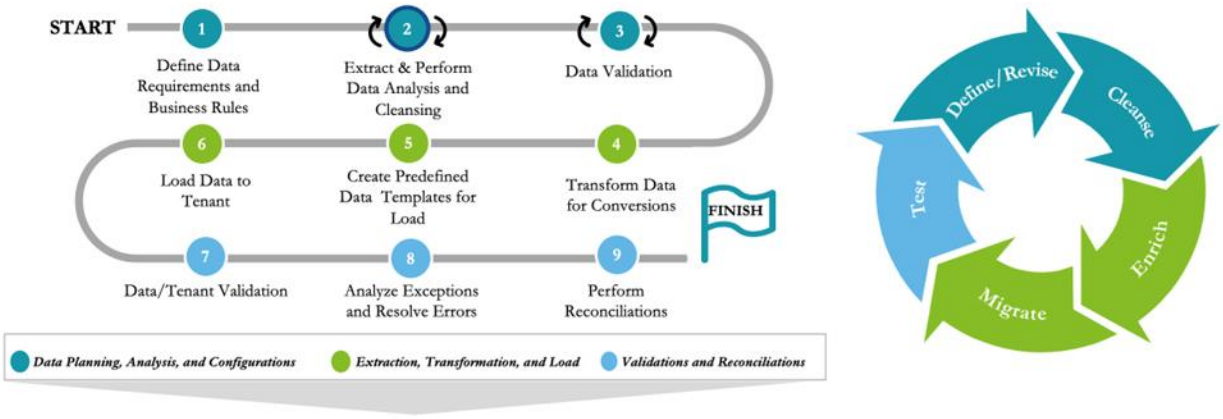
- What, specifically, do we need to achieve with our Workday implementation?
- What data do we have? From what source or location?
- What conversion (ETL) software or legacy system extract and transform capability do we plan to use on the project?
- Do we have resources to support the Avaap data team in their project conversion work?
- For what reasons and what frequency do we access historical data?
- Which data needs to be reportable, and which can be archived?
- Should we retain access to our legacy system(s) read only or database structure?
- Will the old data structures be changing because of any upcoming data transformation?
- What is the impact on the effort and timeline of our project implementation?

Recognizing that data conversions have multiple migration streams, gathering data from different legacy systems and migrating to Workday tenants is iterative and complex. Avaap will both lead and support the data conversion from legacy systems into Workday, but we recognize that you know your data best. Therefore, we will work closely with the City Data Conversion team, conducting several data quality checks of both quantity and quality during each build cycle. The Data Conversion strategy, one of the outcomes of the Discovery sessions, will guide system mapping activities.

The next step Avaap will perform is to load the Workday workbooks with baseline organizational data. Once converted, this data will be the foundation for the alignment sessions so that your functional team is reviewing "best practice" business processes based on real data, not fake information that is meaningless. Using the City's data will give your project team instant assimilation during your transformation.

Avaap and the City will work together to develop a detailed conversion schedule prior to each prototype tenant build. This schedule will include due dates for data gathering, data loads into Workday, and validations. This work plan will be maintained by the Avaap Conversion team and used to track the progress of each tenant build. The high-level conversion schedule should be reflected in the overall project plan.

Avaap will load the data using the Workday conversion process.



We recommend considering the following best practice data conversion scope and welcome an opportunity to dive into the City's specific needs. There is no additional cost if the City chooses to adopt the best practice data conversion scope outlined below. Additional details around specific (requested) data elements can be found in Attachment B.

Employees that are active (including retirees) at time of go-live conversion extract will be included in the conversion process and have data loaded into Workday. City of Superior workers who were terminated in the current or prior calendar year will be included in the data conversion areas specifically called out in the "Population" column below to support rehires and reporting. The data will be converted as follows:

Functional Area	Scope	Population
HCM	**Current Job/Position details:** Job profile, time type, default and scheduled hours, work shift, location, position ID, position title, business title, employee contracts and contingent worker supplier and rates **Job and Compensation History:** 1 year "History from Previous System" **Current Organization assignments:** Company, cost center, region, custom organizations, retiree, matrix, supervisory organization (single 'terminated' org for all terminated workers) and pay group **Service dates:** Original hire date, most recent hire date, position start date for conversion, continuous service date, termination date (most recent for current terminations only) and all other Workday delivered service dates **Current biographic data:** Legal and preferred name, date of birth, date of death, gender, disability status, ethnicity, marital status, citizenship status, and military status **Current ID information:** License, visa, passport, national ID, additional government IDs and custom IDs	Active and Terminated Workers

	Current contact information: Home address and home and work telephone, email, instant messenger, web address and emergency contact information	
Historical Transactional HCM	Out of Scope. Only converting top of stack.	
Compensation	**Current Compensation data:** Most recent effective date of compensation change, compensation grade and grade profile, compensation step (if included in compensation scope), base pay amount and plan (salary or hourly) Excluded: One-Time & Bonus Payments	Active Employees
History from a Previous System	**Job History:** 1 Year of employee job/position history to be converted to Workday's job and position history from a previous system area. If the Client would like to load additional years training will be provided to Client to load additional years. **Compensation History:** 1 year of employee compensation history to be converted to Workday's compensation history from a previous system area. If the Client would like to load additional years training will be provided to Client to load additional years.	Active and Terminated Workers
Benefits	**Related Persons:** Dependents and beneficiaries **Current Benefit Elections:** Current healthcare (medical and dental only), Health Savings Account; Insurance (Basic Life and AD&D); Spending Accounts (Dependent, Health Care and Limited Purpose) **Affordable Care Act ("ACA") History:** Current year Medical Election history, Hours & wages to support ACA reporting for current variable hour employees (new hires within the Initial Measurement Period and active employees within Ongoing Measurement Period, if applicable)	Active Employees & (Current Year) Terminated Employees
Talent Management	**Skills & Experience:** Current skills & experience data including external job history, internal projects, work experience, education, languages, competencies, certifications, training & development, awards, memberships, goals, and skills	Active Employees
Recruiting	**No data will be converted**	
Absence Management	**Leaves:** Current leave event data for employees on leave and leave activity for previous 12 months **Carryover Balances:** Current absence plan balances at time of cutover	Active Employees

Payroll	**Payroll History:** Current YTD for all earnings, deductions, and tax data (payroll) including taxable wages and subject wages, for federal, state, and local taxes reconciled to quarterly tax returns. Data should be provided as quarterly data. Would include up to 3 QTD Payroll History loads if the go-live date moves away from Jan 1 **Tax Elections:** Current employee tax elections for federal, state, and local tax withholdings such as married, single, and number of exemptions. **Additional Payroll Data:** Payment elections (direct deposit), withholding orders/garnishments, costing allocations and any on-going inputs to payroll from outside WD.	Active Employees and Employees paid within current calendar (go-live) year

Functional Area	Scope
General Ledger	Beginning balances and 1 year (fiscal year) of summary journals
Opening Bank Balances	Load prior cutover month bank statement, related beginning balances, and unreconciled transactions
Budget	Annual financial budget
Customers	All active customers with receivables/payments within the last two fiscal years.
Customer Invoices	As needed at point of cutover
Supplier Accounts & Contracts	• Active suppliers with payment history within the last two years including custom objects, remit-to connections, and order-from connections • 1099 balances for partial calendar year prior to go-live • Supplier Invoice History: Up to two years of invoice history related to active converted suppliers; for duplicate supplier invoice purposes only – not at transactional/accounting level • Approved/Unpaid supplier invoice at point of final settlement in legacy system • Non-Lease Supplier Contracts: All outstanding contract balances for 2 years • Lease Supplier Contracts: All open Fixed and Variable lease supplier contracts at the point of cutover • Supplier Custom Object Detail
Procurement	• Open purchase orders lines not fully invoiced/receipted at cutover

Functional Area	Scope
Business Assets	• All active/non-retired assets regardless of amount/NBV at the point of cutover • Asset Share: For asset with multiple cost center/worktags splits • Business Asset Custom Object Detail
Projects	• Active projects at point of cutover • WIP project reclass/true-up entries (manual journals) • Projects Custom Object Detail
Grants	Data Conversion grants and expenditures will be handled by Avaap consultants with a combination of configuration activities and specialized data loads .

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.

Our approach is highly collaborative and flexible. There are options in terms of the retention of the legacy data and choose the most appropriate one based on your needs. Just to list a few of these options: keep the legacy data in the legacy systems (potential high costs and maintenance), migrate legacy data into Workday (potentially time consuming and limited to 1-3 max 5 years), easily move all legacy data intro Workday Prism and access it with ease whenever you need.

When migrating data into Workday, our conversion consultants engage with your technical and functional teams early in the deployment cycle via Conversion Workshops. Workday conversion tools and processes are flexible, accepting Excel spreadsheet, .csv and .xml file formats.

Some factors to consider as you make data conversion decisions:

- What, specifically, do we need to achieve with our Workday implementation?
- What data do we have? From what source or location?
- What conversion (ETL) software or legacy system extract and transform capability do we plan to use on the project?
- Do we have resources to dedicate to the project conversion work?
- For what reasons and what frequency do we access historical data?
- Which data needs to be reportable, and which can be archived?
- Should we retain access to our legacy HRMS read only or database structure?
- Will the old data structures be changing because of any upcoming data transformation?
- What is the impact on the effort and timeline of our project implementation?

Your organization's specific objectives will help you determine which options are the best fit. Customers are typically responsible for legacy data extract, mapping, and transformation to a loadable format. Workday provides conversion tools that interface with the web service APIs. These tools support Excel, csv, or xml file format.

VII. Roles and Responsibilities

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.

Avaap confirms that the services identified this section are included in our Data Conversion and Implementation services.

We can also offer an optional Data Support Offering, detailed below:

Client-Side Data Support Offering

Avaap will provide comprehensive, end-to-end data conversion support services where we will conduct all data transformation tasks required for the Workday conversion. the City will only be responsible for providing field mappings to your legacy system from Workday targets (provided by Avaap), providing access to the required raw data from your legacy system, data validations, and knowledge support as needed regarding the legacy system being converted. Avaap will implement data transformation workflows that take the data from the required raw data, transform the data into the required Workday target workbooks, and conduct standard data quality audits to assist with validations. These workflows will be developed using tools and processes that can be automated and are repeatable to ensure consistency and reduce errors for future conversion cycles.

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

In support of the data extraction effort, Avaap will provide Data Gathering Workbooks to the City that detail the format Workday requires to load into the system. As part of the Architect Design Stage sessions, each of the required data gathering workbooks will be reviewed with the City in detail and additional sessions will be scheduled between the Avaap functional team and the City subject matter experts as your team progresses with the extraction of your data to ensure it is in the correct Workday format.

IX. Responsibility of Data Conversion Activites

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

The table below provides clarity on the roles and responsibilities for the City and Avaap throughout the data conversion process:

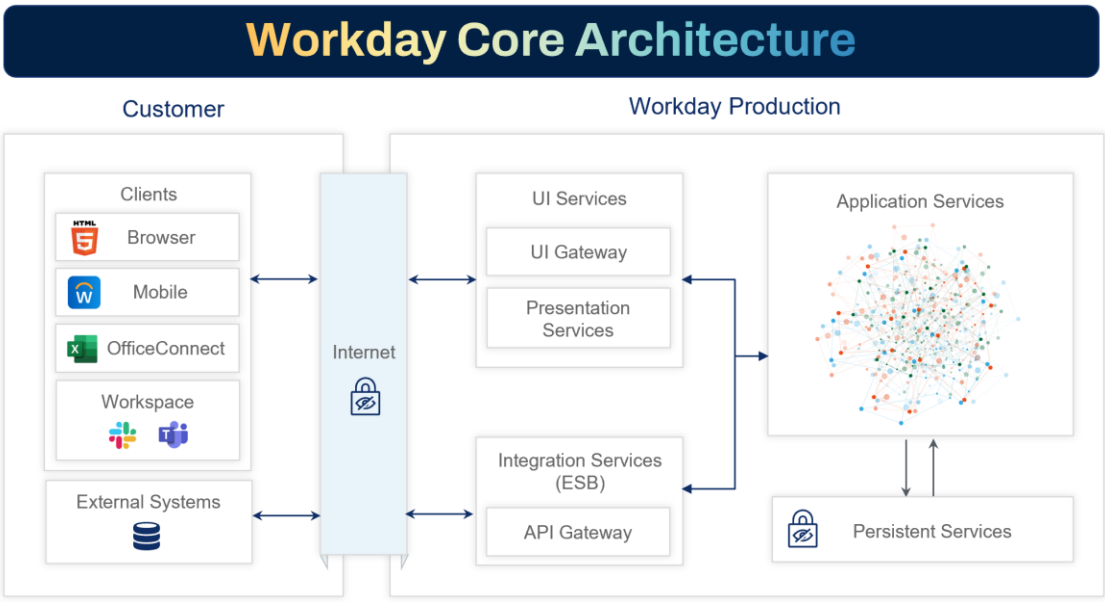
Data Conversion Activity	Avaap Role	City Role	Other Comments
Perform Conversion Analysis of Existing Legacy Data	Assist	Lead	This is an equal responsibility. The City is the expert on legacy data. Avaap is the expert on Workday data and Workday data formats. It requires both knowledge sets to

Data Conversion Activity	Avaap Role	City Role	Other Comments
			successfully analyze the transformation of legacy data into the Workday format.
Perform Crosswalk Development of Legacy Data From Legacy System to New System	Share	Share	This is an equal responsibility. The City is the expert on legacy data. Avaap is the expert on Workday data and Workday data formats. It requires both knowledge sets to successfully analyze the transformation of legacy data into the Workday format.
Provide Conversion Data	Assist	Lead	
Provide File Layouts/Data Maps of Existing System	N/A	N/A	This is typically not needed as part of a Workday implementation
Proof Data Provided	Assist	Lead	
Analysis of Data to be Converted	Lead	Assist	This is an equal responsibility. The City is the expert on legacy data. Avaap is the expert on Workday data and Workday data formats. It requires both knowledge sets to successfully analyze the transformation of legacy data into the Workday format.
Developing and Testing Conversions	Lead	None	Workday has a repeatable data conversion process, so no development is needed. Avaap is responsible for loading all data into the Workday environment, the City is responsible for validating the data against the extracts from their legacy systems.
Review and Correct Errors	Share	Share	
Load Converted Data Into Training Database	Lead	None	
Confirmation of Converted Data in Training Database	None	Lead	
Approval/Signoff of Converted Data in Training Database	None	Lead	
Load Converted Data Into Live Database	Lead	Participate	

Data Conversion Activity	Avaap Role	City Role	Other Comments
Confirmation of Converted Data Into Live Database	None	Lead	
Approval/Signoff of Converted Data in Live Database	None	Lead	
Other:			

X. General Application Architecture Questions

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



Workday was developed from day one as a true cloud, software-as-a-service solution. Workday was not evolved from on premise technology, but instead was developed from a clean sheet of paper leveraging modern technologies. In addition, the architecture is designed to be able to plug in and plug out technologies when new capabilities become available. The City will never be stuck with old technology – Workday is truly built for the future.

Core to the Workday architecture is the in-memory object data model as opposed to legacy relational database technology. Instead, Workday has a single data architecture where all data across application functionality is stored in a single object data model and is available across all application functionality – Human Resources, Payroll, Procurement, and Financial Management. All transaction processing, reporting, and analytics is performed against this single data model without the need to move data or extract data to a data warehouse. The in-memory approach allows for all of this to process without impact on system

performance. In fact, Workday is the only ERP service provider that guarantees response time in its Service Level Agreements.

Workday's true multi-tenant architecture brings immense value to our customers in several ways. First, all customers are on the exact same version of Workday. Workday has a single code line, so that when updates are applied – enhancements, regulatory updates, code fixes – they are applied to all 5000+ customers at the same time. In addition, Workday provides major feature updates twice per year and all Workday customers are updated to the updated version on a Friday night. The City will always be current on the latest version of Workday. This approach will address the key business requirement to ensure operational continuity and make it easier to attract Information Technology (IT) support personnel.

Another key aspect of the Workday object data model is the non-destructive approach to managing data. Data is never deleted from Workday, but instead Workday maintains a change stack. In addition, data is never deleted from the Workday service – it is kept in perpetuity. This provides powerful audit capabilities in Workday. In fact, all changes in the Workday service are audited including not just transaction updates, but also reporting, integration, and business process changes. Audit is always on and can never be turned off - without impact on system performance. This is the power of the object data model. Workday also provides a READ audit to monitor patterns of behavior. It should be noted that Workday does provide purge options, should the City actually need to remove data. This allows the City to address the key business requirement of establishing systems of record and data governance practices to provide accurate, reliable, consistent, and readily accessible information.

Workday also provides an enterprise service bus that is core to the Workday architecture. It provides web standard-based integration with a core set of tools and connectors as part of the service. In addition, Workday publishes a set of public APIs that can be used to configure unique integrations. The Workday integration cloud provides a highly scalable platform that is used by all Workday customers. It should be noted that the Workday platform provides a single data architecture where there is no need to integrate data within Workday.

Finally, at Workday, our top priority is keeping our customers' data secure. We employ rigorous security measures at the organizational, architectural, and operational levels to ensure that your data, applications, and infrastructure remain safe. This is all delivered as part of the Workday Trust program. Details can be reviewed at https://www.workday.com/en-us/company/security-and-trust.html. Workday was developed from day one as a true cloud, software-as-a-service solution. Workday was not evolved from on premise technology, but instead was developed from a clean sheet of paper leveraging modern technologies.

XI. System and Application Architecture Questions

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

Workday's foundation is built on Java. We also created a metadata abstraction layer to simplify development. This language is called "XpressO." It allows application developers to abstract themselves from implementation-specific details that prevent unnecessary technical dependencies, and it facilitates Workday's architecture evolution over time.

There is no code-based procedural logic in a Workday application. Instead, Workday developers define the structure of our applications by defining classes for the key business objects in the application. Classes can

have relationships to other classes, attributes, and methods. Methods define the behavior of the application, and the business logic is defined by declarative relationships without the need to write any procedural code.

All these parts of the object model (classes, relationships, attributes, and methods) are created through a forms-based set of tasks. The resulting application is a collection of metadata definitions for each part of the application-object model. These definitions are stored as collections of simple Java objects in the memory of the Java virtual machine (VM) that is the runtime for all Workday applications. The Java runtime knows how to interpret the metadata definitions into the transactions (tasks and reports) that make up the application.

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

Every Workday customer has a Production environment, a Sandbox environment, and a Sandbox Preview environment as part of the normal subscription cost. Sandboxes are full production copies that customers can use to learn about new features, configure new business processes, configure and test integrations and in general, try things they might not want to in their production system.

The Sandbox Preview tenant is a copy of the Production tenant, but it additionally contains new functionality that may be available in a future Feature Release. The Sandbox Preview tenant allows testing of new functionality as it becomes available in between Feature Releases. The Sandbox and Sandbox Preview tenants are available 24x7 (365) for the length of your Workday subscription, starting from your go-live date.

During implementation, customers receive additional implementation environments. Post implementation, additional implementation environments are available, if required, for an additional fee.

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

Workday is a pure HTML5 application, even on mobile. Because Workday is organically built from scratch, there are no exceptions to any screen or form in Workday. All back-office screens are also using pure HTML5 instead of legacy HTML. Since Workday is a pure SaaS (Software as a System) platform, you can utilize any of the following browsers to access Workday:

- Mozilla Firefox (Desktop)
- Microsoft Edge (Desktop)
- Google Chrome (Desktop and Mobile)
- Opera (Desktop)
- Apple Safari (Desktop with macOS and Mobile)

Functionality available on the desktop is available on mobile. Our native apps for iOS and Android have the same function parity. Unlike other vendors, our Android app does not fall behind significantly at the expense of iOS. As per above, once security and privacy are considered, every new feature in Workday is considered for mobile first, both in the mobile browser and for the native apps in the various app stores.

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.

Workday was developed from day one as a true cloud, software-as-a-service solution. Workday was not evolved from on premise technology, but instead was developed from a clean sheet of paper leveraging modern technologies. In addition, the architecture is designed to be able to leverage modern technologies and capabilities as they become available. The City will never be stuck with old technology – Workday is truly built for the future.

Core to the Workday architecture is the in-memory object data model, as opposed to legacy relational database technology. Workday has a single data architecture where all data across application functionality is stored in a single object data model and is available across all application functionality – Human Resources, Payroll, Procurement, and Financial Management. All transaction processing, reporting, and analytics is performed against this single data model without the need to move data or extract data to a data warehouse. The in-memory approach allows for all of this to process without impact on system performance. In fact, Workday is the only ERP service provider that guarantees response time in its Service Level Agreements.

Workday's true multi-tenant architecture brings immense value to our customers in a number of ways. First, all customers are on the exact same version of Workday. Workday has a single code line, so that when updates are applied – enhancements, regulatory updates, code fixes – they are applied to all 11,000+ customers at exactly the same time. In addition, Workday provides major feature updates twice per year and all Workday customers are updated to the updated version on a Friday night. The City will always be current on the latest version of Workday. This approach will address the key business requirement to ensure operational continuity and make it easier to attract Information Technology (IT) support personnel.

Another key aspect of the Workday object data model is the non-destructive approach to managing data. Data is never deleted from Workday, but instead Workday maintains a change stack. In addition, data is never deleted from the Workday service – it is kept in perpetuity. This provides powerful audit capabilities in Workday. In fact, all changes in the Workday service are audited including not just transaction updates, but also reporting, integration, and business process changes. Audit is always on and can never be turned off - without impact on system performance. This is the power of the object data model. Workday also provides a READ audit to monitor patterns of behavior. It should be noted that Workday does provide purge options, should the City actually need to remove data. This allows the City to address the key business requirement of establishing systems of record and data governance practices to provide accurate, reliable, consistent, and readily accessible information.

Workday also provides an enterprise service bus that is core to the Workday architecture. It provides web standard-based integration with a core set of tools and connectors as part of the service. In addition, Workday publishes a set of public APIs that can be used to configure unique integrations. The Workday integration cloud provides a highly scalable platform that is used by all Workday customers. It should be noted that the Workday platform provides a single data architecture where there is no need to integrate data within Workday.

Finally, at Workday, our top priority is keeping our customers' data secure. We employ rigorous security measures at the organizational, architectural, and operational levels to ensure that your data, applications, and infrastructure remain safe. This is all delivered as part of the Workday Trust program. Details can be reviewed at https://www.workday.com/en-us/company/security-and-trust.html.

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

Protecting customer data is our most important responsibility at Workday.

Workday maintains a comprehensive, written information security program that contains administrative, technical, and physical safeguards that, taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing of Covered Data as well as the associated risks, are appropriate to (a) the type of information that Workday will store as Covered Data and (b) the need for security and confidentiality of such information. Workday's security program is designed to:

- Protect the confidentiality, integrity, and availability of Covered Data in Workday's possession or control or to which Workday has access;
- Protect against any anticipated threats or hazards to the confidentiality, integrity, and availability of Covered Data;
- Protect against unauthorized or unlawful access, use, disclosure, alteration, or destruction of Covered Data;
- Protect against accidental loss or destruction of, or damage to, Covered Data; and
- Safeguard information as set forth in any local, state, or federal regulations by which Workday may be regulated.

Every 6 months, Workday publishes System and Organization Controls 1 (SOC 1) Type II reports, in accordance with the Statement on Standards for Attestation Engagements No. 18 (SSAE 18) and the International Standard on Assurance Engagements No. 3402 (ISAE 3402). An independent third-party auditor conducts these audits to demonstrate that Workday's controls associated to production systems are operating effectively.

Annually, Workday publishes System and Organization Controls 2 (SOC 2) Type II reports based on the Trust Services Criteria. The SOC 2 reports attest to the evaluation of existing controls. Workday's primary SOC 2 report addresses the security, confidentiality, privacy, processing integrity, and availability principles of the Trust Services Principles and Criteria of the American Institute of Certified Public Accountants.

To affirm our commitment to privacy and security, Workday is ISO 27001, ISO27017, ISO 27018, and ISO 27701 certified through an independent assessment of our business's conformity to pre-defined ISO standards. The scope of the ISO 27001, ISO27017, ISO 27018, ISO 27701 certificates includes the management of information security and protection of personal data for Workday's enterprise cloud applications related to the processing of Customer Data.

Please see the Workday Compliance site for the latest audits, certifications and assessments.

Workday is able to exchange HIPAA compliant 834 messages to benefits carriers.

Workday has policies, procedures, and technological safeguards designed to comply with the HIPAA requirements applicable to us as a Business Associate processing the PHI our Customers have entered into the Workday Enterprise Cloud Applications, as detailed below. We have summarized these safeguards below, categorized in alignment with the structure of the HIPAA Security Rule.

- Administrative Safeguards
- Physical Safeguards
- Technical Safeguards
- Customer-Enabled Safeguards

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.

Workday supports organizations with a few hundred employees, to 2M+ employees. The same architecture supports them all and is designed for elastic scale based on customer demands. Each tier of our architecture has been designed with massive scalability in-mind, and our micro-service approach allows us to dynamically scale certain parts of Workday to meet peak workloads, and scale back once completed. For example, we have dedicated services for Integration, Reports, UI, Time Tracking, Payroll, Recruiting, PDF printing, Bank Reconciliation, etc., that will offload both read/write requests from the main transaction engine. Each one of those services has the ability to dynamical scale up/down based on demands. In addition, we employ machine learning within our Architecture to understand historical usage patterns to predict when additional compute is required and pre-provision those resources dynamically and proactively.

Workday refreshes hardware in our data centers on a depreciation schedule, along with monitoring for failures or degradation to ensure hardware is maintained to ensure we fulfill our SLAs for availability and response time.

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

Workday is a cloud software as a service solution. In the Workday cloud model, Workday manages all aspects of the platform including hardware, software, and network requirements. There is no need for the City to acquire additional hardware. Workday is accesses via the leading HTML5 browsers as well as mobile devices running iOS or Android operating systems.

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.

Unlike legacy ERP systems, Workday operates on a single security model that applies to the entire Workday Service including reporting. This includes user access, system integration, reporting, mobile device, and IT access. Everyone must login and be authorized through the Workday security model. By contrast, in legacy ERP systems there is typically an applications layer of security that IT and DBA personnel can bypass to access the data directly at the database level. This is not possible with Workday. Also, many other ERP solutions require customers to maintain two separate security models; one for the transactions and one for reporting. This is not necessary in Workday.

Functional domains within Workday (HCM, Payroll, Finance, etc.) are grouped into domains of data and tasks allowing you to configure very granular security for your users, roles, and groups. Workday domains also allow you to secure data that is aggregated, in scorecards and dashboard analytics differently from the transactional level of detail. This is useful when information at the aggregated level, for example a gender analytic for a division, can be seen by users but the individual Worker gender value can only be seen by a select few.

The security for reports and analytics can be configured as granular as needed and the Workday security model stays consistent. For example, our report writer applies the same policy-based security at a granular level for all data in all reports that a customer creates, and this security stays in effect even when these reports

are distributed and accessed via mobile, dashboards, and worksheets, and through Workday web service APIs and workflow processed in our business process framework.

Given there is no back door into the Workday data, any access through web services to Workday data using Reports-as a-Service ensures that even outside or third-party access to Workday data passes through the Workday security model you have configured.

All customer access to Workday occurs via the supported browsers, or mobile apps, or via the web service calls (REST and SOAP). Regardless of how access occurs, security is enforced and users have to authenticate and have the appropriate security permissions explicitly granted to them in order to view/edit data. All communication into Workday is encrypted using TLS 1.3.

To fuel growth and innovation, Workday uses AWS Public Cloud and Google Cloud Platform infrastructure and services.

XIII. Security Controls

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).

Workday supports single sign-on platforms via SAML 2.0 or Google OpenID Connect. The single sign-on integration may work alongside the delegated authentication mechanism. If an organization is making use of Active Directory, this means that Single Sign-on can be set up by invoking the Active Directory Federation Services (ADFS) function, with Workday supporting both IdP and Service Provider-initiated requests.

We also support multiple IDMs and have pre-build integrations with partners such as Azure, Okta, OneLogin and Ping Identity. Workday can also act as an IDP, if needed.

Workday also provides the option for customers to use their own LDAP instance for centralized login. At login, Workday invokes a configurable delegated authentication process that will use web services to connect to a customer's directory over HTTPS and verify credentials via a customer-side WS listener service. Once verified, the login is set as successful (or rejected as invalid).

Workday provides sync capabilities using our web services to ensure business data around employees is consistent between Workday and your directory – we recognize HCM events such as Hire and Terminate so that we can use this changed data to synchronize with your directory.

Regardless of the method used to access Workday – all communication is secure (TLS) and all access requires authentication (WS-Security for web services).

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.

Workday security access is role-based, supporting LDAP Delegated Authentication, SAML for single sign-on, and x509 certificate authentication for both user and web services integrations.

Single-Sign-On Support

SAML allows for a seamless, single-sign-on experience between the customer's internal web portal and Workday. Customers log in to their company's internal web portal using their enterprise username and

password and are then presented with a link to Workday, which automatically gives customers access without having to log in again. Workday also supports OpenID Connect.

If using Microsoft Azure AD, Workday maintains an Azure Active Directory (Azure AD) connector and provides secure and seamless access to cloud and on-premises applications. Further details available here: https://marketplace.workday.com/en-US/apps/414328/workday-sso-using-microsoft-entra-id

Additionally, prospects can review the MS Azure to Workday SSO setup instructions here: https://learn.microsoft.com/en-us/azure/active-directory/saas-apps/workday-tutorial

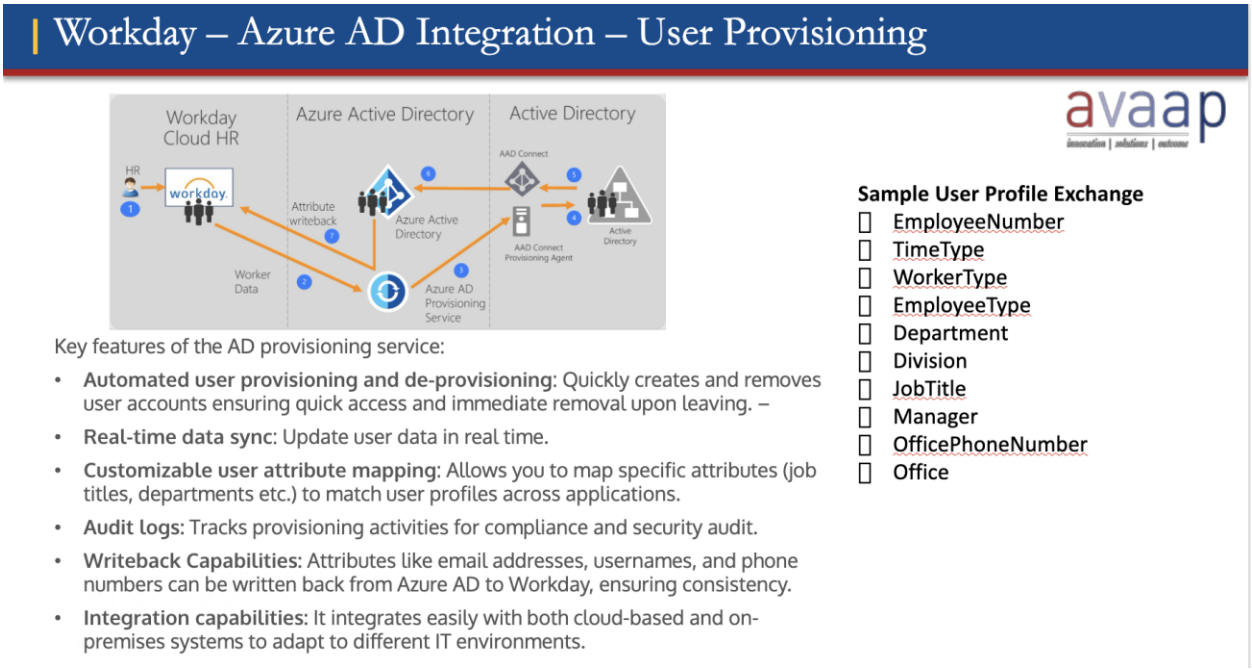
Step-Up Authentication

If someone leaves their console open or multiple users access Workday from the same device, organizations that use SAML as an authentication type can secure against unauthorized access by identifying critical items within Workday. This allows customers to force a secondary authentication factor that users must enter to access those items. Customers can choose to utilize their own LDAP compliant or AD instance for authentication as well as using Workday's built-in authentication. Workday supports multiple SSO methods including SAML, Google OpenID Connect, WebAuthn standard (providing you with a strong, phishing-resistant authentication mechanism) and delegated authentication.

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?

Yes. Workday supports integration with Active Directory for user provisioning and de-provisioning. Details for configuring this can be found here - https://learn.microsoft.com/en-us/azure/active-directory/saas-apps/workday-inbound-cloud-only-tutorial. Workday can also receive updates from AD via the Workday APIs.

The screenshot below provides an example of integration architecture between Workday and Active Directory for a current government client.



During initial design conversations we recommend discussing, at minimum, the following questions:

- How do you envision the user provisioning flow?
- How current provisioning work?
- How will non-employees (contingent workers, part-time employees, future hires, and terminated workers) access the system?
- How should rehire be managed?
- Which system is responsible for assigning and maintaining usernames, email addresses, and other details?
- Any kind of additional Security, compliance, and notification expectations.
- Any training needs for this change.

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?

This can be configured with Workday and Active Directory. Details for this configuration can be found here. https://azuremarketplace.microsoft.com/en-us/marketplace/apps/aad.workday

Workday would be the authoritative source for employee changes. An employee would be terminated in Workday first, then that event would be pushed out to your AD, where their employee account would be deactivated.

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?

Yes, Workday is not dependent on the network security. Workday is accessed via the public internet and has no dependency on the Windows network. Workday supports single sign-on platforms via SAML 2.0 or Google OpenID Connect. The single sign-on integration may work alongside the delegated authentication mechanism. If an organization is making use of Active Directory, this means that Single Sign-on can be set up by invoking the Active Directory Federation Services (ADFS) function, with Workday supporting both IdP and Service Provider-initiated requests.

Customers log in to their company's internal web portal using their enterprise username and password and are then presented with a link to Workday, which automatically gives customers access without having to log in again.

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.

Workday supports multiple methods of authentication so customers are not restricted to just one option. External auditors can be manually provisioned and authenticate natively to Workday as opposed to Active Directory.

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.

No. Workday delivers our software as a service, so it is Workday, not our customers, who is solely responsible for providing and managing the infrastructure which we use to deliver that service.

Users access the Workday service over the internet through an up-to-date internet browser or a mobile device (Android or Apple) with the Workday native mobile application installed.

While not required, per se, when it comes to integrations and the exchange of data between Workday and third-party solutions, customers may opt for the provision and use an SFTP server or similar file storage service to support file-based, store and forward, integration scenarios.

Workday Support does not administer customers' accounts. Our customers designate IT or Security administrators at their organization who create accounts, reset passwords, and disable accounts for their employees. In the event of an emergency where a customer requires Workday to assist with account maintenance, it must follow an escalation process internally at Workday. This is rare as customers should have multiple administrators.

Occasionally, Workday employees in appropriate job roles, such as a Support Analyst, may need to access customer tenants to assist with troubleshooting issues. Access to Customer Data is restricted to authorized personnel only. Access to a customer tenant requires two-factor authentication to proxy into one of the specified privileged system IDs. The Workday application logs the activity for each privileged ID and includes a reference to the Workday employee that proxies into the system ID. Access to customer tenants using privileged system IDs is performed using a secure virtual clean room (VCR) solution. VCR is deployed to help support a zero-footprint model (e.g., no copying of data locally, printing, etc.) which limits the persistence of data outside of the Workday data centers. Access to the VCR is only permitted from a Workday issued laptop. Residual data within the VCR environment is systematically wiped on a daily basis.

Support employees are required to complete new hire security training and a secondary security training focused on security and privacy issues related to handling of sensitive data prior to receiving access to systems. Due to the nature of Support roles, additional security and privacy training is required twice annually.

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?

Yes, Avaap staff will follow the City's Security Policies related to access to the City's network.

Yes. Occasionally, Workday employees in appropriate job roles, such as a Support Analyst, may need to access customer tenants to assist with troubleshooting issues. Access to Customer Data is restricted to authorized personnel only. Access to a customer tenant requires two-factor authentication to proxy into one of the specified privileged system IDs. The Workday application logs the activity for each privileged ID and includes a reference to the Workday employee that proxies into the system ID. Access to customer tenants using privileged system IDs is performed using a secure virtual clean room (VCR) solution. VCR is deployed to help support a zero-footprint model (e.g., no copying of data locally, printing, etc.) which limits the persistence of data outside of the Workday data centers. Access to the VCR is only permitted from a Workday issued laptop. Residual data within the VCR environment is systematically wiped on a daily basis.

Support employees are required to complete new hire security training and a secondary security training focused on security and privacy issues related to handling of sensitive data prior to receiving access to systems. Due to the nature of Support roles, additional security and privacy training is required twice annually.

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.

No, Avaap will not be accessing the City's systems from outside the United States.

XIV. Software Hosting Questions

i. Where are the data center and storage facilities?

For US customers, we deploy the Workday service from AWS (Amazon Web Services) data centers located in the United States. Details on the data centers including location is documented in our SOC-2 which can be shared upon completion of a mutually signed NDA.

ii. What availability and response time do you guarantee?

Workday's contractual Service Availability SLA is 99.9%, excluding scheduled maintenance.

Service Availability for a given month is calculated as a percentage equal to [(# of minutes the Workday Production System is available in the month – number of minutes of Scheduled Downtime during the month) / (total number of minutes in the month – number of minutes of Scheduled Downtime during the month)].

There are no exceptions to our availability SLA - for example, unlike some other service providers, Workday does not exclude downtime associated with emergency maintenance . In some cases, other vendors do not even commit to the duration of planned downtime - they provide the time that maintenance will start but not when it will end. Workday publishes our maintenance calendar one year in advance so that customers can plan ahead (some vendors provide only a few days' notice of upcoming maintenance, and consider this "planned" maintenance).

Workday's Service Response SLA commitment is: (i) not less than 50% of (online) transactions complete in one (1) second or less and (ii) not more than 10% of (online) transaction complete in 2 and a half (2.5) seconds or more. In reality we far exceed this commitment since ~97% of all cumulative Workday on-line transactions complete within 1 second. Workday is the only SaaS solution in our market that contractually commits to the performance of the application. Service Response is the processing time of the Workday production tenants in the Workday production data center to complete transactions submitted from a web browser.

We monitor every tenant with the goal of detecting problems before they impact an end user / customer. We use a variety of tools and industry best practices across our NOCs (Network Operations Centers) to detect, and correct anomalies.

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?

Additional details can be provided upon completion of a mutually signed NDA.

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?

Workday has a specific set of service level agreements that apply to all customers. Availability of Workday production environment at the data center connection point is committed to meet or exceed 99.9%. Service

Availability for a given month is calculated as a percentage equal to [(# of minutes the Workday Production System is available in the month – number of minutes of Scheduled Downtime during the month) / (total number of minutes in the month – number of minutes of Scheduled Downtime during the month)]. All service disruptions outside of regularly scheduled maintenance counts against the availability SLA. Workday monitors every tenant for availability and alerts our operations staff if there are any issues. Workday also monitors performance of every request, and alerts are issued when responses are slow or resulting in errors. We also track performance over time to identify trends before they become problems. Typically credits are issued for any unplanned service outages.

Additional details can be provided upon completion of a mutually signed NDA.

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

Workday provides advance notice on the Workday Community site of scheduled downtimes due to weekly, monthly, and quarterly scheduled maintenance. Upcoming scheduled downtimes are also proactively displayed within the Workday User Interface.

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

Workday's Chief Security Officer has established a Physical Security Policy for Hosting Facilities, which is reviewed by management on an annual basis. Physical access is granted only to Workday staff authorized by Technical Operations management or to the data center facility staff who need access to Workday equipment. For Workday employees to obtain access, a tracking ticket must be created, and appropriate approvals must be documented in the associated ticket. Consoles are not used in the data centers.

The Workday servers are in a private secured area within the data center. The data center facility is designed to require multiple layers of authentication before access is granted to the server area. Critical areas at the data center require users to authenticate through a two factor biometric authentication mechanism for entry. Camera surveillance systems are located at critical internal and external entry points to the data center. Security personnel monitor the data centers 24/7. Any unauthorized access attempts to the data center and surrounding areas of each floor are logged and monitored by data center security. Security personnel investigate any suspicious activity. Historical video footage is archived and available for Workday management review if required.

The Workday environment has been designed with security, high-availability, and redundancy in mind. The data centers are designed and built with redundant network infrastructure and switching architecture to prevent a single point of failure. Firewalls, load balancers, and network intrusion prevention systems (IPS) are deployed in redundant pairs, and each provide firewalling capabilities that restrict access to the environments containing customer data. There are also network and security operations centers which monitor and alert of suspicious activity so that Workday can remain proactive in terms of detecting intrusions.

Workday maintains a formal Disaster Recovery plan for the production data centers. In the event that the production Workday Enterprise Business Services becomes unavailable and is expected to remain unavailable, a disaster is declared and the disaster recovery plan is executed. The Disaster Recovery plan describes the responsibilities and actions to be performed in case of a disaster. The plan includes defined teams, contacts, responsibilities, and detailed action plans. Details of this DR plan can be shared under an executed NDA.

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

Yes - both. Data in transit is encrypted with TLS encryption (1.2 or higher). All data at rest is encrypted with AES 256-bit encryption at no additional charge. Encryption is provided with the service.

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.

Workday has achieved ISO 27001, ISO 27017, ISO 27018, and ISO 27701 certifications, TRUSTe's Enterprise Privacy & Data Governance Practices Certification, and Cyber Essentials Certification. ISO 27001 is a standards-based approach for building Information Security Management Systems (ISMS) that was developed, and is supported internationally, by members of the International Organization for Standards (ISO). ISO 27017 extends the guidance on the information security aspects of cloud computing, recommending, and assisting with the implementation of cloud-specific information security controls to cloud service providers. ISO 27018 builds upon the ISO 27001 principles, is intended to establish a uniform, international approach to protecting privacy for personal data stored in the cloud.

Workday issues a semi-annual SSAE 18 SOC 1 Type 2, annual SOC 2 Type 2, and a SOC 3 audit report. Workday is happy to share our current audit reports with prospects under a signed Non-Disclosure Agreement (NDA). Workday SOC 3 report is publicly available at https://www.workday.com/content/dam/web/en-us/documents/workday_soc3_report.pdf

Please see: Workday's Trust site for full and latest detail:

https://www.workday.com/en-us/company/security-and-trust.html?&_rda=/en-us/company/trust.html

Workday's completed SOC 2 audit can be shared with prospects once an NDA has been executed.

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.

Since Workday is a full SaaS platform, Workday takes care of all the hardware requirements. As a client, you would only need to worry about the browsers that you would need to access the platform.

Browser Info

- Workday officially supports the latest supported version that is automatically released by each of the following browser technologies: Mozilla Firefox, Google Chrome, Microsoft Edge ("IE" mode is not supported), Apple Safari (only supported on Mac OS X), and Opera.
- Supported on Apple and Android devices via mobile app and HTML5 enabled browser.

Network Info

- Network communication with Workday is performed using TCP/IP, encrypted via TLS.
- In terms of internet bandwidth consumption, Workday is a very light-weight application. Network testing shows 5,000 users only require about 100kbps of bandwidth. Within HR applications, the number of concurrent users is generally 1% of the total workforce.
- Server-side hardware and software is all managed by the Workday service and hosted outside your organization.

By default, Workday is accessible from any location. Customers do have the option of configuring their Workday tenant to restrict access to specific IP ranges via an allowlist for allowed IP ranges and/or a denylist of forbidden IPs. IP restrictions can be used for authentication requests or to control access to various features of the application such as printing or downloading.

The Workday service is available 24/7 apart from scheduled maintenance windows which are standard in the service to allow for system maintenance.

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

We built and deliver the Workday service from a multi-tenant architecture. Multi tenancy enables multiple customers to share physical instances and infrastructure of the Workday system, while isolating each tenant (customer) application data, and transaction processing. All customers are logically segregated within the Workday Architecture with all customer data encrypted-at-rest in a unique database instance with encryption keys unique to every customer.

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?

There is no limit to the amount of structured and unstructured data that can be stored in the Workday service. Workday provides data storage with the service at no additional charge.

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?

Workday provides disaster recovery service as part of the overall Workday cloud service. Workday maintains a disaster recovery plan for the Workday Production Service in conformance with Workday's most current Disaster Recovery Summary, the current version of which can be viewed by Workday customers on the Workday Community. Workday commits to a recovery time objective of 12 hours - measured from the time that the Workday Production Service becomes unavailable until it is available again. Workday commits to a recovery point objective of one hour - the time between the first transaction that was committed and not recovered and the last transaction that was committed and not recovered. (In other words: This is the amount of data loss measured in time relative to the incident).

Workday tests the disaster recovery plan once every six months, and makes available a written summary of the results of the most recent test available to your organization on Workday Community. There is no separate agreement or additional cost for disaster recovery, it is included with the Workday service.

TAB 3 PROJECT APPROACH AND IMPLEMENTATION METHODOLOGY

I. Project Approach

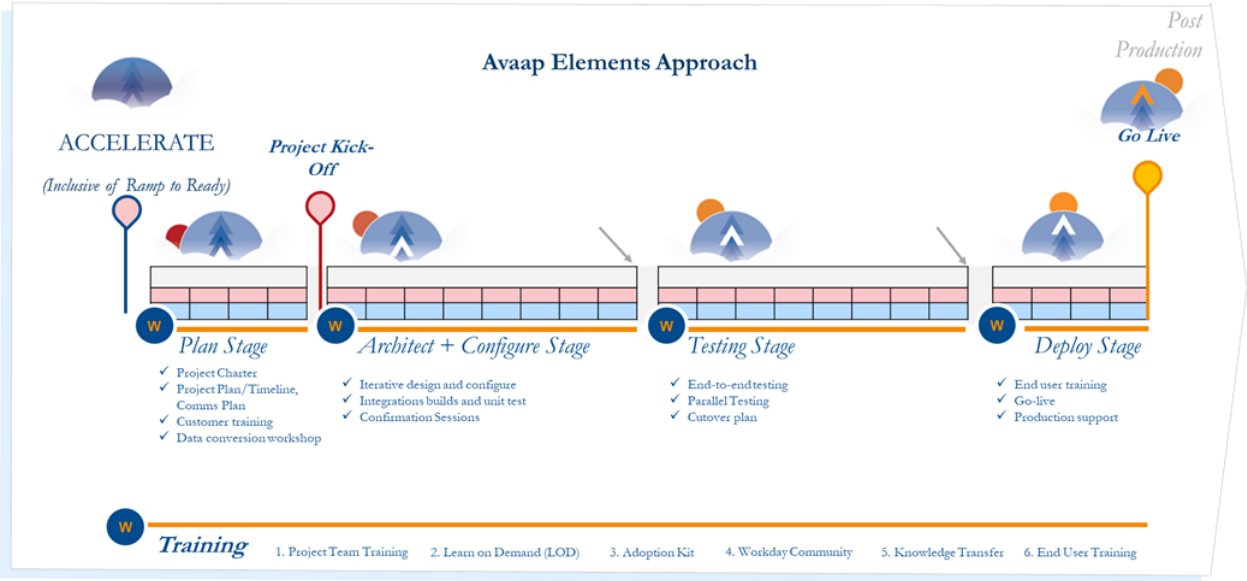
Proposer to provide a description of the proposed approach for providing the Scope described in the RFP, including a comprehensive description of the proposed implementation methodology for the Project. The description should include how the Proposer has developed this methodology to both incorporate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

Avaap ELEMENTS Implementation Methodology

As a certified Workday Services partner and a management consulting firm specializing in ERP solutions for the public sector, Avaap understands the journey you are considering embarking upon – and we are excited to bring our collective experience to help you make this project a success. With our proven methodologies and approach, we can have the City well on the way to transforming your organization into a more effective and efficient business center today, while providing the ability to align and scale with tomorrow's goals and growth. Our common goal is to help you achieve success in the shortest period with the greatest benefit.

As your Workday partner, Avaap will be there to navigate through the unpredictable times and to anticipate how the City needs will be met with Avaap's Workday Elements methodology. The Avaap Elements Methodology is a carefully blended mix of Avaap's Workday Project Management and Consulting expertise combined with the required Workday Deployment Methodology, designed to give your organization a complete roadmap for success. Key aspects of our Elements methodology include:

- Compliance with the established and required Workday methodology.
- Plans for and prepares the City to meet checkpoints and milestones.
- Holds the implementation team accountable for their tasks (and approach)
- Recommendations for staffing models that support the project.



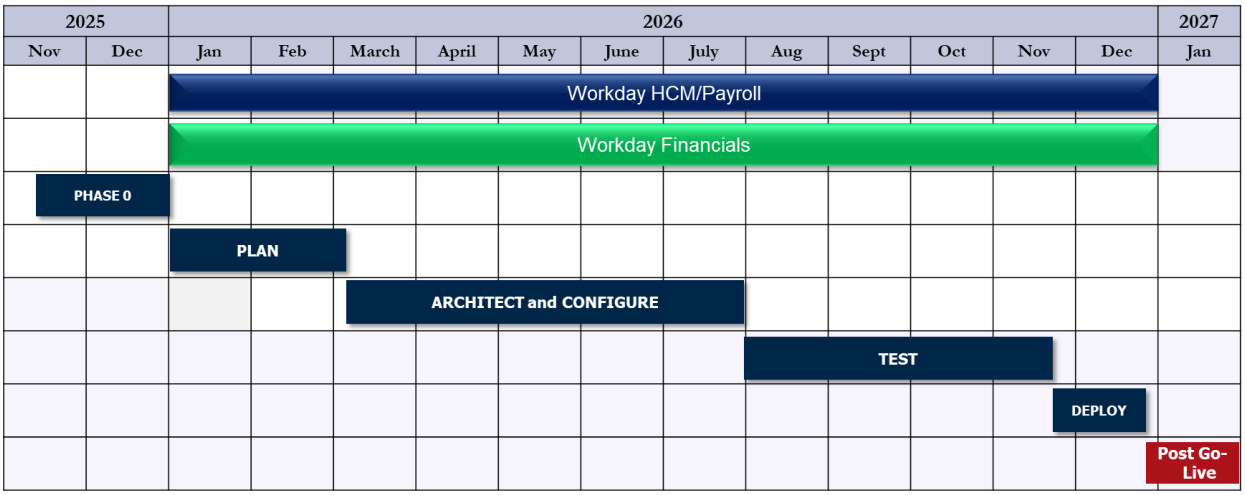
Deployment Strategy - Option 1

We are excited to guide you through every phase of our implementation plan, while recognizing that you need to continue managing the business of the City during the deployment. Given our understanding of your requirements and your responses to vendor questions and answers, as well as our experience deploying Workday with clients of comparable size and scope, ***we propose a Core Implementation deployment approach***, often referred to as a "big bang" approach. The overall guiding philosophy of the project assumes the City will standardize business processes delivered by Workday to streamline operations and provide efficiencies across agencies and departments across the organization. As part of the implementation, Avaap will identify and recommend Workday best practices.

Why Core Implementation?

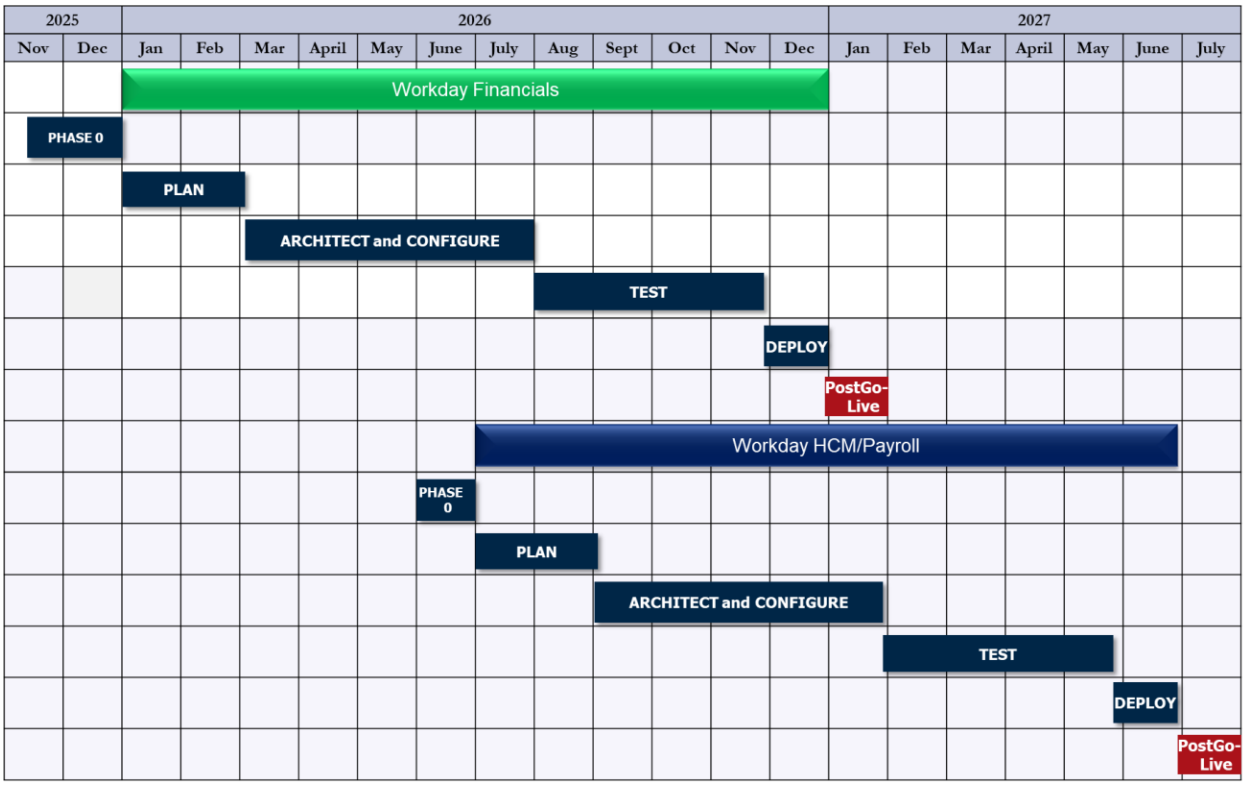
We designed our proposal based on the City's needs, objectives, and staffing level assumptions. Avaap's approach is designed to move you off your current systems to be replaced and quickly find value in all Workday has to offer. This includes better access to data, streamlined processes, and improved productivity - all within a manageable timeline. An important distinction to understand with our approach is it assumes using Workday's delivered business processes as the foundation while recognizing the City has certain functional requirements that must be met for a successful solution. With our recommended approach, we will deploy core functionality all at once and will be live with that core functionality within 12 Months from the planned start date, by Jan. 1, 2027. Prioritizing the scope and utilizing pre-delivery best practices is a path to a successful project.

As a seasoned Workday deployment partner, we understand that knowing the product is a vital component of any project; however, getting to know each other, our limits, capabilities, and ability to effectively manage and communicate with each other is what ultimately creates value. We welcome the opportunity for additional dialogue as part of our collective efforts to align scope, budget, support, and the best schedule to successfully deliver Workday for the City.



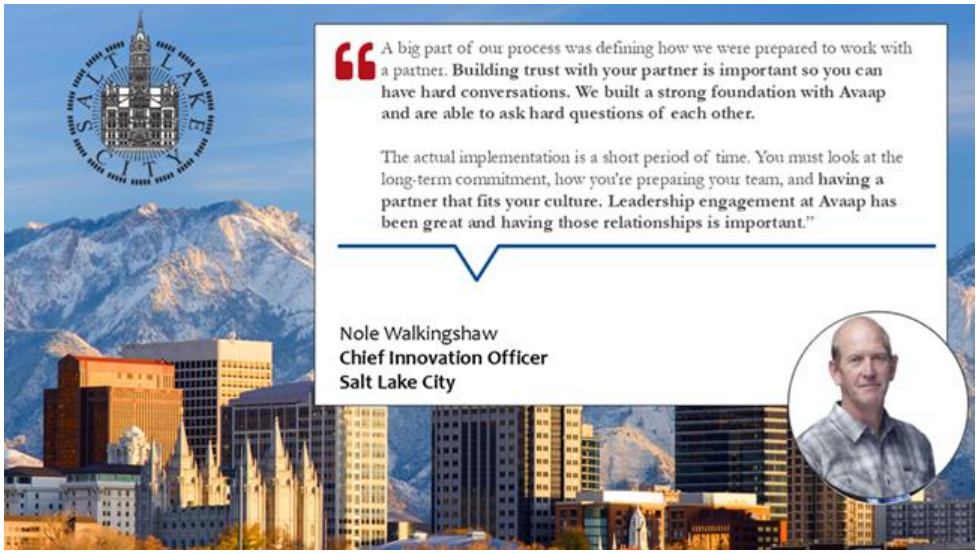
Deployment Strategy - Option 2

Avaap's approach for the Phased Deployment would follow the timeline indicated in the RFP, with a November 2025 Phase 0 followed by a staggered implementation beginning with Financials going live by Jan. 1, 2027, and HCM/Payroll live by July 1, 2027.



Phase 0 – Ramp to Ready

Avaap would be prepared to start the implementation as quickly as needed after signing the contract. Our Ramp to Ready program is designed to begin immediately after the contract award to help prepare the City for its implementation.



We believe that one of the key indicators of project success is thoughtful and intentional planning. To ensure the City is set up for a smooth and successful implementation; Avaap leads organizational alignment sessions for city business leaders, assists with the creation and execution of training plans, and helps to set the framework of what a successful project will look like in the eyes of executive stakeholders and project leaders.

Key deliverables associated with Ramp to Ready are:

- The City project resource Workday Training Plan
- Project Vision
- Guiding Principles
- Project Success Indicators

To ensure that the City is set up for a smooth and successful implementation, Avaap is proposing the following proprietary workshops free of consulting labor charges.

Workday Training Planning Workshop

To guide and assist on a recommended strategy for Workday Training. This will ensure that the key subject matter experts from the City are able to schedule and conduct Workday training relevant to their roles and responsibilities prior to the start of the Architect and Configure Stage.

Knowledge Transfer

Within each Workday deployment, deep knowledge transfer is planned for and conducted. This activity supplements and builds upon the Workday training that is set to happen earlier in the project and is more hands-on style training that occurs between the Avaap lead and the client subject matter expert. This happens throughout the system design and build phase as we are iteratively working towards the solution that best leverages Workday's best practices with the client's needs. It happens as we work through testing together and there are formally scheduled Knowledge Transfer sessions that happen towards the end of the project to reinforce all that has been learned throughout the effort. These sessions are included in the project plan and leverage both project specific documentation along with Workday materials.

Organizational Alignment Workshop

Transformation is redefining your ways of working and will impact all aspects of your organization, driving a new experience for people, processes and technology resulting in breakthrough long-term value. Organizational Alignment is one of the most critical activities in ensuring the Client meets stakeholder expectations. The goal is to firmly define your new future and delivery scope, level set expectations, and refine an implementation plan that will ensure your success.

Organizational Alignment	Modernization & Value Delivery
• (Re)Defining the vision • Success indicators and KPI's • Communication and expectation setting • Project overview and timeline • Selecting the team members • Governance and decision-making	1. Q&A session for each functional area in scope. 2. Opportunity for the City to share current pain points and future state goals. 3. Opportunity for Avaap to share best practice examples and opportunities for discussion. 4. Scope alignment analysis and review discussion with City stakeholders.

Payroll, Absence, and Time Tracking Expertise

Avaap has deep experience helping organizations like the City with complicated time tracking, accrual, and payroll requirements, typically driven by Unions / Collective Bargaining Agreements. Our work with government organizations as well as transit organizations has given Avaap exposure to the wide variety of union-based requirements. Our expertise in this area sets Avaap apart from other Workday deployment partners.

Plan Stage

The objectives of the Plan Stage are to confirm the project scope, initiate project activities and establish project management processes and controls. The project goals, plan, timeline, milestones, deliverables, resources, and responsibilities are drafted and reviewed in this stage. Project workstreams (functional, integrations, reporting, etc.) are initiated to align approach, resources, and schedules. The stage starts with a variety of workshops to begin the project planning activities and includes a project kick-off at the end of the stage with the opportunity extended to the Client's project stakeholders to review the overall project, including a draft of the plan, timelines, resources, etc.

The key deliverables associated with this stage are:

- Key Project Management Artifacts: Project Plan, Communication Plan, Resource Plan, Tenant Management Plan
- Workday foundational awareness: business process framework, role-based security, organizations, work tags, etc.
- Validated data workbooks and the completed Foundation tenant
- Project workstream strategies: data conversion, reporting, integrations, testing
- Workday Readiness Workshops, delivered by our Avaap Change Lead, for your project team to prepare them for a "Day In The Life" on a Workday implementation.

Architect & Configure Stage

The Architect & Configure Stage of a Workday deployment allows the Avaap Workday Consultants to find a mutual understanding of the City's business needs, analysis how Workday will be deployed to meet those needs, and then configure the system to meet those needs all through configurations.

After configurations, formal Customer Confirmation Sessions (CCS) are held. These sessions are designed to reveal the functionality built into the Configuration Tenant and to identify any gaps that need attention before the upcoming Unit Test cycle. Unit testing will begin with a testing kick off where we will ensure successful adherence to the Test Plan, as well as knowledge transfer on how to execute the test scenarios targeted for the functional configuration, reports, and integrations.

Unit testing will expose configuration changes and data clean-up activities. Both will be captured and used to build the "end-to-end" tenant. And while this next tenant is being built, we will prepare the City for the next testing cycle. The following table provides an overview of tasks and activities to be completed during the System Design and Build Stage.

The key deliverables associated with this stage are:

- Pre-prepared tools to assist in discovering the City's business requirements.
- Configuration workbooks and design documents that capture functional decisions that will result in Workday configuration.
- Test Strategy, Test Plan and Test Scenarios required for the configuration unit testing.
- Validated data workbooks and the completed Configuration tenant
- Revised Project Management artifacts
- Customer confirmation sessions
- Updated design decisions because of Unit testing the configuration, reports, and integrations.
- End-user training plan
- Validated data workbooks and the completed End-to-End tenant
- Test Plan and Test Scenarios required for the End-to-end, User Acceptance, and Payroll Parallel testing cycles

Test Stage

The Test Stage of a Workday deployment ensures the configured Workday system sufficiently meets the needs of the customer's business. Each test effort has a distinct set of conditions and a different purpose. The agreed-upon exit criteria for each test effort must be met to move forward toward a go-live. Each of these test efforts is described below.

During the Test Stage, the team ensures the configured Workday solution sufficiently meets the needs of the business. The Test Stage consists of three separate testing efforts:

1. End-to-End Testing
2. User Acceptance Testing
3. Payroll Parallel Testing* - Avaap is the **only** Workday implementation partner that conducts 3 rounds of payroll parallel testing. Industry standard is only 2.

*Avaap provides our proprietary automated Payroll Parallel Comparison tool (PAY) in support of this testing effort. Sample screenshot below:

Worker	Workday.Pay Component Code	Legacy.Pay Component Code	Pay Component Category	Workday Amount	Legacy Amount	DIFF
Betty Liu	GTL-IMP	GTL	Earnings	5.38	2.77	2.61
Betty Liu	VAC_PD	VACAY!	Earnings	549.6	404.04	145.56
Betty Liu	BASE	REGULAR	Earnings	4854.51	3720.1	1134.41
Connor Cleary	BASE	REGULAR	Earnings	2420.56	416.34	2004.22
Connor Cleary	GTL-IMP	GTL	Earnings	1	0.69	0.31
Alvin Hwang (On Leave)	GTL-IMP	GTL	Earnings	5.38	0.13	5.25
Alvin Hwang (On Leave)	BASE	REGULAR	Earnings	2843.55	292.24	2551.31
Dawn Myers	BASE	REGULAR	Earnings	3419.08	2361.07	1058.01
Dawn Myers	GTL-IMP	GTL	Earnings	5.38	0.06	5.32
Peter Neumann	BASE	REGULAR	Earnings	5420.72	36.91	5383.81
Peter Neumann	GTL-IMP	GTL	Earnings	5.38	4.39	0.99
Lily Kang	GTL-IMP	GTL	Earnings	1	0.21	0.79
Lily Kang	BASE	REGULAR	Earnings	3606.7	261.76	3344.94
Ashton Burns	BASE	REGULAR	Earnings	3754.62	2722.16	1032.46
Ashton Burns	GTL-IMP	GTL	Earnings	1	0.25	0.75
Gail Bradley	GTL-IMP	GTL	Earnings	5.38	3.26	2.12
Gail Bradley	BASE	REGULAR	Earnings	7289.21	512.9	6776.31
Brian Sullivan	BASE	REGULAR	Earnings	3068.33	1514.21	1554.12
Brian Sullivan	FLH-PD	FLH-PD	Earnings	347.44	12.22	335.22

Each test effort has a distinct set of conditions and a different purpose. The agreed-upon exit criteria for each test effort must be met to move forward toward go-live. The following table provides an overview of tasks and activities to be completed during the Test Stage.

The key deliverables associated with this stage are:

- Updated design decisions because of the End-to-end, User acceptance and Payroll Parallel testing
- Validated data workbooks and the completed Parallel tenant
- Cutover deployment Plan
- End-User Training materials

Deploy Stage

Once the project has met all the exit criteria for the Test Stage, you are ready to move on to the Deploy Stage, where you will go live on Workday in a production environment using all the features and integrations configured and tested during previous stages. The following table provides an overview of tasks and activities to be completed during the Deploy Stage.

The key deliverables associated with this stage are:

- Validated data workbooks and the completed Gold/Pre-Production tenant
- Workday Go-Live authorization
- Transition to Operations Plan

Partnering with City of Superior

At the core of our approach is a collective effort by all Avaap team members to work with their city counterparts to *focus on the tasks, activities and scope that matters*.

Workday is transformational and will require the city to envision diverse ways of working based on the delivered Workday business processes. The adoption of Workday as delivered brings immense value to the organization, but it will also challenge the status quo. Having effective project management oversight will help both Avaap and the City to navigate the decision-making and approval process. The Avaap Engagement Manager will play a critical role in the project to support effective and timely decision making.

Role of Avaap's Project Manager	**Expected Role of** the City**'s Project Manager**
The role of the Avaap project manager (referred to as an "Engagement Manager" under Workday's methodology) will fall in line with industry leading (Project Management Institute) best practice. The Engagement Manager will provide overall insight of the Workday implementation and with responsibilities including but not limited to: • Managing Project Priorities, Risks, Issues, and Mitigations	the City's project manager will be expected to be the primary liaison to the rest of the implementation team. They will primarily assist with communication and coordination of the various tasks that will happen throughout the life of the project and then will be leaned on for the client-side execution of {the City's owned deliverables. Other responsibilities include: • Assist with maintaining project plan. • Co-manage issue and key decision log.

• Communicating project statuses both with the City and Avaap leadership • Promoting Client Involvement • Encouraging and Supporting Escalations • Enforcing Change Control • Mentorship and Support • Monitor project progress and reports status to appropriate stakeholders. • Monitors project budget • Primary Accountability for Project Success • Coordinating activities with Workday	• Assures that planning, execution of plans, communications, issue management, and other implementation factors are addressed. • Coordinate work of Functional and Technical team members • Monitor project progress and reports status to appropriate city stakeholders • Monitors project budget • Escalate critical issues to Executive Sponsor • Act as Named Support Contact (NSC) and WD Community Administrator

Project Governance

The governance process will be one of the most important managerial tools during the project. Collectively, all the project team members support the governance process. The overall goal of our proposed Governance Process is to manage the project to a successful completion, as defined by city success criteria. We accomplish this via quick identification of risks and issues.

Collaborative governance between Avaap and the City is a top priority and will help guide our decision-making process. We work diligently with you to manage the RAIDQ logs and the decisions that align the project to the transformation you expect from implementing Workday. From our Steering Committee Dashboard to tracking the various issues and outcomes, our role is to partner with you and provide the leadership and insight you need to make good decisions during the implementation.

The illustration below highlights the importance of a strong Project Management Governance process. The majority of decisions will be made by the workstream leads and program managers. There will be times during the schedule that Steering Committee Members and Executive Sponsors will need to intervene on critical issues and decisions facing the project team.

Teaming with the City – Project Management

We aim to partner an Avaap consultant with the City team for each functional area. The goal is to form a trusted relationship as well as provide a mentoring approach that allows our team to configure the software while helping your team to learn the Workday solution. It is a unique dynamic that drives successful knowledge transfer early and often during the project. This alignment creates a close working relationship within the overall project team, as well as the sub-teams that comprise the project. The goal is to establish a 1:1 working relationship at the lowest level.

Within the functional team, the relationship moves to a lower level that is based on the workstream being deployed. We recognize this is not always a 1:1 relationship. It is possible for the City that certain functional areas may consist of 2-3 assigned resources that align to the Avaap Functional Lead. That is fine. In fact, it is often a benefit because the more the City team members that are "hands on" during the configuration and testing, the better the transfer of knowledge. At the core of our project management tools is a product called Smartsheet, which we will provide access to your project team members. Within Smartsheet, we will create a project portal, from which we will have access to project dashboards, status reports, key deliverables such as a Project charter, project roster and contact information, team schedules, the project plan, etc. The information is updated in real time and is always current.

Measuring Project Success

Avaap is committed to quality assurance and open communication and collaboration throughout our projects to help our clients be successful with their large transformations.

We measure success from our project work on the following KPIs:

- Delivered Business Value / Benefits
- Project budget to actual cost
- Project schedule

- End User adoption
- Quality of configuration / implementation
- Client Self-Sufficiency

We also provide numerous dashboards and logs pre-built in our Smartsheet project portal to enhance our project and change management activity monitoring. While this helps us deliver a project on time and on budget, this is certainly not the only measure of success / failure for a project. Ultimately, the delivery of business value is what will determine the long-term success of a project when viewed through the lens of any specific functional area. This means that our consultants must deliver quality configurations over the course of the implementation that results in end-user and core-user adoption of Workday business processes that meet the tactical and strategic needs of your organization.

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?

Avaap included a table below to outline our perspective on the most significant risks to the project and how we plan to mitigate these risks. Following the table, we have also included additional information along with the experiences of several Workday/Avaap public sector clients.

Topic	Risk Area	Description and Mitigation
Communications	Regular Communications with all stakeholders at all levels	A project communications plan is created for each unique project and included in the project charter that is a deliverable of the plan phase. This plan outlines how regular communications will be handled and will be agreed to by both parties prior to moving on from the plan phase.
Conversion	Confirming Data Sources, Cleansing Data, Loading Conversion Workbooks and Validating Data Once Converted	Data sources and data within those sources requires time to cleanse for them to be converted in the new application. Owners of the data are required to review and validate the data prior to it being loaded and after it is loaded into the new system. Identifying the owners and staffing for the project and their other responsibilities is completed in the Plan Phase of the project.
Conversion	Historical Data -finalizing what will be in Workday application	The approach to historical data and understanding the use and other applications dependent on it and how to leverage the new system is finalized in the Architect Phase of the project.
Governance	Timely Decisions and Approvals	Wherever possible, process and design decisions are made at the functional level with the client "workstream lead" that has been authorized to make functional decisions. Decisions that need management authorization are notated in the Smartsheet's workspace and reviewed weekly by the

Topic	Risk Area	Description and Mitigation
		PMO and escalated from there to the client steering committee, as necessary.
Governance	Managing Scope, Defects and Change Requests	Defining the scope and then managing to it and having a process to review and analyze new requirements or any discrepancies during testing and determine if they are within scope, a defect or require a change request.
Integrations	Coordinating integrations within applications and 3rd Party Partners	The elements of a project that create the most consternation are the elements that are not in your control. 3rd party vendors are a key source of project volatility because their schedules rarely align. Coordinating building, testing, and processing integrations with respective application owners and vendors is required from the onset of the project. These integrations must be precise to maintain synchronized data with a single source solution. The project team must clearly inventory, map, define, and build the required integrations to fully support the solution. Cross application processing and decisions must be decided by the architect phase in order to be configured, converted and tested in a timely manner. For example, what information needs to be captured at point of time entry and processed through payroll and sent to general ledger and projects or grants for reporting or billing purpose.
Project Management	Program Management and competing projects	The Workday implementation project is usually just one of many work streams. This project will create many inter-dependencies that must be managed within a specific project, as well as, across multiple projects that affect many people.
Project Management	Develop a strong plan	Knowing that time is of the essence, detailed planning will strengthen the focus of the project team while locking down the tasks, expectations, and outcomes for successful deployment.
Reporting	Identifying Reporting Team Early and Leveraging Workday Reporting	Identifying client reporting team and providing them training on the new system early on is important in order for them to identify the reports that are required in the new system and how processing occurs versus replicating reports from current system often are no longer required.

Topic	Risk Area	Description and Mitigation
Sponsorship	Early engagement	One of the most important constraints is the project timeline and the narrow implementation window. Early engagement is a key success factor while potential delays must be mitigated quickly. There will be little time for reacting, so identifying risk events, and planning a response will be crucial to the success.
Sponsorship	Understand budgetary constraints	Most people associate this with dollars and spending, but it is all resources. There is a cost to assigning resources to the project. There is a cost with custom development such as reports. There is a cost to adopting complex processes rather than using Workday as a transformational opportunity to streamline and simplify your solution. Understanding your constraints will help you contain your project and remain focused on successful outcomes.
Sponsorship	Transition/ Post Production Support Planning	Identifying resources in the Plan Phase who will be supporting the new system after go-live is key to project success. This ensures they get trained and are part of the project team during the implementation allowing them to be prepared for the transition.
Sponsorship	Adopting to delivered best practices	Adopting delivered best practices of the new system and not replicating the current system requires sponsorship from the highest levels. Consideration to changes in policies, procedures, union, and labor agreements, etc. all require executive approval.
Sponsorship	Cross Functional Team Participation and Alignment	Organizations are different in who the owners are for functionality and for new system implementation it is required to have their involvement. For example, the reporting and data required for the financial system (Project, GL, etc.) flows from the HCM system from the details of entering time to processing payroll. How the new system will be defined for HCM is dependent on the Financial requirements and vice versa.
Staffing	Understand resourcing requirements	The project team is the most essential element that drives success. Leadership, innovation, vision, change agent, organized, detail-oriented are many of the characteristics of a dynamic and productive project team. Success is no accident if you have the right team in place. Yet, picking the proper team may be the biggest challenge.

Topic	Risk Area	Description and Mitigation
Staffing	Availability of Resources, Critical Business Processing Dates, Backfilling Key Project Team Members and Deploying with a partial virtual project team.	Availability of resources is a key success factor for implementations, specifically given the current state of the pandemic. Critical business processing dates, vacations, illnesses, approved time away, will impact the project team at some of the most crucial times. And most importantly, your cutover window is small. Key project team members also have their "full time" job to serve customers and manage operations. the City should start planning early to backfill positions, find temporary help, or change policy to allow for overtime etc. to achieve proper resource allocation for the life of the project. As a result of the pandemic, we are assuming a partial virtual deployment model. We have learned that this model, while successful, does require additional time to reinforce key concepts, validate requirements and complete testing. Also takes discipline and diligence to keep meetings on time, as well as to complete necessary follow-up items.
Testing	Documenting Test Scenarios, Expected Results Early	Documenting test scenarios and expected results should be completed early on in order to staff and execute testing and compare the actual to expected and document the acceptable known differences. The known differences will be documented, approved, and communicated by the client leadership.
Training	Early Participation in Training	Client project staff should start training on the new system prior to when the implementation vendor team starts. Key users of the new system should also get formalized training prior to testing.

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?

Our project manager and team will be available for onsite travel for major milestones pending agreement on travel policies from both the City and Avaap. The desire of onsite travel varies tremendously from one client to the next and as such has necessitated unique travel plans for each engagement. Our team will be respectful regarding social-distancing needs based on the current state of the pandemic, everyone's safety, and the City's policies.

Onsite visits from the Project Manager are based on the most common times, it is useful to be in person. These times include but are not limited to:

- Alignment Sessions
- Kick Off
- Customer Confirmation Sessions
- End to End Testing
- Payroll Parallel Testing
- Go-Live Support
- First Payroll Run Support
- First Month End or Period Close

The baseline estimate we typically use to begin these conversations is 25% on-site for critical path events and major milestones and 75% remote.

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?

Integrations are crucial during any deployment. At this point, we have studied the information the City has shared that reflects the integration of data with your legacy systems. We have used the list in the RFP Attachment B, Functional and Technical Requirements, plus our government industry experience to develop an early estimate of the required Workday integrations.

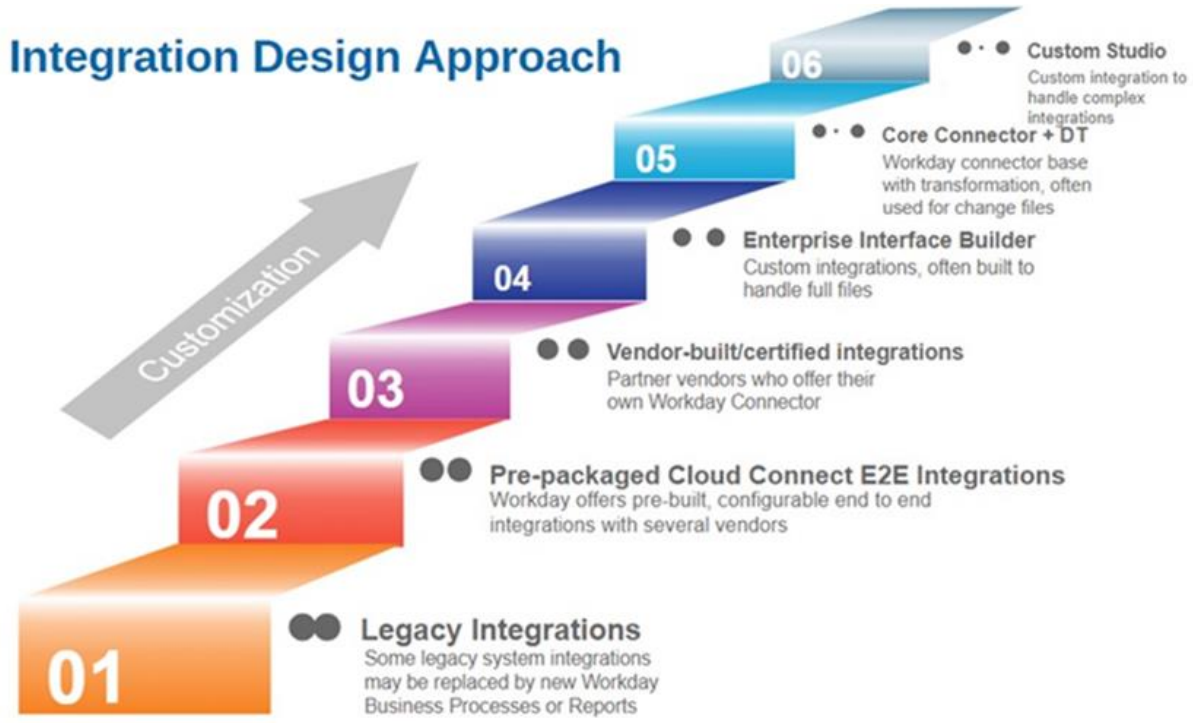
Using these assumptions, we have included hours in our estimate that we believe are appropriate based on your current list, however, our caution is that over a yearlong (or more) project, that list will likely change. While we have allocated hours, both parties should recognize that there will be additional rationalization to further refine the details.

Introduction to Workday Integrations Workshop

Workday is an exciting ERP system which opens up clients to a whole new world of innovation. Moving to a SaaS (Software as a Service) system can appear to be overwhelming at first, but with the right tools and training, you will soon find that much of what you already know technically just needs a bit of translation.

In our Introduction to Workday Integrations Workshop, the Avaap Integration Architect will provide knowledge transfer on Avaap's approach to integration delivery, as well as the fundamentals of the Workday integration tools and capabilities. The Integration Architect will also share our Development Standards and explain the importance of enforcing and maintaining development standards throughout the project. And finally, the Integration Architect will also gather key contact information and detail the immediate next steps and timeline requirements to move into the Architect Phase.

Integration Master List Review



Prior to engaging additional integration resources on a project, the Integration Architect will validate the Integration Master List (IML) with the appropriate contacts. During the review, the integration project scope may change based on a number of factors, including:

- Prioritization of efforts
- Workday module changes
- Functional business decisions
- Conversion decision
- Vendor/customer resource availability
- Vendor contract status

At this time, the Integration Architect will also collect and consolidate all relevant vendor and customer contact information, as well as roles and responsibilities related to each integration task. Where possible, the Integration Architect will begin scheduling Workshops in order to ensure resource availability during the Architect Phase. This effort will ensure readiness for all teams, avoiding common issues such as starting a project with an immediate stall due to unforeseen issues.

Throughout this phase, the Integration Architect will continue to work closely with the Engagement Manager to keep the team updated on any and all changes to the original scope, as well as assist with the building of the overall project plan.

Architect Phase

Integration Workshops

Once all contacts have been identified, Integration Workshops will be scheduled in order to begin capturing and documenting Workday Integration Requirements. These Workshops will be run by either the Avaap

Integration Architect, Integration Lead, or in some cases, both roles. Resources representing the client and vendor (at least one each) are expected to attend these meetings and contribute their knowledge/experience accordingly.

The result of Integration Workshops is to gain agreement and signoff of requirements documentation. The requirements documentation will help Avaap determine the optimal design of each integration, as well as other crucial factors such as data sources, scheduling frequency, file layout details, receiving systems, testing and detailed timeline requirements. Most importantly, the requirements documentation will help ensure that the right design is identified prior to any build. This will prevent future issues and project delays due to rework.

Note that there may be more than one Workshop required for each integration/vendor.

Design

Avaap's approach to Design follows a decision matrix. The Design Decision Matrix (DDM) is founded on a combination of current Workday best practice methods, as well as Avaap project and AMS experience. In a nutshell, the Integration Architect and Integration Lead will review the Requirements Documentation to agree on the most efficient tooling structure for the integration at hand. Future integration enhancements are often necessary (e.g., new benefit plan/structures), and we know that a simpler design means easier support for your post-production tenant.

Our DDM will use what we know from requirements to produce the appropriate design. Below are a few common examples of Workday integration designs, listed in order of increasing customization:

- **New Business Process or Report** - Some legacy integrations may not make sense in the Workday world. Certain functionality from traditional databases were handled by integrations, where they may now be handled by a new process or shared report.
- **Pre-packaged Cloud Connect E2E Integrations** - Workday offers supported, pre-built, configurable end-to-end integrations with several vendors. These integrations are tried and true and may be ideal if they meet all requirements.
- **Vendor-built/Certified Integrations** - Workday has been growing in popularity over the years. As such, more vendors are building their own connectors in order to attract clients. If a vendor-built integration exists (and is known to work), we would recommend this option.
- **Enterprise Interface Builder (EIB)** - As an outbound integration, this integration type generally uses Workday's reporting tool to build a Report as a Service (RaaS). A transformation is also typically needed to format the output into the desired final layout. A common use case for this type of integration is a full demographics file. As an inbound integration, a Workday template is often used to manually process inbound data.
- **Core Connector with Transformation** - For integrations that need basic transactional or field-level change detection, one of the Workday delivered generic Core Connector templates may be the appropriate design to use. This, along with an XSLT or Document Transformation, often satisfies integration designs with change detection requirements.
- **Custom Studio Integration** - Workday provides an Eclipse-based Integration Development Environment (IDE) that can be used to build much more sophisticated integrations. Integrations that are built using this tool are hosted and run within Workday. Since the tool has the most flexibility for customization, it is a more challenging design for customers to support. This

integration type generally makes up approximately 10%- 20% of integration project builds and is used when no other option will satisfy requirements.

Development Phase

During this phase, Avaap Integration Analysts are working closely with Integration Leads to develop and unit test all integrations according to design specifications. During the build, the Avaap Integrations Team will follow a strict set of best practice Integration Development Standards and naming conventions in order to maintain consistency (and cleanliness) within your Workday implementation tenants. It also helps guarantee that nothing is missed during integration migrations.

It is important to note that the Development Phase does not begin after all requirements have been signed off. Once the first signoff occurs, the Integration Lead will immediately begin working on completing the first design. Upon completion of the design, the Integration Lead will work with the Integration Analyst to get started on the build. It is common for other integrations to remain in Workshops, while development for another integration has already begun.

User Acceptance Testing

Knowledge Transfer

Avaap knows how important it is for our customers to increase their knowledge of Workday in preparation of the upcoming go-live. Once the integration designs have been completed and the development started, our Integration Leads will begin setting up knowledge transfer sessions. These sessions are typically one hour long per integration and are intended to familiarize the User Acceptance Team with the integration documentation, design, processing, testing, notification, and scheduling details. The UAT should be not only comfortable with running the integration, but also able to understand how Workday data and business process transactions drive the file output. It is important to note that, while these are official knowledge transfer sessions, KT will happen throughout the project. We want to ensure that you are well prepared to move into testing and deployment.

Deployment

Migrations

Integration migrations happen on an iterative basis. Throughout the Workday implementation project, there will be several migration cycles and subsequent rounds of unit testing. As described in the Development Phase, Avaap will build integrations to strict development standards and naming conventions. This minimizes the risk of issues arising from such things as missed fields or generic reference IDs.

Avaap makes use of its own proprietary process to manage and track integration migrations. The process includes the use of the OX migration tool.

Knowledge Transfer

A second (refresher) knowledge transfer session will be held just prior to go-live. This session will cover any changes that have been made to the integration (if applicable), as well as document hand-off. This is a good opportunity for us to address any open questions you may have.

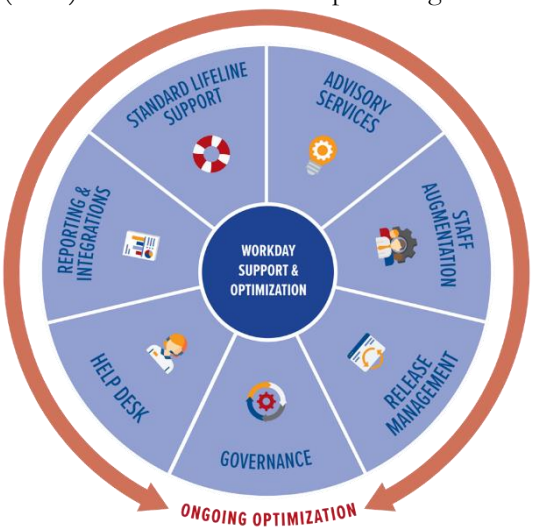
a. Following go-live of the software, what is the role of the Proposer in supporting the ongoing maintenance of developed interfaces/integrations/data exchanges?

Avaap includes about a month of Post-Production Support (PPS) in all of our Workday implementations. A description of that support is as follows:

- Consulting team to support from move to production through first two live payroll processing events and the first month-end closing immediately following deployment.
- Consulting team support is limited to defects related to go-live and any pre-move to production items identified as "punch list" items.
- All knowledge transfer is expected to be completed prior to the end of the consulting team support period and is limited to the Workday-recommended standard knowledge transfer required to maintain the Workday service in production.
- New functionality and additional training are not included in the implementation team post-production support period.

Beyond that standard period, we are able to offer our Application Management Services (AMS) to assist with the City's ongoing needs for optimization of the system.

Avaap is a certified Workday **Application Management Services** (AMS) Partner and has been providing Workday optimization services since 2017. Our comprehensive support model is designed to help accelerate your use of the Workday solution and improve the time-to-value of features to support your organizational goals. We believe for clients to be successful; it requires commitment and investment by the project team to own the solution. This is measured by your team's understanding of how Workday is configured, why it is configured that way, and how to support and maintain that configuration. As we get to know your people, processes, and tenant, Avaap puts emphasis on knowledge transfer to help your organization toward self-sufficiency.



The role of an AMS partner like Avaap is to bridge the gap between the Workday knowledge and the City's organizational knowledge. For the City to be successful, it requires a commitment and investment by the Workday team to own the solution. This is measured by your team's understanding of how Workday is configured, why it is configured that way, and how to support and maintain that configuration.

Diagnostics & Optimization

- Subject matter expert interviews
- Tenant reviews for pain points
- New functionality evaluations and demonstrations
- Diagnostic summary and recommendations
- Enhancement projects
- Optimization deployment and testing

Update & Release Management

- Impact analysis on release features
- Release project plan and testing guidance
- New feature configuration assistance and guidance

Enhancement Projects

- Project planning using Workday's deployment methodology
- Deploying new functional domains to an existing tenant
- Integration, dashboard, and report development
- Extending functionality using Workday's various capabilities
- Data conversion and mass data loads
- Existing organization restructuring or new organization configuration

Lifeline Hours

- Most flexible service option: pay as you go, with no risk of lost hours
- OnDemand Services to expand Workday capabilities
- Managed Services to optimize your Workday delivery

Avaap AMS services would be negotiated on a separate contract leading up to or after the go-live.

Workday Response:

Updates and maintenance are included in the annual subscription fee.

In Workday terms, there are no upgrades, as in the traditional ERP sense. Because Workday operates in a Cloud model, we perform all the tasks typically associated with a software upgrade and patching process on behalf of our customers. We refer to these as Feature Releases rather than upgrades to emphasize the difference. In the Workday application, Feature Releases are delivered twice a year, where all customers are updated to the most current version of the system.

Feature Releases, customers are provided with perpetual access to a Sandbox Preview tenant where they can evaluate new functionality. New features are delivered with security turned off (disabled) to minimize impact to our customers. This provides our customers with the ability to evaluate and determine when to turn on new functionality for use in the Production tenant.

All of Workday's delivered integrations (Packaged & Configurable Connectors) will be tested prior to the Update Release. Customers will have to test all the Custom Integrations built during the deployment of Workday.

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?

The Architect and Configure Stage(s) of a Workday deployment mentioned above allows the Avaap Workday Consultants to find a collective understanding of the City's business needs and to analyze how Workday will be deployed to meet those needs and then configure to meet those needs all through guided smaller pieces of work called alignment sessions. During this stage and through the alignment sessions, Workday concepts and functions will be reviewed, and design decisions gathered, built, and iterated upon until the City and Avaap agree on the functionality. Once these sessions and design workbooks are complete, the Avaap team will execute all configuration in the Workday tenant. The City is not expected to perform these configurations.

After the alignment sessions are agreed to, formal Customer Confirmation Sessions (CCS) are held. These sessions are designed to reveal the functionality built into the Configuration Tenant and to identify any gaps

that need attention before the upcoming Unit Test cycle. Unit testing will begin with Avaap onsite services where we will ensure successful adherence to the Test Plan, as well as knowledge transfer on how to execute the test scenarios targeted for the functional configuration, reports, and integrations.

Unit testing will expose configuration changes and data clean-up activities. Both will be captured and used to build the "end to end" tenant. And while this next tenant is being built, we will prepare the city for the next testing cycle.

The key deliverables associated with this stage are:

- Pre-prepared tools to assist in discovering the City's business requirements.
- Configuration workbooks and design documents that capture functional decisions that will result in Workday configuration.
- Test Strategy, Test Plan and Test Scenarios required for the configuration unit testing.
- Validated data workbooks and the completed "Configuration" tenant.
- Revised Project Management artifacts
- Customer confirmation sessions
- Updated design decisions because of Unit testing the configuration, reports, and integrations.
- End user training plan
- Validated data workbooks and the completed "End to End" tenant.
- Test Plan and Test Scripts/Scenarios required for the End-to-end, User Acceptance, and Payroll Parallel testing cycles.
- Conversion Plan

Please note that Avaap will complete all of the set up and configuration.

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.

N/A

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.

Please see the description of Avaap's Ramp to Ready program above to learn about our pre-project activities.

Avaap offers six weeks of post go-live support as part of all Avaap Workday implementations. During this time, our team will work with City team members to resolve issues and troubleshoot. Avaap can also offer ongoing support as part of our Application Management Services (AMS) team. This would take place under

an additional contract and could include services like Lifeline Support, enhancement projects such as adding new modules to your Workday instance, diagnostics/optimization efforts, and update and release management for when the new versions of Workday come out twice a year. More details are included in the questions below.

Workday provides its customers with 24x5 technical assistance in accordance with the Support and Service Availability Policy stated in our SLA (service level availability). Customers who need to interact with Workday open cases via our case management system. New cases require a description of the problem, the customer's assessment of impact, along with the affected system environments (Production, Sandbox, or Implementation). A case is assigned to a Workday Support Analyst for response, analysis, and resolution. Customers receive a unique case number and confirmation email for each case opened. Workday provides advance notice on the Workday Community site of scheduled downtime due to weekly, monthly, and quarterly scheduled maintenance (see SLA). Upcoming scheduled downtime are also proactively displayed within the Workday User Interface. Note that customers often maintain their own case management system for internal use; the Workday platform is not for use in managing internal cases.

Since Workday is natively designed for the Software-as-a-Service delivery model, our support involves teams that focus on all aspects of your lifecycle with Workday. Workday provides our customers with a team of support experts who ensure you are always on the most current release of our application services, including patches, fixes, and updates to all system operations and system maintenance.

Workday Post-Deployment Support Services Available

Workday Support - Workday is committed to answering your questions and quickly resolving your issues with world class 24x5 production support. Gain access to our experts and get your questions answered and problems solved in the way that works best for you.

With Workday Support, you can:

- Gain access to our experts 24x7 for severity level one issues
- Get rapid resolution to any production issues
- Benefit from the multi-tenant SaaS delivery model where a resolution for one is a resolution for all

Support analysts are specialists in the capabilities and functions that make up the Workday application services to which you have subscribed. They also know the tools you will use to configure and maintain your Workday system such as integrations, business processes, security, and reporting.

Workday Customer Success - Customer satisfaction is a goal of most companies, but it is a core value of every employee at Workday. Customer Success ensures you have the guidance and resources needed to realize the full value of your investment.

Workday Community - Workday Community is a repository of content provided by our Customers, our Partner Ecosystem, and Workday. Community is searchable and includes topics on a variety of subjects. Customers can ask questions and get feedback from all other participants in Community.

Workday Success Plans - Workday Success Plans are subscription-based services plans that wrap a range of expertise, support, and education into a single, holistic package where you can consume what you need, when you need it. Workday Success Plans are designed to drive value at every stage of your relationship with Workday. There are 3 options and all options come with 24x7 support - you can learn more

here: https://www.workday.com/en-us/customer-experience/success-plans.html. Your proposal includes an Accelerate Essentials plan for the first three years (Renewable)

Workday Education and Training: For further information, please refer to the following link: https://www.workday.com/en-us/customer-experience/education-training.html

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?

Our standard working hours are 8:00 a.m. – 5:00 p.m. local time, Monday – Friday. Avaap utilizes a case management tool for all support requests which is monitored by an assigned Engagement Manager. Requests for assistance should be submitted via the case management tool, or the client may contact their EM directly.

For additional ongoing Workday support services, City of Superior can establish an AMS service plan as described below. We have provided additional pricing information in the Cost Narrative

Application Management Services (AMS) This service offering is provided after the implementation of the Workday solution. The City can choose to contract separately with Avaap on a time and materials basis for such ongoing services. We recognize that each organization's support needs vary; thus, we are flexible with our service arrangements. We are open to month-to-month AMS arrangements, and/or a longer term.

Some of the AMS activities may include, but are not limited to, the following:

1. **Optimization** – Avaap will provide Workday Certified resources to help with tenant diagnostics, existing configuration assessments, business process reviews, and integration health checks.
2. **Enhancements/Rolling Adoption** – Avaap will provide Workday Certified resources to assist with the deployment of new functionality, or integrations.
3. **Presentations** – Avaap can be requested to demonstrate new functionality or integrations. The Consultant can also be assigned tasks in researching data related issues and identifying the root cause.
4. **Update & Release Support** – Avaap could help the city with reviewing the release notes, demonstrating latest changes, and testing impacts to the existing functionality.
5. **Testing** – Avaap could be engaged in debugging, building of high-level testing scenarios, or reviewing of configuration/integrations prior to deployment to production.
6. **Deployment** – Support the City during any final deployment of configurations or integrations into the production tenant.

Workday Support is available around the clock, 24x7 for Severity 1 issues for all customers (critical support issues). Your proposal includes an Accelerate Customer success plan for the first three years (renewable) which offers support 24x7 customers despite severity level. For customers that do not purchase Workday Success Plans, support for non-severity 1 issues is 24x5 (Monday-Friday) in your local time zones.

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.

When a customer Named Support Contact (NSC) opens a new case in the Workday Community, the case requires a description of the problem and the customer's assessment of impact for the affected environment

(Production, Sandbox, or Implementation). Workday Support aids in accordance with our Service Level Availability (SLA) policies, which guide our case response times for issues identified by our customers.

Within Avaap's AMS services, the city would have a dedicated Engagement Manager who would assist immediately in coordinating a fast response to any potential situation where mission-critical processes cannot be executed.

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

The support for Workday's services is provided by Workday as part of your annual software subscription. During implementation, your implementation team will work directly with Workday Support on behalf of customers. After moving to production, your Named Support Contacts will engage directly with Workday Support.

Timeclock Plus Timekeeping and Aladtec Public Safety scheduling support is offered by Timeclock Plus. Teller support is offered by Can/Am

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

Avaap provides Application Management Services (AMS) as an optional add-on. This service offering is provided after the implementation of the Workday solution. The City can choose to contract separately with Avaap on a time and materials basis for such ongoing services. We recognize that each organization's support needs vary; thus, we are flexible with our service arrangements. We are able to provide to month-to-month AMS arrangements, and/or a longer term.

Workday has included an Accelerate Essentials Success Plan for the first three years of your contract (renewable). **Accelerate**: provides personalized, one-to-one guidance in-tenant from Workday experts who help you adopt and optimize Workday to meet your business objectives.

Workday Success Plans help you:

- Deploy with confidence and drive value from day one
- Accelerate time to value and unlock the full power of your Workday investment
- Achieve greater independence in growing with Workday
- Connect the dots between your business objectives and Workday's capabilities
- Accelerate productivity and efficiency, elevate skill sets, and inspire your team
- Keep pace with innovation

There are additional plans available. Learn more about your plan and other Success plan options here: https://www.workday.com/content/dam/web/en-us/documents/datasheets/workday-success-plans-datasheet.pdf

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?

At Workday, our goal is to deliver functionality at a rapid pace to provide you with the functionality and enhancements you need, while being mindful of your busy schedules and mission critical business processes. We deliver product features and services in two ways:

1. **Weekly Service Updates** - which occur within the weekend maintenance window and deliver timely fixes and enhancements that are non-impactful to customers.
2. **Feature Releases -** delivered on a 6-month schedule, which contain a considerable number of new features and functionality; these features are delivered "turned off", so you can review them before putting them into production.

Below we provide further insight into what is appropriate for delivery in a Weekly Service Update and in contrast what we will target for a Feature Release.

Weekly Service Update

1. Net new features or enhancements to existing functionality
2. Minor UI modifications (e.g., field spacing, font sizing, text shading, drop-shadow weight)
3. Architecture and Data Center improvements
4. New capabilities like the ability to cancel a background report
5. New Reporting components (Report Fields and Report Data Sources)
6. New web services or updates to existing web services
7. Payroll Compliance Updates
8. Bug fixes
9. All the above are documented in the Weekly Service Update Notes

Feature Release

1. Net new features
2. Enhancements to existing functionality, including UI improvements
3. New web services or updates to existing web services
4. Bug Fixes
5. New Products
6. A 5-week preview window leading up to the Feature Release date to test, plan and build communications for the upcoming release

Workday provides access to Preview tenants where we will continue to introduce features between Feature Releases. Preview tenants allow you to try out features and test alongside your own configurations, provide feedback to us, and learn about them in advance of their availability in Production.

Updates and related enhancements are communicated early and often via a variety of mediums – conference calls, emails and online. For example, a service update email goes out every Wednesday evening with the list of planned updates to the system. We also send notifications of upcoming events such as production outages, workgroups, customer training, etc. On the support site you can find answers to resolutions from cases logged by other customers if you are experiencing an issue. We also post Workday News and Events on the support site.

To prepare for these Feature Releases, customers are provided with perpetual access to a Sandbox Preview tenant where they can evaluate new functionality. New features, except for security updates, are delivered in a "toggled off" state (disabled) in order to minimize impact to our customers. This provides our customers with the ability to evaluate and determine when to turn on new functionality for use in the Production tenant.

Patches and fixes are applied to all customer environments during weekly and monthly maintenance windows. Workday applies weekly patches, which typically takes a few hours, on Friday nights (PST Time Zone).

Because Workday customers are configuring their environment, rather than customizing with unique code and logic, Workday can deliver these patches and Feature Releases without disrupting customer environments. In this way, all customers of Workday are always "update safe." Workday provides access to Preview tenants where we will continue to introduce features between Feature Releases.

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

Since all Workday customers are on the same version of the software, all customers are updated to the most current version of the system at the same time, although new features are disabled by default in security to minimize impact to our customers. This enables our customers to test and determine if and when to flip the functionality to the "on" position for use in their Production system. If there is a bug that is encountered, Workday has the ability to roll back or fix the feature which will be done for all Workday customers.

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.

Updates and maintenance are included in the Workday annual subscription fee. In Workday terms, there are no upgrades, as in the traditional ERP sense. Because Workday operates in a Cloud model, we perform all the tasks typically associated with a software upgrade and patching process on behalf of our customers. We refer to these as Feature Releases rather than upgrades to emphasize the difference. In the Workday application, Feature Releases are delivered twice a year, where all customers are updated to the most current version of the system.

Workday Community will publish an updated schedule and previews of any new functionality that will be introduced. Customers may need some external professional services assistance based on complexity of the recent updates Patches and fixes are applied to all customer environments during weekly and monthly maintenance windows. Workday applies weekly patches, which typically takes a few hours, on Friday nights.

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?

The number of FTEs needed to support Workday post implementation varies by customer, the SKUs purchased and how the customer runs their organization.

Some example roles needed are Security Administrator, System Administrator, HR Administrator, Financials Administrator, Payroll Administrator, Benefits Administrator, etc. There are administrator and role-based

roles for each functional area within the system. Some of these roles may require a full FTE to support, while other roles are ones that can be added to a person's daily responsibilities without needing even .5 of an FTE.

The FTEs and roles needed for your Workday system will be talked about during your implementation and your consultants can give you guidance on post implementation support.

Additionally, we offer Production Preparedness webinars to all customers. These webinars help you think about planning for the ongoing support of Workday, how you can leverage the Workday ecosystem and resources to make the most of your experience.

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.

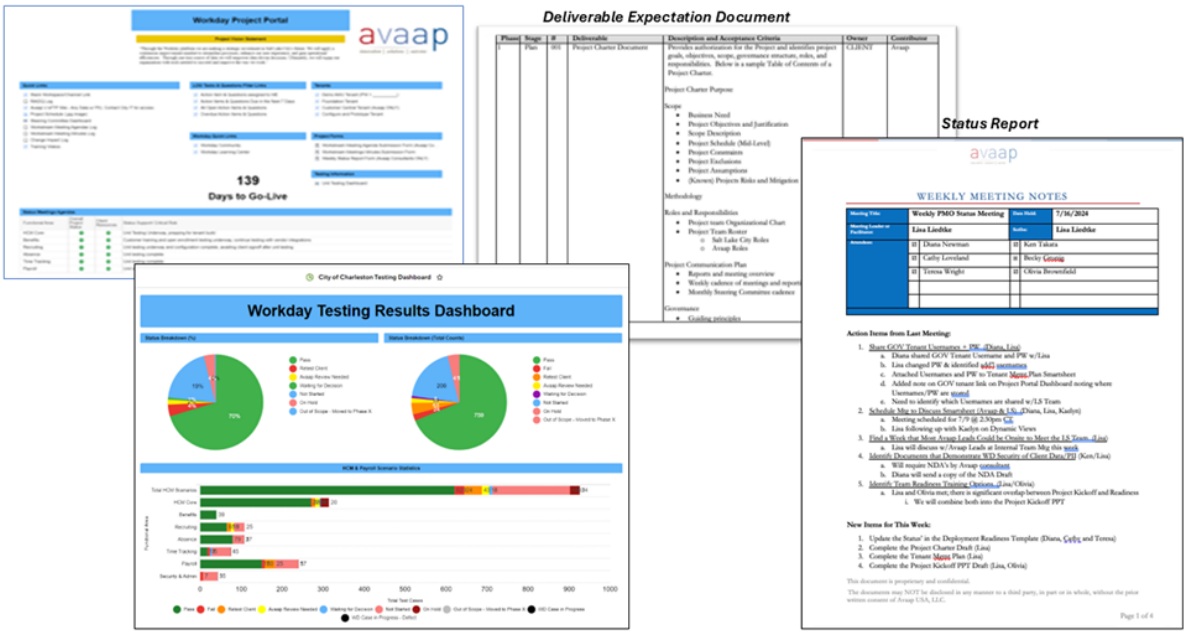
During the Plan Stage of the project, the Avaap Engagement Manager (EM) will coordinate with the city Project Manager to establish a set of regularly scheduled meetings to present project status and risks. These will include, but are not limited to, a monthly Steering Committee meeting, a weekly Project Core Team Status meeting, weekly workstream meetings, a weekly Project Management meeting, and additional meetings, as needed. The Avaap EM will report out at the Steering Committee and Team Status meetings on the status, activities, issues, and other relevant project information.

The monthly Steering Committee meeting will include a review of the project timeline and status, accomplishments to date, upcoming project activities and milestones, review of issues and risks requiring action from the Steering Committee members, potential changes to Scope and a review of the financials of the project. The Steering Committee will include a readout by the Avaap EM on the state of the project; participation may be in person or remote.

A weekly Status Meeting will be held with the core team and the City Project Manager to assess recent accomplishments, issues, risk factors and to ensure that the work planned for the next two (2) weeks is properly resourced. Risk factors and roadblocks will be assessed and either resolved or escalated. In addition to these meetings, meetings with functional teams will be scheduled to review and resolve any open issues.

All meeting agendas, status reports, steering committee presentations, issues log, project plan and the project charter will be stored on the Project Team Portal Site hosted on Smartsheets. We have provided snapshots of a sample Project Portal, Executive Steering Committee Dashboard, Testing Results Dashboard and Draft Deployment Plan. These examples are shown below.

Project Management and QA Deployment Tools



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.

Project Team Resource Hours							
Functional Area	Project Team	Planning	Data Conversion	Config and Setup	Testing	Training	Total
Total Hours by Project Task:	City Team	1,000	700	2,250	5,000	300	9,250
	Vendor Team	2,025	700	5,500	6,300	300	14,825

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.

We have carefully considered your options and are suggesting the following two deployment options. These are predicated on what we know today, however we are open to considering other options if you feel these are not in the City's best interest.

Option 1 - Workday Core Implementation

Our recommended approach will deploy Workday HCM, Payroll, Financials, and Procurement simultaneously and will begin **with pre-implementation planning in September 2025,** kickoff in October 2025, and have all modules live by Jan 1, 2027. We welcome the opportunity for additional dialogue as part of our collective efforts to align on scope, budget, support, and the best schedule to successfully deliver Workday for the City.

Why a "Core Implementation" approach? We designed our proposal based on our current understanding of your needs, objectives, staffing levels and budget considerations. Avaap's "Core Implementation" Approach is designed to move the city off your current system and quickly find value in all Workday has to offer. This includes better access to data, streamlined processes, and improved productivity - all within a manageable timeline. A shorter implementation timeline will be less expensive and Avaap is experienced assisting smaller organizations with limited internal team availability. We believe this is the City's best option to meet your goals and keeping budget in mind.

Option 2 - Workday Phased Implementation – Financials, HCM, and Payroll

The Phased Implementation follows the City's desired timeline indicated in the RFP. While we believe this slower approach is less cost effective for the City, we want to show the timeline you have requested.

Under this approach, we would kickoff implementation activities in October 2025 with a Finance go-live in January 2027 and HCM/Pay go-live in July 2027. We welcome the opportunity for additional dialogue as part of our collective efforts to align on scope, budget, support, and the best schedule to successfully deliver Workday for the City.

In either option, to meet the requirements identified in your RFP, we will implement the following Workday Modules.

Workday Financials

- Adaptive Financial Planning
- Financial Accounting
- Revenue Management
- Banking and Settlement
- Budgets
- Business Assets
- Customer Contracts / Accounts
- Grants
- Projects
- Procurement
- Supplier Contracts / Accounts

Human Capital Management, Payroll

- Core Human Capital Management
- Core Compensation
- Benefits Administration and CCB
- Talent Optimization (Performance)
- Payroll
- Absence Management
- Recruiting

Workday Optional Modules:

- Time Tracking
- Strategic Sourcing
- Expenses
- Inventory
- Evisort

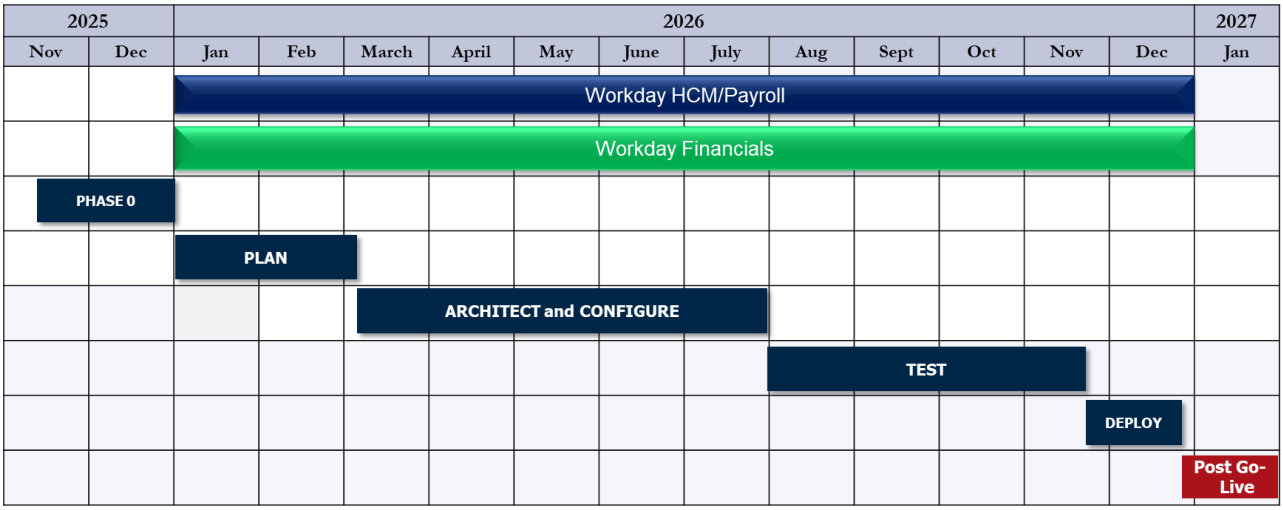
Proposer shall submit a Sample Implementation Plan as an Exhibit to Tab 3

Exhibit submitted _X_Yes __No

Please see our two options for this project plan below.

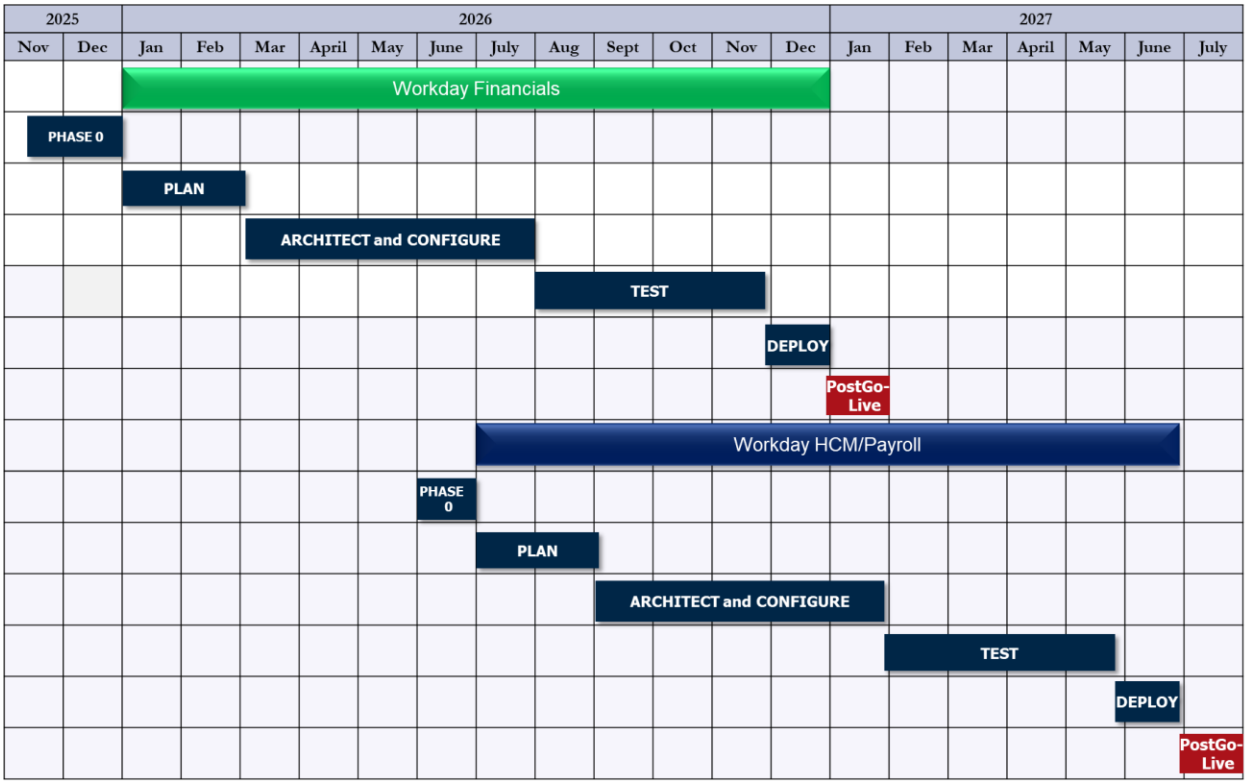
Option 1 – Big Bang Implementation

Platform	0. Phase 0	11/17/2025	1/2/2026
	1. Plan	1/5/2026	3/6/2026
	2. Architect & Configure	3/9/2026	7/31/2026
	3. Test	8/3/2026	11/20/2026
	4. Deploy	11/23/2026	12/25/2026
	5. Post Production	12/28/2026	2/5/2027



Option 2 – Phased Implementation

Financials	0. Phase 0	11/17/2025	1/2/2026
	1. Plan	1/5/2026	3/6/2026
	2. Architect & Configure	3/9/2026	7/31/2026
	3. Test	8/3/2026	11/20/2026
	4. Deploy	11/23/2026	12/25/2026
	5. Post Production	12/28/2026	1/29/2027
HCM	0. Phase 0	6/15/2026	6/28/2026
	1. Plan	6/28/2026	8/29/2026
	2. Architect & Configure	8/30/2026	1/23/2027
	3. Test	1/23/2027	5/22/2027
	4. Deploy	5/22/2027	6/26/2027
	5. Post Production	6/26/2027	8/1/2027



VI. Project Management Process

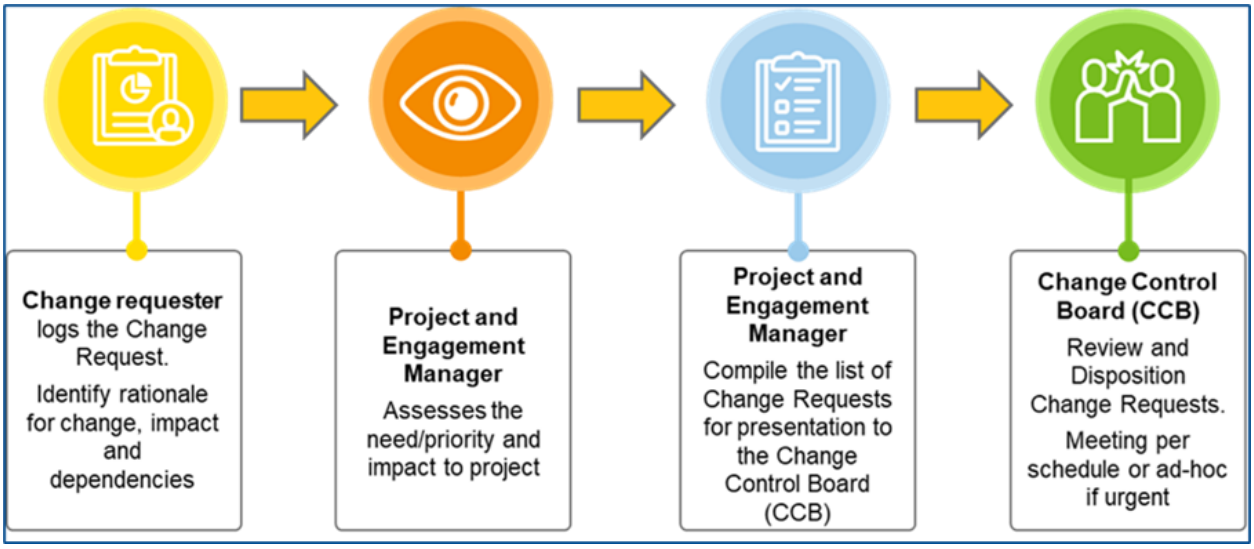
Proposer to provide their overall approach for managing the City's Project, including the following areas:

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

Scope Management

Scope Management ultimately lands between the Avaap Engagement Manager and the city's project manager. With their oversight and adherence to the project tools, no scope changes should be a surprise, and all scope changes will be documented. The Deliverable Expectations Document serves as a key piece of scope management as it outlines the key work products that are being committed to deliver during a particular stage of the project. Before signing off on that stage being complete, both the City and Avaap will need to agree that each deliverable was met or addressed before moving forward.

Additionally, during the System Design and Build stage, the client team is filling out design workbooks with the help and direction of the Avaap team. These large workbooks document every design decision that is made and are reviewed and iterated upon until there is agreement that they are correct and then a sign off before moving forward. After this agreement, design changes that differ from what was agreed upon then become part of the change control process.



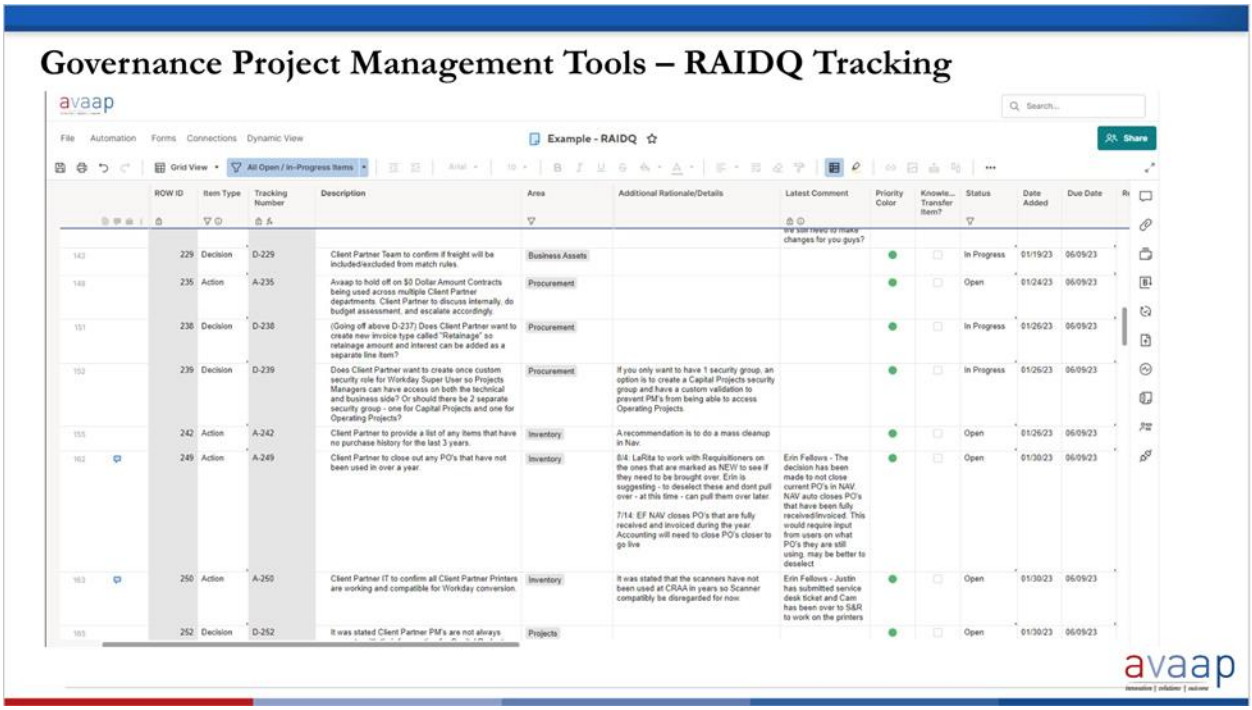
Schedule Management

The ultimate schedule management comes in the form of adherence to the detailed project plan. However, as things routinely change in business, and issues will inevitably rise, we also have set project governance in place to continually monitor where we are in the project, where we are going, and if there will be any problems getting there along the way. This is tied into risk management, QA management, the communications management plan and the overall project governance approach which will be finalized in the project charter. Routine PMO and steering committee meetings will ensure that all involved parties are always up to date with progress and challenges. The shared project workspace will be visible to all on the project with approved access, so accountability and visibility is widespread. Workday themselves are also notified on a bi-

weekly basis of where we are in the project so that they may intervene if necessary and can offer support to remove roadblocks if necessary.

Risk and Issue Management

The Smartsheets workspace will include a sheet referred to as the "RAIDQ" log. Standing for Risks Actions Issues, Decisions, Questions. During the beginning of the project, it is vital that everyone on the project team, both Avaap and the city noted from the Avaap team, or the client team will be given a number and require attention and a mitigation action. The same is true for issues, questions or decisions needed. The RAIDQ is a critical tool for the PMO to know what still needs to be addressed as these items arise and the method to document and track through resolution.



Resource Management

Resource management is outlined in the project charter which is a deliverable of the plan stage. We will include basic building blocks with which to work off of for the resource management process, but the final agreement will be in writing in the charter and signed off on from both Avaap and the City. At a high level, the Resource Management Process will include a RACI Matrix for team members of both Avaap and the City. It will include an agreed to process for what happens if a resource leaves unexpectedly and what happens if a resource is asked to be removed.

Quality Management

At the core of our approach is a collective effort by all Avaap team members to work with their client counterparts to ***focus on the tasks, activities and scope that matters***. In doing so, the risk of scope creep and schedule delays both decreases.

Avaap's Quality Assurance (QA) Approach is another critical success factor and part of the Monitor element, focusing on Client Satisfaction, Contract Management, Delivery Management, and Resource Management providing value to all our engagements and clients. It is our commitment to provide exemplary client service,

delivering value on schedule and within budget, while managing contracts, financials, and resources. Delivery Management covers identifying, managing, mitigating, and tracking of project risks.

The QA team has extensive experience implementing Workday implementations and works with the client and Avaap project team management to ensure project success including mitigating risks and issues. Our initial assumption is that the QA team will conduct reviews during the onset of every phase of the implementation; however, the final QA schedule will be developed as part of the Project Charter.

Summary of Quality Assurance Goals:

Client Satisfaction

- Improve Client Satisfaction
- Set Expectations
- Understand Customer Values and Drivers
- Strengthen Relationships at All Levels

Contract Management

- Manage Contract
- Scope, Change Orders
- Contingency and Financial Accountability
- Improve Profitability to fulfill our Commitment.

Delivery Management

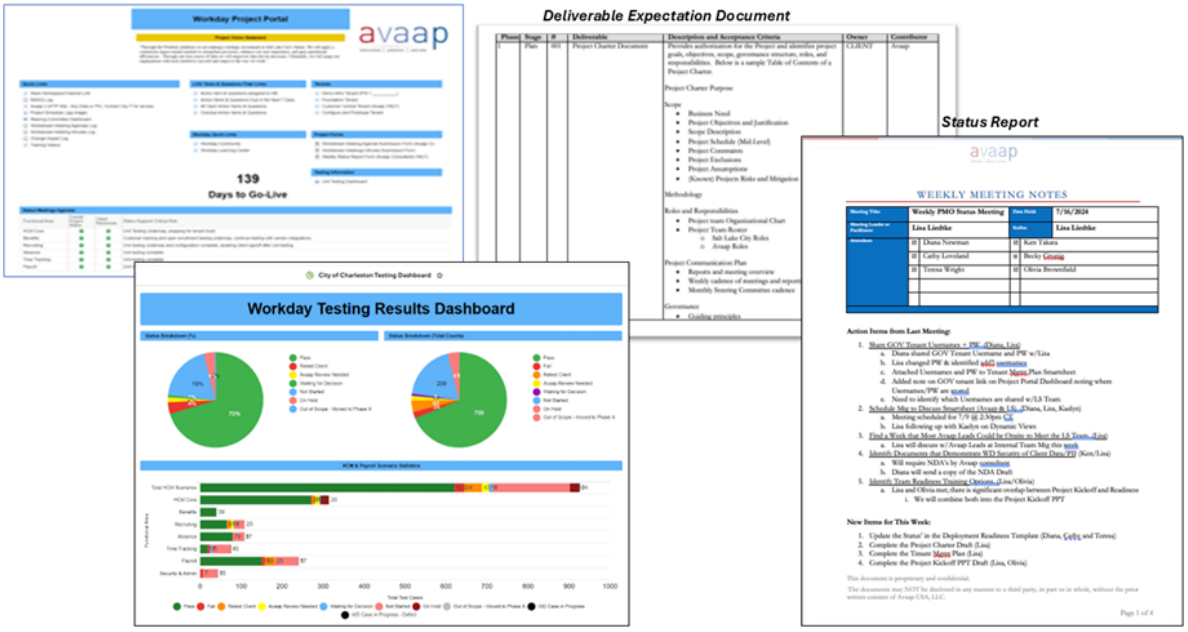
- Increase Operational Efficiency
- Execution Consistency
- Deliver Efficiently and to Schedule
- Mitigate Risk and Issues
- Provide Completeness of our Solution

Resource Management

- Leverage Capability
- Build Tools, Accelerators, & Resources for Repeatability
- Continuous Improvement

The technology behind our management tools is Smartsheet and on the next page we have included screen shots of sample project tools. We create a unique project portal for each client project. The portal contains links to our methodology, estimating tools, client work portals, work plan templates, project management and status reporting tools, sample guiding principles, RAID logs, budget tracking, contract documents, decision tracking tools, project contacts, workstream documents, workshop templates, sample training materials, and steering committee reporting templates/dashboards, data conversion, integrations and reporting guides.

Project Management and QA Deployment Tools



Below is a sample communication management plan. A tailored and finalized version will be agreed upon between Avaap and the City and included in the project charter.

What	Responsibilities	Frequency	Owner	Attendees
Project Status	• Ensure alignment and priorities across all teams • Identify status for each workstream and communicate cross-workstream impacts • Identify key challenges and risks, including suggestions for remedies • Administrative and scheduling updates	Weekly	Client and Avaap Project Managers	Entire project team; Steering Committee
Steering Committee	• Understand strategies • Executive decision on project direction • Final line of escalation • Financial Review • Issues/Risks review	Monthly	Client Project Manager	Executive Sponsor, Steering Committee, Project Managers, OCM leads, Workday Delivery Assurance Manager, Workday Customer Success

What	Responsibilities	Frequency	Owner	Attendees
				Manager; Avaap account executive
Project Planning	• Review Project Plan to identify and remove roadblocks (resources, scope, schedule, risks etc.) • Plan Project Status meetings	Weekly	Avaap Engagement Manager	Project Managers, OCM leads, Avaap Project Director, Workday Delivery Assurance Manager
Workstreams	• Ensure solution meets business objectives • Manages workplans against the project plan with key milestones dates • Provide status on key accomplishments, next steps, track to key deliverables /milestones, and dependencies • Resolve/mitigate issues/risks and escalate any risks and issues to the project managers. • As needed, provide Change Requests to the PMO	Weekly Working sessions as needed	Avaap consultants	Client and Avaap workstream team members
Avaap Internal Team	• Align on cross-functional and cross-workstream items • Read out of key decisions • Discussion and next steps on critical project issues • Review tenant management plan	Weekly	Avaap Engagement Manager	Avaap internal team
Client Internal Team Meeting	• Align on cross-functional and cross-workstream items	Weekly	Client Project Manager	Client Internal Team

What	Responsibilities	Frequency	Owner	Attendees
	• Read out of key decisions • Discussion and next steps on critical project issues • Review tenant management plan			

Organizational Change Management

Avaap's Organizational Change Management service is essential for a successful change event involving widespread transformation, like the implementation of Workday. Our Change Approach combines key elements of change leadership and change management to ensure our clients are strategically and proactively engaging their people throughout the implementation process to minimize go-live performance disruption and secure goals and objectives as quickly as possible. Our Organization Change Consultant resources are Workday experienced to provide change strategy, planning, coaching, and training, tailored to your internal resource capability and bandwidth.

A change strategy is a core element in every engagement and included in every service level we offer. After reviewing your RFP and responses from the question period, we recommend our **OCM Essentials** approach to bring you:

- A **customized change strategy** specific to your organization and your project. Our Change Leaders are experienced in the Workday Application specializing in government entities. Many of our team members have been on the client side and implemented Workday in their former organizations and many of them are Workday certified. In our Assess & Align phase we take stock in your current state, seek to understand how change has been managed previously and how this change will impact your organization. We conduct a leadership assessment, stakeholder interviews and analysis, change impact analysis, and risk assessment to inform you of a customized strategy for you that enables project success. From it we initiate:
- OCM Milestones for the project plan to identify key activities aligned to the project timeline,
- Recommendations for leveraging your Workday Adoption Kit for communication and awareness to the broader employee population as you bring them along on your change journey,
- Templates, accelerators, and 2 hours of coaching per week for your OCM Lead to grow your internal capability. We will guide you and advise you on best practices for HOW to drive adoption from the change strategy.

Why OCM Essentials?

Sometimes we have to make assumptions. From your RFP we could not derive how you have handled change on past initiatives or how you are resourced to lead it for this implementation. We prefer to include what we consider **essential** to every successful deployment and through further discovery learn how Avaap can help you meet your goals. We also know that government clients often want more support from us, so we have outlined some additional options below.

Optional Services

Change Strategy Implementation Services

Adding hours for the OCM Lead provides dedicated resources to support the execution of the change strategy through development and delivery of the Communication and Engagement Plan, Leadership Support Plan, Change Champion Network Plan, and Training Plan, along with guidance for the training needs assessment, adoption activities, readiness assessments, future state sustainment plan, and the process to capture and validate the change impacts. If you are concerned about resource bandwidth and want us to take more of the lead on the creation of these activities – we can do that in partnership with you.

End User Training Services

Adding End User Training Services increases Avaap's responsibilities for the training deliverables and lightens the load for the client. It provides dedicated resources to validate and analyze change impacts, conduct the training needs assessment, develop the training approach and strategy, create a recommended training delivery plan, build a curriculum plan, and 500 hours to create end user content.

System Interface Plan

Integration discovery will occur in the weeks leading up to the project start and will continue through the Plan stage. As part of Phase 0 – Organizational Alignment project activities, the Avaap and the City team will identify all known needed integrations to be developed as part of this implementation. This list will be reviewed and approved by both teams then become part of the official Scope of Work. Based on our experience with other Public Sector clients we have allocated approximately 1700 integration hours. A list of integrations to be built as part of this implementation will be detailed.

Resource Management Plan

Resource management is outlined in the project charter which is a deliverable of the plan stage. We will include basic building blocks with which to work off for the resource management process, but the final agreement will be in writing in the charter and signed off on from both Avaap and the City. At a high level, the Resource Management Process will include a RACI Matrix for team members, both Avaap and the City. It will include an agreed to process for what happens if a resource leaves unexpectedly and what happens if a resource is asked to be removed.

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.

Once the City agrees to the final timeline and scope, we will work directly with you to identify the entire Avaap project team, who will be selected specifically for their skills and their ability to complement the City's project team members. Typically, the Avaap team is assigned 30-45 days prior to the formal kick-off. These team members will remain assigned to the Project unless the City deems the services to not meet

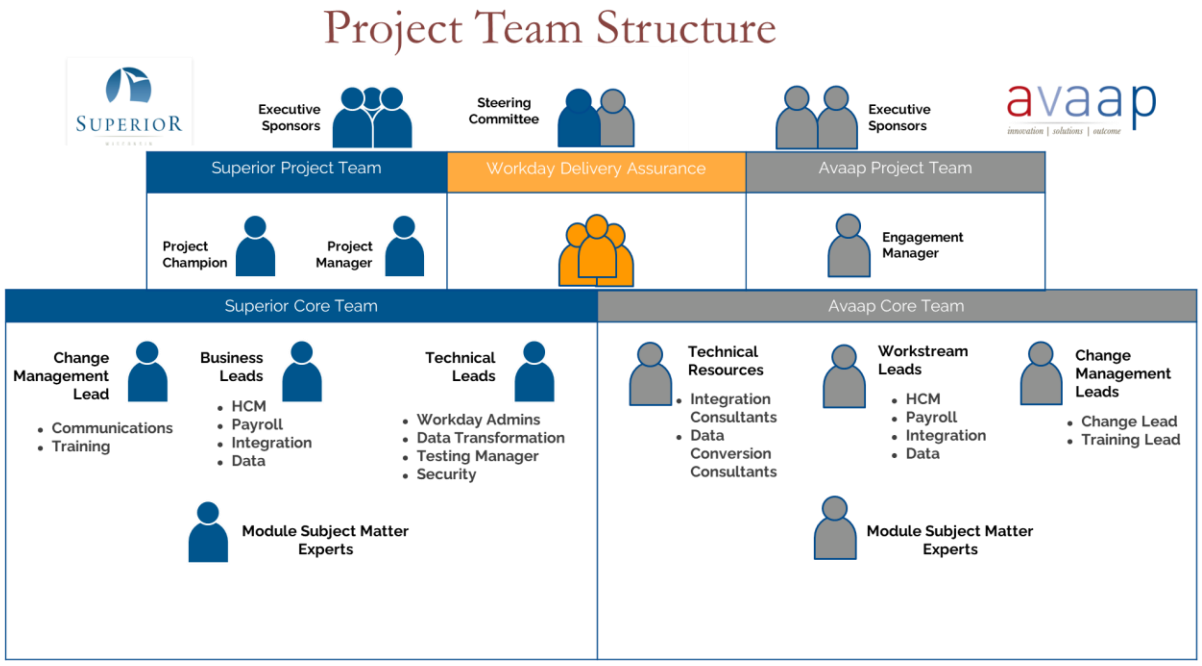
expectations. If the City would like to remove/replace any member of the Avaap team members we would follow the Project Control Procedures established during the Plan stage of the implementation.

Team members will remain assigned to the Project unless the city deems the services to not meet expectations. If the City would like to remove/replace any member of the Avaap team members we would follow the Project Control Procedures established during the Plan stage of the implementation.

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

Exhibit submitted YesX No

The image below represents our proposed Organizational Chart for a full Workday deployment.



VIII. Project Team Resumes

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 YesX No

Avaap Resource	Synopsis
	Richard Walega is a Vice President with Avaap, responsible for managing the Workday Government business unit. Rich possesses deep expertise in

Rich Walega **Vice President** **Workday Practice Lead** **Executive Sponsor**	ERP planning, Workday deployment, business process re-engineering (BPR), and organizational change management (OCM). Rich's industry experience includes state and local government, transportation, higher education, non-profits, and utilities. Rich joined Navigator Management Partners (now Avaap) in 2008 and developed Navigator's consulting business on the East Coast and became a Partner and SVP in 2012. Prior to Avaap, Rich worked with Accenture where he was an Account Executive for the State of Maryland as well as Program Manager for several large programs with the states of Florida, Maryland, and Virginia. **Experience Highlights** • Over 30 years of management consulting experience, primarily with state and local government organizations • Founded Avaap's Workday Government Practice • Started Avaap's east coast business in 2008 and was a major contributor to Avaap's growth, including our Workday practice. • Possesses deep functional expertise in human capital management, financial management, road tolling and human services • Strong understanding of leading ERP SaaS solutions • Strong understanding of public sector budgeting, procurement, and contracting protocols • Rich has been in the Workday ecosystem for over 6 years and currently leads the Workday Government practice at Avaap and a sample of his projects include: o Salt Lake City/Airport (Workday HR, Fin, Pay, Planning) o Monroe County, NY (Workday HR, Fin, Pay) o Baltimore City (Workday HCM, HR, Fin) o City of Olathe (Workday HR, Fin, Pay, Planning) o City of Provo (Workday HCM/Pay – in process) o State of Maryland (Workday HCM – client-side HR SME) o Columbus Regional Airport Authority (Workday ERP/HCM) o Waukesha County, WI (Workday HCM, Pay and Fin) o City of Santa Cruz, CA (Workday HCM, Pay and Fin) o Hinds County, MS (Workday HCM/Pay, Fin, Planning) o City of Peoria, AZ (Workday HCM, Pay and Fin)

	○ Central Florida Expressway (Workday HCM, Pay and Fin) ○ City of High Point, NC (Workday HCM, Pay and Fin)
Ken Takata **Industry Vice President, Government** **Role: Client Partner/Program Director**	Ken Takata is Avaap's Executive Sponsor and is responsible for overseeing Avaap's Workday government projects. Ken has 20+ years of successful technical and non-technical project management and has personally managed over 40 Workday implementations and has established two project management offices and a customer success division. ***Ken spent most of his career supporting the federal government and brings the associated rigor and discipline to the government industry at Avaap. He has a passion for the people that work in local governments and supporting their mission in public service to the community.*** **Workday projects:** • Salt Lake City • Baltimore City • Santa Cruz Metro • Columbus Regional Airport Authority • Hinds County, MS • City of Olathe • C-TRAN **Certifications:** • Project Management Professional, License 1977542 • Workday Project Management • Workday HCM Core
Role: Enterprise Solution Architect **Maggie MacIntosh** **Industry Director, Government**	Maggie Macintosh is the Industry Director over Avaap's government practice, responsible for building implementation strategy, solution architecture, and government innovation for the Workday Government business unit. With more than 12 years of implementation experience (8 as a PMP certified Program Manager/Engagement Manager in the Workday ecosystem), including the handling of enterprise, innovative, and strategic initiatives. Maggie has proven to excel in fast-paced, challenging, and deadline-driven environments. Maggie's industry experience includes state and local government, higher education, K-12 education, non-profits, and transportation. ***"Maggie was the client-side project manager for Workday's first full platform public sector implementation at the City and County of Denver in 2015 and has specialized in government***

	implementations and solving industry specific challenges since. There is no one in the Workday ecosystem that has more government implementation experience than Maggie." **Workday projects include:** • City and County of Denver, CO • Salt Lake City/Salt Lake City International Airport • City of Olathe, KS • City of Kent, WA • Mobile County, AL • Buncombe County, NC • Regional Transportation District (RTD) • Columbus Regional Airport Authority • Hinds County, MS **Certifications**: • Engagement Manager • Core HCM • Core FIN • Medium Enterprise Methodology • Launch Project Methodology • Large Enterprise Methodology
Livia Taylor **HCM Director** **Role: HCM Lead**	A highly skilled and experienced consultant with over fifteen years of experience in ERP transformation projects including PeopleSoft and Workday within a multitude of industries. A Workday certified (HCM, Compensation, Recruiting, Talent, & Benefits) solution architect that has built program solutions encompassing multiple products and multiple modules for global clients in both Big Bang rollouts, as well as, phased roll outs. Experienced in all stages of the lifecycle of a deployment including software selection, planning, testing and deployment. **Workday projects:** • Columbus Region Airport Authority • Mobile County, AL • Santa Cruz Metropolitan Transit District

	• Hinds County, MS • Express **Certifications:** • Workday HCM • Core Compensation • Recruiting • Talent Management • Benefits • EM/PM
Paige Mann **Sr. Financials Architect** **Role: Financials Lead**	Paige Mann is a Workday Lead Consultant with four years' implementation experience. She has effective communication skills and the ability to facilitate complex issue resolution. She has extensive experience with Local Government, Health, Education and Nonprofit Workday implementations supporting fund accounting and GASB requirements. She has successfully implemented Phase X deployments, tenant assessments, financials support for HCM and Payroll Phase X, multicurrency, and professional services companies with project billing. She uses her strong industry background experience in corporate tax, payroll, and audit to assist with solutioning and design. **Workday Projects include:** • Salt Lake City, UT • Hinds County • Hinds Community College • Olathe, KS • Mobile, AL • Government Utilities nonprofit • National Nonprofit health organization **Certifications:** • Workday FDM • Workday Business Assets • Workday Record to Report • Workday Launch • Workday Grants Management

	• Workday Order to Cash • Certified Public Accountant (GA)
Marcelo Cassella, **Vice President, Workday Financial Director**	Marcelo Casella is Director of Workday Finance at Avaap where he heads up the Workday Financials Team. As the Workday Financials Team Lead Marcelo is responsible for overseeing services to our clients, developing, and expanding Avaap's Workday capabilities, and managing the Avaap's Workday Financial Team. Marcelo has 25 years of experience, of which twelve have been spent with Avaap managing and delivering ERP projects, with a primary focus on Financials. Marcelo has been in the Workday Ecosystem for over 6 years. During that time, he has participated in ten different Workday engagements. Specializing in designing FDM, configuring Financial Business Processes, developing financial statements and reports, managing complex projects, and providing quality assurance services. **Workday projects include:** • Goodwill of AZ • Sourcewell • Hinds Community College • Gladstone Institute • Memphis International Airport • Joliet Junior College **Certifications** • Former CPA • Workday Certifications • Financials • FDM • Engagement Management • Advanced Reporting • PMP, Prosci
Alexis Liles, **Workday Payroll Practice Lead**	Alexis is a highly accomplished HRMS/Payroll Consultant with more than twenty-three years of project management, implementation, and consulting experience. She has the proven ability to provide excellent business solutions based on her comprehensive knowledge of all phases of the employee lifecycle, from time and labor, compensation, and benefits through

	payroll. Alexis has the capability to implement systems collaboratively with internal and external clients while delivering on time and on budget, consistently resulting in a high level of client satisfaction. In her current role, Alexis is the Director of Workday HCM/PATT at Avaap where she heads up the Workday HCM/PATT Teams. As the Team Lead, Alexis is responsible for overseeing services to our clients, developing, and expanding Avaap's Workday capabilities, and managing the Avaap Workday HCM/PATT team. **Workday projects**: • City of Provo; Mobile County; Salt Lake City; Vertex Education; Phreesia; Columbus State Community College **Certifications** • Certified Payroll Professional • Workday HCM, Payroll, Engagement Manager
Becky Grunig **OCM Solution Architect**	Becky is an accomplished professional with over two decades of expertise in leading and implementing organizational change in both public and private sector organizations. Becky is experienced in both operational and consultant roles, identifying and implementing transformation/change strategies enabling companies to accelerate business outcomes and bottom-line results. As a proven strategist and change leader, she has consistently delivered successful corporate initiatives through synthesized strategic design, change management methodology, organizational development, process improvement, communication and culture development, leadership coaching and IT partnership. ***Prior to joining Avaap, Becky was the head of Human Resources at a government agency for five years. Becky led the implementation of Workday as the Change Management Lead and HCM Project Champion.*** **Recent Workday projects include:** • Johnson County • City of Lee's Summit • City of High Point • City of Peoria • Waukesha County • Young Life • Sourcewell **Certifications**

	• Workday HCM and Launch Certifications • ACMP Certified Change Management Professional • Prosci Change Management • Avaap Change Approach • SHRM Certified HR Professional (CP) • HRCI Certified Professional in HR (PHR)

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 County**	**Relevant certifications (PMP, etc.)**
Rich Walega	Vice President	Executive Sponsor	30+	15	10	Executive Program oversight	
Maggie MacIntosh	Senior Director, Government Strategy	Solution Architect	15	4	8	Solution Architecture and Strategy	Engagement Manager, Core HCM, Core FIN, PMP
Ken Takata	Client Partner	Project Director	25	3	10	Overall Project Management	Workday Project Manager, HCM, Financials, Launch
Becky Grunig	Practice Director	OCM Solution Architect	20+	3	4	OCM Solution Architect	Workday HCM and Launch Certifications ACMP Certified Change Management Professional

Proposer Project Team Members							
							Prosci Change Management Avaap Change Approach SHRM Certified HR Professional (CP) HRCI Certified Professional in HR (PHR)
Paige Mann	Principal Consultant	Finance Lead	12	3	6	Support for financial related components to HCM & Payroll implementation of Workday	Workday FDM, Business Assets, Record to Report, Launch, Grants Management, Order to Cash
Marcelo Cassella	Vice President	Workday Financials Team Lead	25+	12+	6	Workday Financials Team Lead	Former CPA, Workday Certifications, Financials, FDM, Engagement Management, Advanced Reporting, PMP, Prosci
Livia Taylor	Principal Consultant	HCM Lead	15	4	8	HCM Architect	Workday HCM, Workday Learning, Workday Core Compensation
Alexis Liles	Principal Consultant	Payroll Lead	12	4	4	Payroll Architect	Workday HCM, Payroll, Engagement Manager

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.

Avaap OCM Self-Service End-User Training (Employees and People Managers)

Avaap understands the importance of learning design and training delivery for the self-service end-users and believes this is the foundational enabler to achieving successful adoption and project outcomes. We recommend partnering with our clients to design a collaborative team of consultants and internal resources to accomplish successful self-service end-user transfer of knowledge and ability and meet the needs of the city.

The effective transfer of knowledge is much more than emails and job aids. It focuses on moving individuals through their change cycle. This requires a deliberate approach to managing activities and deliverables, as well as managing the solution design to help guide the transition from awareness to adoption. Avaap brings a variety of training approaches, tools, and modalities that are available to the client, allowing us to create an engaging, efficient, and effective learning program.

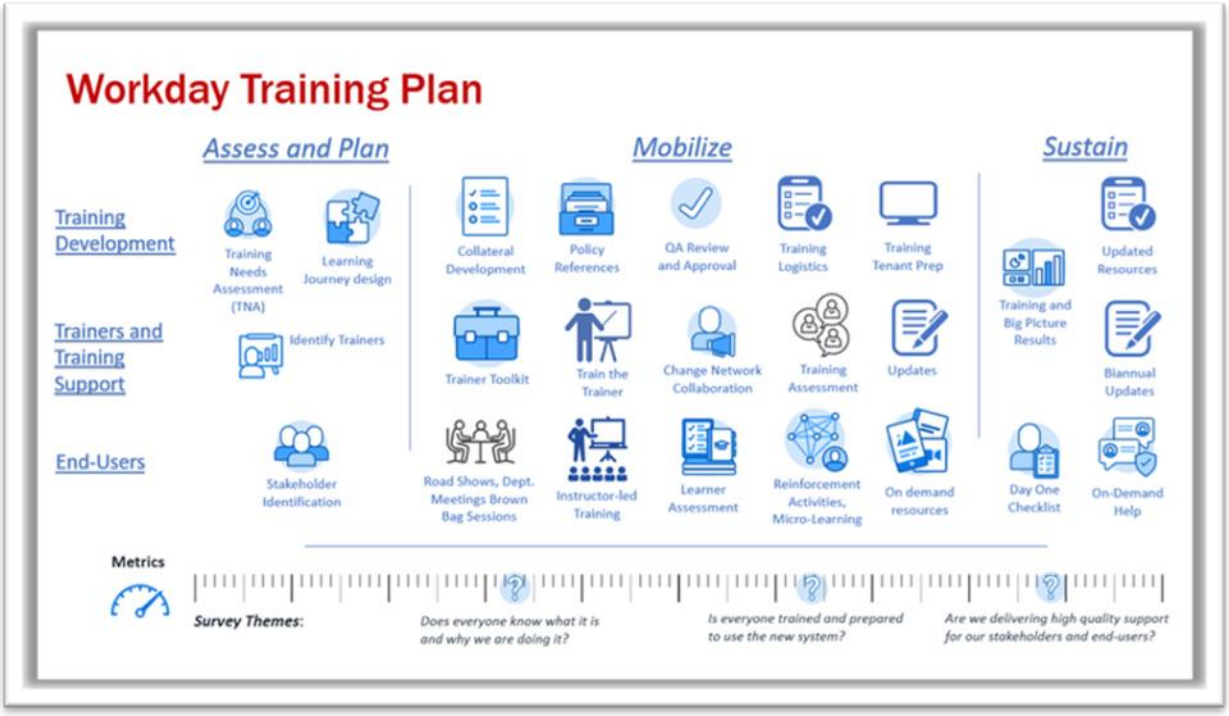
Avaap's training philosophy is to prepare stakeholders to "hit the ground running" on day one of any transition. Our approach includes the following four steps: 1) Training Approach 2) Training Plan 3) Training Development and 4) Training Delivery.

Step 1: Training Approach.

An overall Training Approach will be developed to address each stakeholder's unique change experience. The approach identifies high-level objectives, defines the approach, identifies risks and constraints, outlines roles and responsibilities, and assigns resources.

Step 2: Training Plan

A Training Needs Analysis (TNA) serves as a key input to the client's Training Plan. The key outcomes of the TNA include: 1) training program definition, 2) training requirements, 3) the best training delivery channels for client stakeholders, 4) the need for role-based training, 5) understanding of the current state of technology and processes, 6) understanding the current internal training development, and 7) the type of content necessary and mechanism for development. The training audiences and current training pain points will be defined using the assessment data. Discovery sessions add to the Training Needs Analysis (TNA) defining the characteristics, along with the needs, of each training audience.

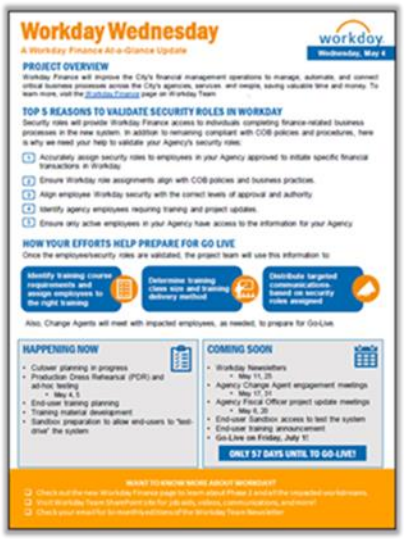


Our experience in past client engagements has taught us that, even though the overarching need is to train the self-service end-user community most efficiently, using a one-size fit all approach is not wise. The goal of effectively transferring knowledge and capability is accomplished by addressing the content to be trained, the end-users comfort level, and access to technology. Avaap will help the client outline the curriculum implementation plan including time, the number of courses, checklists, and the number of staff needed to support training deployment.

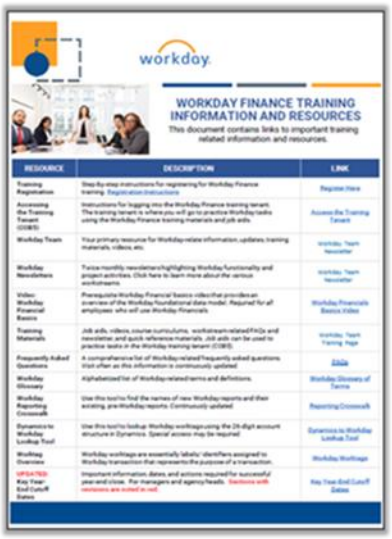
Step 3: Training Material Development.

Avaap assumes a training lead or point of contact will be designated to guide the development and delivery of training. We will partner with the client to define, scope, and estimate additional resource requirements needed for the client and potentially Avaap, to support the development of training materials as discovered during TNA.

WORKDAY WEDNESDAY



TRAINING RESOURCES



GO-LIVE CHECKLIST

Leveraging the Workday Adoption Kit (if purchased) as a base for training material development, Avaap may draft job aids, design workshops, and develop learning resource(s), such as online videos and modules. Training options will include instructor lead, in-person, online, hybrid, and self-paced opportunities and will be used based on the learning needs and capabilities of the city.

All training documentation, recordings, and material will be provided to the client for future use and revision. As part of our future sustainment guidance, we will partner with the client training point of contact to establish a storage and access approach for ongoing training accessibility. As part of our OCM service, we provide guidance for future sustainability of Workday change such as Workday releases on-going continuous improvement for both managing change and revising or enhancing training.

Step 4: Training Delivery.

Avaap assumes the client will adopt a Train-the-Trainer (TTT) approach. This is a standard method used to deliver training to prepare client-identified resources who will provide training. Avaap can assist with the selection process to identify employees to fill the Train-the-Trainer role and support the client through TTT workshops where trainers learn facilitation coaching and content delivery. This approach enables knowledge transfer, develops internal experts/project champions, and aids in the sustainment of change after go-live. We recommend deploying a TTT pilot, whenever possible. This pilot training will utilize project team members, the Change Network, and project SMEs to participate as self-service end-users. This will allow the client trainers and change management team members to assess the learning environment, materials, and scenarios to then refine and align with user expectations.

By adopting a Train-the-Trainer delivery model, the client builds a self-sufficient model for future training of their self-service end-users, supporting the Workday continuous improvement mindset. Avaap may support the Trainer Network through scheduled knowledge transfer sessions, and TTT material development and education if identified as a support need by the client. This training delivery approach sets up our clients for a successful future, able to sustain and manage Workday releases with an established approach and base of knowledge.

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.

A Training Needs Analysis (TNA) serves as a key input to the client's Training Plan. The key outcomes of the TNA include: 1) training program definition, 2) training requirements, 3) the best training delivery channels for client stakeholders, 4) the need for role-based training, 5) understanding of the current state of technology and processes, 6) understanding the current internal training development, and 7) the type of content necessary and mechanism for development. The training audiences and current training pain points will be defined using the assessment data. Discovery sessions add to the Training Needs Analysis (TNA) defining the characteristics, along with the needs, of each training audience.

This approach is successful and effective because we look at your unique roles, needs, and content and determine what will be needed to support you as you go live with Workday.

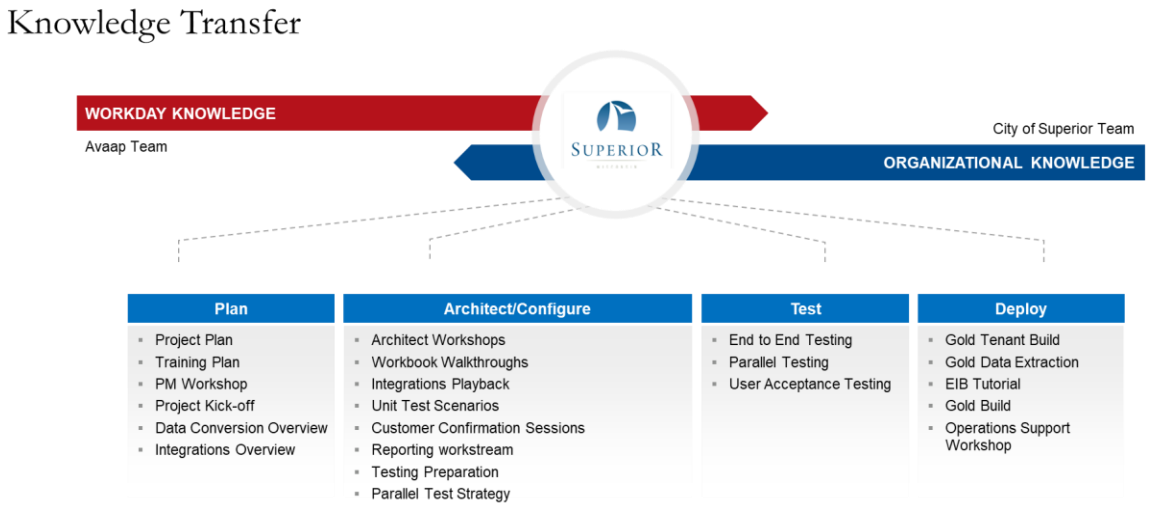
We primarily recommend a train-the-trainer format for live training. Train-the-trainer promotes long-term sustainability within Workday because it establishes a training model that can be used even after Avaap departs and gives your trainers the tools to understand how to best train to Workday. We are able to do train-the-trainer sessions both onsite and virtually.

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

Avaap's knowledge transfer approach ensures clients are receiving the skills to successfully support the system after go-live. Effective knowledge transfer and formal user training are critical elements to the continued long-term success of an organization's transformation. Knowledge Transfer prepares the customer for operational readiness and self-sufficiency after the engagement is over. There is a progressive transfer of ownership during the project from the Avaap team to the client team. Knowledge Transfer occurs throughout the deployment, training, and is built into the delivery role of every team member the city will engage with. Here are the five main components:

1. Workday Foundational Training (Workday delivers)
2. Knowledge Transfer Sessions with recordings
3. Hands-on "Show and Do" customer activities
4. Active Participation in Testing plan development and execution
5. Measurement of Knowledge Transfer Effectiveness

Below is a graphical depiction of the Avaap Workday Knowledge Transfer process.



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.

The training offerings are available remotely, as noted in the explanations. The classes that are conducted by an instructor offer lectures, demonstrations and hands-on activities that enable trainees. The independent learning offerings (Learn Virtual, Learn Independent, Learn On-Demand, Adoption Kit), feature periodic quizzes to test the learner's comprehension and retention, with the ability to repeat materials.

Workday offers training in an actual Workday environment accessed through a browser. The course materials assist the Trainee to navigate through the course as a part of the standard training in each course. Navigation in Workday is easy and intuitive, but Workday does offer a class called Workday Foundations that specifically addresses how to navigate the system and utilize Workday functionality if a formal class is desired.

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.

As a pure cloud-based SaaS vendor, to access to Training, each customer is responsible for providing your users with client devices with internet access and supported browsers. While most customers will also deploy an SFTP server for integration requirements, the customer requires no other hardware or software components to access Workday Training.

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.

Within City governments there are two key elements that define knowledge when attempting to modernize enterprise legacy finance and human resource applications. The first is **functional expertise** on the chosen

software solution. Consultants bring that knowledge to the client project. The second is **industry knowledge**. The organization's project team brings that to the project. Bringing those two elements together in a coordinated fashion will enhance the overall adoption rate of the Workday solution.

Avaap brings a deep understanding of the Workday solution, which includes:

1. Workday solution and project management expertise in implementation approach to make our clients successful, including technical details to convert your legacy data and create the required interfaces with third-party applications.
2. Industry and business process knowledge about how Workday works and how we can make it work for the client organization.
3. The culmination of this knowledge leads to client Workday configuration.

As illustrated below, we will develop a comprehensive Training Plan that leverages the expertise and resources from each organization.

	SUPERIOR	avaap	workday.
1. Project Team Training	Your Training Coordinator works with project team to schedule.	Ensures project schedule aligns with the project team training courses.	Provides training credits for your team's project team members to take courses.
2. Learn on Demand (LOD)	Your Training Coordinator assigns LOD to project team members or SME's.	No action required	24/7 access to videos on demand for project team members and SME's to subscribe to.
3. Adoption Kit	Your Training Coordinator works with Avaap to determine the usage of Adoption Kit in the project.	Avaap works with your organization to determine the usage of Adoption Kit in the project.	Jump start kit for Change Management and training for Your organization and Avaap to use.
4. Workday Community	Your Training Coordinator or project lead assigns access to WD Community to County employees as needed.	No action required	Free Training offered to any employee that can be part of a user's curriculum or ad-hoc.
5. Knowledge Transfer	Your Functional Leads work directly with Avaap Functional leads for 'on the job' training and knowledge transfer throughout the project.	Avaap Functional Leads work directly with Your Functional leads for 'on the job' training and knowledge transfer throughout the project.	No action required
6. End User Training	You work with Avaap to customize Adoption Kit materials for End Users	Deliver a training strategy and approach, to develop, support and guide the planning and execution of the overall training plan. Guidance provided for training logistics, UES, training material development, and train-the-trainer readiness.	Provides jump start materials (Adoption Kit) to be used by customer and Avaap.

Workday Resources

Project Team training is provided by Workday's Education organization. It includes functional and technical course offerings. The objective is twofold: 1) to provide the City's project team with the system knowledge they will need to successfully configure and deploy the system, and 2) to provide the City's system administrators with the system knowledge they will need to successfully support and maintain the system during production. Throughout the project, Avaap will recommend the Workday courses you should attend to ensure they are successful in their support roles. Core Team members are expected to complete their respective foundation Workday product training during the Plan phase.

It is imperative for the core project team from the city to identify the individuals who will participate in Workday-led training. Please note that Workday Training Credits are purchased directly from Workday. Workday's education offerings focus on detailed product orientation and hands-on system training. In addition,

system training is offered to business partners at all levels, including administrators, operators, and support personnel.

Workday Education offers a variety of options to meet the training needs, including the following:

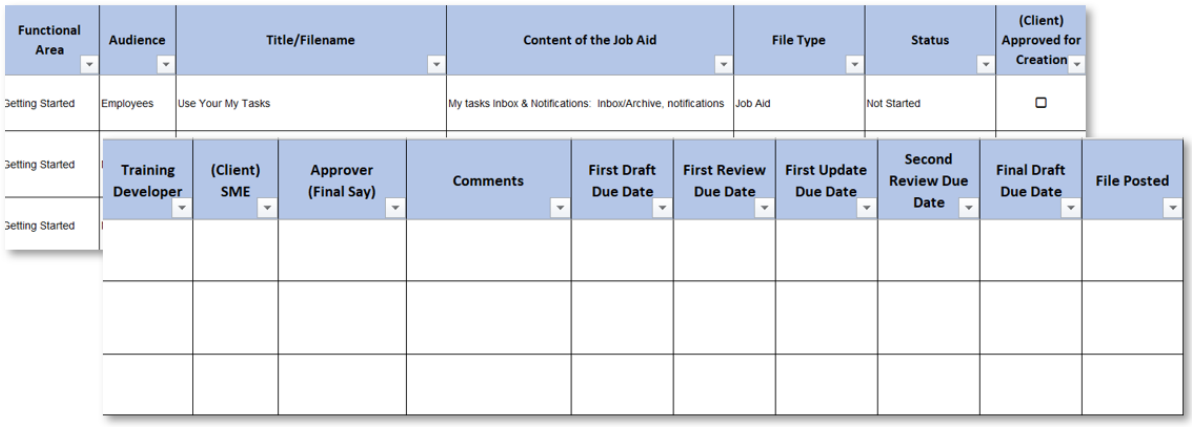
1. **Learn In-Person** provides comprehensive instructor-led training to prepare students to meet their job role requirements. Our courses combine cohesive lectures and product demonstrations with hands-on activities to reinforce student learning.
2. **Learn Virtual** provides the advantages of live instructor-led training without the expense and time associated with travel. These courses are a combination of lectures, demonstrations, and hands-on activities to reinforce learning. Attendees participate remotely through WebEx and connect to our training environment via the Internet to complete the hands-on activities. These offerings are topic-specific and designed to focus on key Workday principles and functionality.
3. **Learn Independent** enables our client to be more self-sufficient. This learning experience combines videos, interactive exercises, quizzes, and tests into a comprehensive online learning curriculum that students can complete at their own pace.
4. **Learn On-Demand** is a cost-effective alternative to traditional education delivery, providing access to training 24/7 from any computer. Created in short, targeted segments, Learn On-Demand is perfectly suited for system administrators who need immediate access to specific training. These offerings are topic-specific and designed to focus on key Workday principles and functionality.
5. **Adoption Kit** is a collection of templates and resources designed to support and accelerate end-user training and the client's Workday rollout. It includes a combination of hosted or downloadable videos, job aids, facilitation guides, and marketing materials. All content can be downloaded and tailored to clients' needs or used as-is.

Avaap OCM Self-Service End-User Training (Employees and People Managers)

Avaap has detailed it is approach to end-user training in the questions above. The combination of our people-focused training with Workday's training materials creates a comprehensive and effective user adoption and training plan.

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

Exhibit submitted Yes X No



Functional Area	Audience	Title/Filename	Content of the Job Aid	File Type	Status	(Client) Approved for Creation
Getting Started	Employees	Use Your My Tasks	My tasks Inbox & Notifications: Inbox/Archive, notifications	Job Aid	Not Started	☐
Getting Started						
Getting Started						

Training Developer	(Client) SME	Approver (Final Say)	Comments	First Draft Due Date	First Review Due Date	First Update Due Date	Second Review Due Date	Final Draft Due Date	File Posted

The Training Needs Analysis (TNA) serves as a key input to the client's Training Plan. The TNA defines the training program definition, training requirements, the best training delivery channels, the need for role-based training, understanding of current state, and understanding of internal training development mechanisms. The training audiences and current training pain points will be defined using the assessment data. The overall content of the training plan will be custom to the City based on key factors uncovered during the TNA. We also define columns based upon collaboration with the City.

XI. Training Coordination

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

The table below indicates an effective delineation of responsibilities for training on this project.

Role/Responsibility	Who is Responsible
Training Coordination/Scheduling	City to appoint a Training Coordinator who will schedule / coordinate training for Project Team Every Workday customer appoints a Training Coordinator, to be the point of contact within your organization who manages training. Training Coordinator responsibilities include: • Knowledge of training policies and procedures • Learner account creation and management • Training plan ownership • Training budget management • Training enrollment management (approving, assigning, declining) • Subscription access management (for example, Learn On-Demand, Adoption Kit)

	• Submitting and managing training cases • Understanding and sharing training communications with your organization
Training Curriculum/Material Development	Instructor-led training is recommended for the project team and the individual whose role requires a solid understanding of Workday functionality setup, administration, and business processes. Project deployment teams may vary by customer, although are typically composed of at least 3-5 people, each of whom should attend a core product Fundamentals class. A recommended training curriculum could include some of the following courses: • **Navigation (On-Demand)** – Focuses on Workday HCM navigation as it applies to search features, landing pages, worklets, links, and related actions in the Workday system. • **Workday Core Concepts (Virtual)** – Overview of Navigation, Organizations, Business Process Framework, and Security. This is a prerequisite for other classes and should be taken by all core team members. • **Workday HCM or Financials Fundamentals (In-Person)** – Participants will learn how to configure business processes, set up core functionality, and use Report Writer. • **Workday Payroll Fundamentals (In-Person**) – To be taken by Payroll Partners, Payroll Administrators, and core team members responsible for Payroll setup. The course focuses on payroll input, running pay calculations, and reports using Workday Payroll. • **Workday Procure-to-Pay Fundamentals (In-Person)** – To be taken by the Procurement core team. Learn the fundamentals necessary to configure and perform setup of the core procurement system functionality. • **Business Process Overview (On-Demand)** – Covers the basics of configuring

	and managing business processes. This training is designed for anyone with responsibility for Workday configuration, such as managers, system implementers, and project team leaders active in Workday implementations. • **Staffing Models Overview (On-Demand)** – Designed to explain the two staffing models available in Workday: Position Management and Job Management. By watching this module, you can prepare for the Staffing Design session, in which customers select a staffing model. • **Workday Report Writer (Virtual) –** To be taken by the core team members responsible for report writing functions. This course will explore the concepts of Workday's Configurable Report Writer. • **Compensation Fundamentals (In-Person)** – You will learn the core concepts of Compensation as well as deep dive into advanced functionality such as Market Salary Data and step progression. • **Benefit Fundamentals (In-Person)** – overview of Workday Benefits with in-depth coverage of Benefits configuration, maintenance, and processing. Avaap will coordinate this activity with the City for End User Training.
Training Instruction/Delivery	Workday provides formal training for the Core Project Team by the means of Instructor-led, Learn Virtual, Learn Remote and Learn independent. ; Avaap will coordinate with the City for End User Training
Other:	Learn On Demand – Individual Users access the material Ad Hoc

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	Included in Scope of Proposal to the County?	Description/Explanation/Optional
Quick Reference Guides	Quick Reference Guides	Any type of learning aid or guide will be included within the Workday Community. Workday Community is Workday's customer portal that provides access to others in the Workday ecosystem including partners, other customers, and Workday. Community provides all customers with an area to access documentation, communicate on forums, and contribute or vote on "Brainstorm" ideas. Workday is unique in that all customers are on the same version. The benefit of one version is that customers can share resources such as reports and integrations. All this collaboration occurs on the Workday Community portal.
Online Support	Yes	Workday provides robust online support offerings for clients, including: **Workday Community:** This is a central hub for Workday users, offering a wealth of resources. It facilitates: • Knowledge sharing among customers, partners, and Workday experts. • Access to support articles, documentation, and information on leading practices and new features. • Peer-to-peer collaboration through user groups. **Case Management:** • Client Named Support Contact Admins (NSCAs) can submit support cases online, with the ability to designate the severity level of the issue. • Workday emphasizes quick response times, particularly for critical issues. **Proactive Support:** • Workday aims to anticipate and resolve potential issues before they cause disruptions.

Type of Documentation	Included in Scope of Proposal to the County?	Description/Explanation/Optional
		• This includes 24/7 monitoring and alerts, automated issue detection, and proactive system health checks.
Help Desk Support	No	Workday does not administer customers' Help Desk. Our customers designate Technical and Functional administrators to create accounts, reset passwords, disable accounts and respond to any functional questions for their team. Workday assists all our customers in preparing for production support and will provide options to how to implement post-production support.
User Group Community Resources	Yes	The Workday Community user groups are a wonderful way to connect with other users, get peer-to-peer support, and learn from others' experiences. Benefits of user groups include: • Knowledge sharing of best practices • Learn from others' successes with deployment and adoption • Collaborate on challenges and problem solving with peers • Build a network with subject matter experts in your industry. • Collaborate with the Workday ecosystem Workday has three main types of user groups: **1. Product Networking Hubs** • Bring members who share an interest in the same product functionality together • Each group focuses on a unique area of the product • Members tend to meet virtually

Type of Documentation	Included in Scope of Proposal to the County?	Description/Explanation/Optional
		• Product groups are typically organized by a Workday Product Manager **2. Regional User Groups (RUGs):** • The members are local and meet regularly in-person to share ideas (typically meet once a quarter) • Regional user groups are independent organizations operated by local Workday customers • Workday promotes regional user groups but does not own, manage or direct the groups **3. Special Interest User Groups (SIGs):** • Bring together Workday customers members in the same industry or specialty area (such as government or higher education) • Members tend to meet virtually, but often also meet in-person • SIGs network with others in your area regarding the use of existing functionality, sharing and discussing common leading practice and providing collective feedback to Workday Product Management with the Community group.
Annual User Conferences	No	**Workday Rising:** Workday has an annual customer/partner event called Workday Rising. This is an opportunity for our customers to come together and collaborate and learn future enhancements to our products and roadmap. Please visit http://www.workdayrising.com for more information.
Videos	Yes	Workday offers various types of training to help educate users which includes:

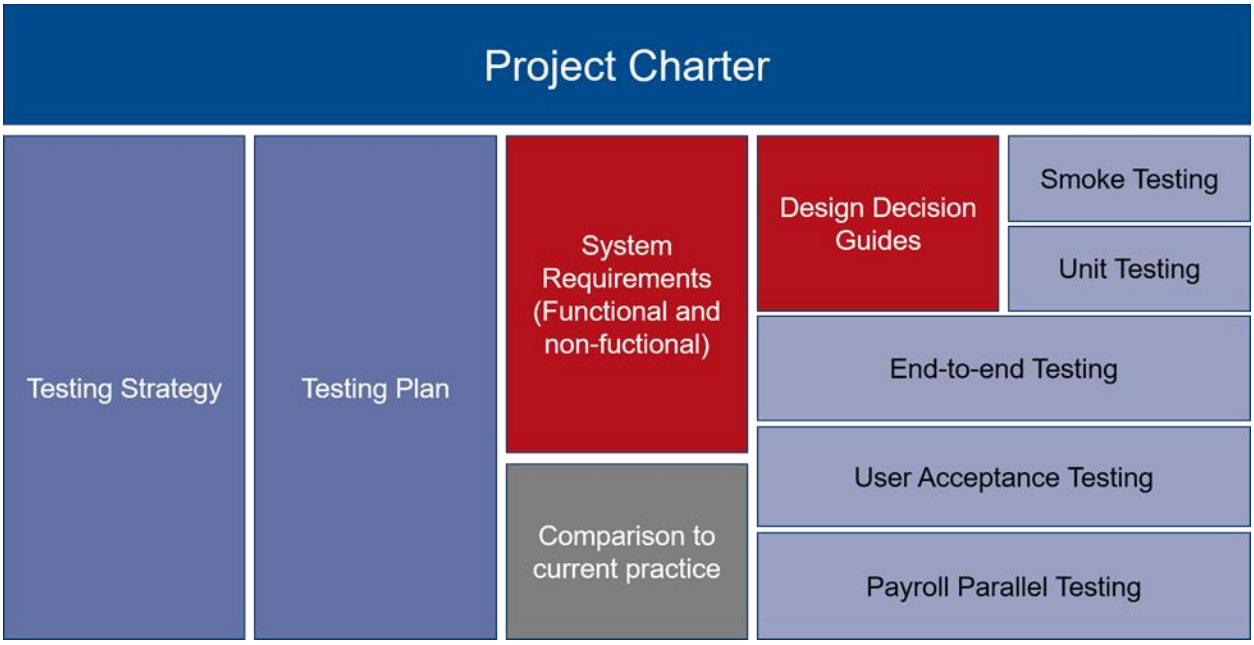
Type of Documentation	Included in Scope of Proposal to the County?	Description/Explanation/Optional
		Instructor-Led (ILT): Live, interactive training sessions led by Workday-certified instructors, available in virtual or in-person formats. Self-Directed: Self-paced eLearning courses (videos, interactive modules and documentation) that users can access anytime at their own pace without live instruction. Learn On-Demand (LOD): A specific offering within Workday Learning that provides on demand access to training content including recorded session videos, tutorials and guided exercises. Course offerings are designed for ongoing learning within your organization and are available for: • All Workday Products/SKU's • Integrations • Reporting and Analytics Workday also offers Refresher Training courses to allow individuals to refresh their skills on the latest version of the product.
Custom User Guides/Manuals	No	The Adoption Kit provides a collection of tools and resources designed to accelerate your Workday roll-out and quickly train your end-users on Workday. The kit provides customers with customizable training materials (videos, job aids, facilitator guides, etc.) that can be used out of the box with little customization, or act as the cornerstone of a larger training development plan.
Other:	Yes	Workday Community provides our customer with recorded demos and other recorded trainings.

XIII. Approach to Testing and Quality Assurance

Describe your standard approach to testing and quality assurance.

It is Workday's best practice and Avaap's recommendation for the City to own and manage all testing, with the support and guidance of Avaap. As a result, the City will provide a Test Lead who is responsible for overseeing test scenario creation and consolidating scenarios to be used for End-to-End, user acceptance testing, Parallel and Regression testing, managing testers and reporting out testing metrics.

As a standard practice, Avaap will help define the overall testing strategy, lead the development of the test plan, and provide the City with a repository of Unit Testing scripts relevant to the functional areas in scope. We will also help report testing status via our Smartsheet Project portal. City of Superior SMEs are responsible to work with the Avaap functional lead to identify needed testing scrips, identify and schedule testing resources, conduct the appropriate testing, and report progress. Avaap will execute any configuration changes and submit back to the city team for re-testing. Taking ownership of testing improves overall user adoption of the new system and related business processes, decreases the risk of project delays, and decreases the risk that the City will require significant post go-live support.



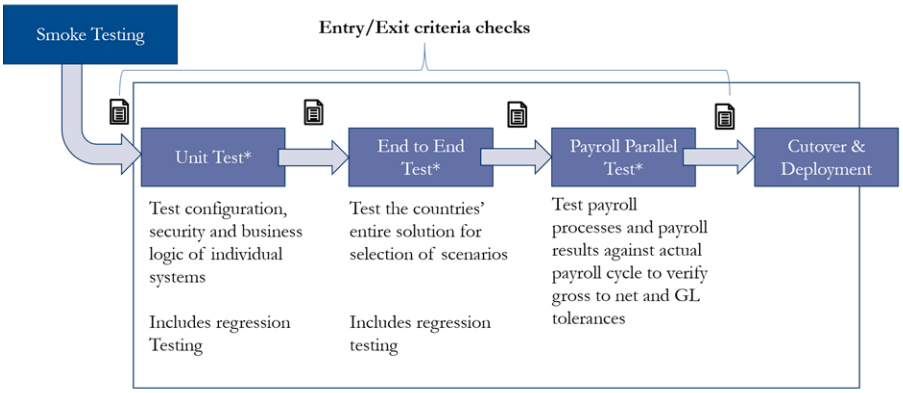
The diagram above illustrates, at a high level, the Workday testing process and documentation that influences that process.

- **Project Charter** – The Charter contains the project vision, guiding principles, project objectives, and associated success criteria. This document is the basis for all Workday project activity and should be used as a reference point during the entire testing process.
- **Testing Strategy** – The project testing strategy is outlined in this document. It defines the high-level testing approach that is utilized throughout all project phases. The test strategy is a static document. It sets the standards for testing process and activities.

- **Testing Plan** – The testing plan is considered the project plan for testing. It is prepared by the Test Lead of each project phase and describes what to test, how to test, when to test and who will do what test. This is a dynamic document that will be updated continuously during the testing process.
- **System Requirements** – These are functional and non-functional requirements as described in the Project Charter. The requirements will be refined during design sessions and will drive system design documentation. System requirements should include required system integrations and reporting.
- **Design Decision Guides** – Avaap will create design books from functional and non-functional requirements that drive the setup and configuration of the system and define the business processes to be used at the City.
- **Smoke Test** – This test is performed by the Avaap team and is done to make sure the prototype build is completed by executing short tests to ensure all key functional areas are working correctly. the City security team validates security provisioning is in place for testers.
- **Unit Testing** – Logical and isolated tests of independent processes and functions as built-in accordance with design documentation. the City subject matter experts organized by functional area will conduct these tests.
- **End to End Testing** – Sometimes referred to as system testing, end to end testing validates the configuration of all Workday business processes against system requirements. This tests the flow of end-to-end processes between multiple functions and 3rd party integrations. All functional configurations and BPs, all core integrations, reports, worklets, and security configurations (view/support admin activities) in scope for go-live. This will include testing messages, notifications, to-dos and even maintenance. The city owns this testing effort but will be supported by the Avaap team. End-to-End testing is organized into testing cycles. Individual test cycles include a group of test cases that perform a logical section of work. Test cycles are groupings of test scenarios to accomplish a specific business function (e.g., Standard Pay Cycle). Individual test scenarios typically include inputs, predicted results and a set of execution conditions. Entry and exit criteria will be established for E2E testing and City sign-off will be required.
- **User Acceptance Testing (UAT)** – User Acceptance Testing is similar to End-to-End Testing. The differences are focus and testing participants. UAT scenarios focus on core user and end user business processes. UAT will be used to test all reasonable variations of the end user interaction, as determined by the City using the requirements as the basis, which in turn will determine whether the system design is acceptable to the user community. These testing scenarios are also executed by actual core users and end users. Involving core users and end users ensures that processes are tested against actual or anticipated business practices. UAT validates both the Workday system and the associated requirements that were used to configure the system. This stage will require test script sign-off from those who participated in the User Acceptance Testing. Entry and exit criteria will be established for UAT testing and full UAT City sign-off will be required for completion.
- **Payroll Parallel Testing** – Parallel testing validates that key operational functions work as specified and that the payroll results align with payroll results achieved with current systems. It is vital that the paychecks of individual employees are consistent between the current system and Workday. Three (3) payroll parallel test cycles will be planned to validate results. Entry and exit criteria established for E2E testing with city sign-off required.

- **Testing Roles & Responsibilities** - Avaap will perform smoke testing for all configured functionality prior to delivering that functionality to the City. City personnel will perform unit testing with significant support from Avaap. End-to-End Testing, User Acceptance Testing, and Payroll Parallel Testing will be executed by the City, with the support of Avaap. If the city does not have the resource to lead and/or conduct the estimated testing effort, and requires additional testing support, we can define and estimate the level of effort during the development of a Statement of Work.

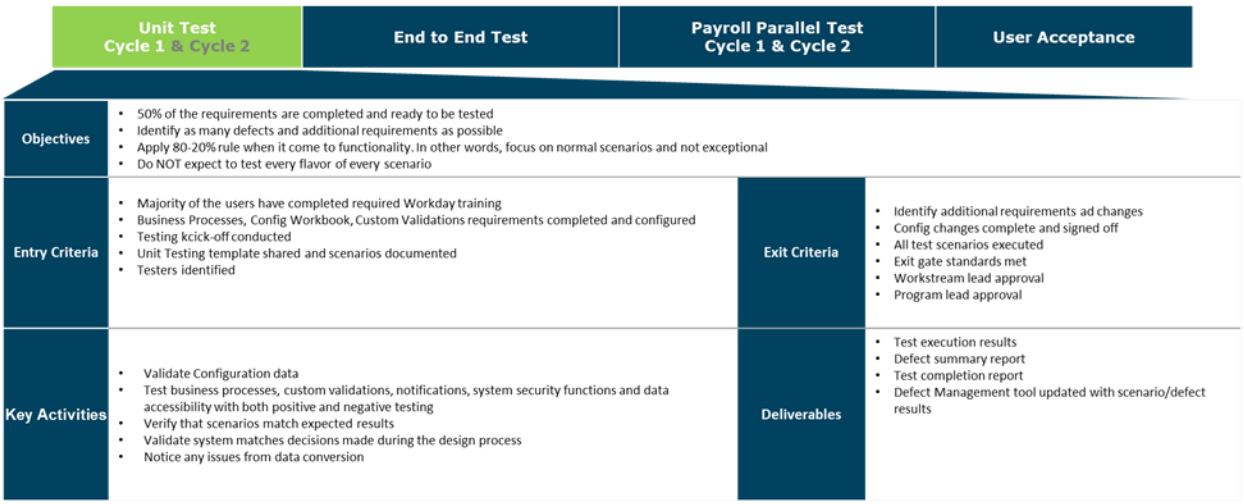
Testing Phases



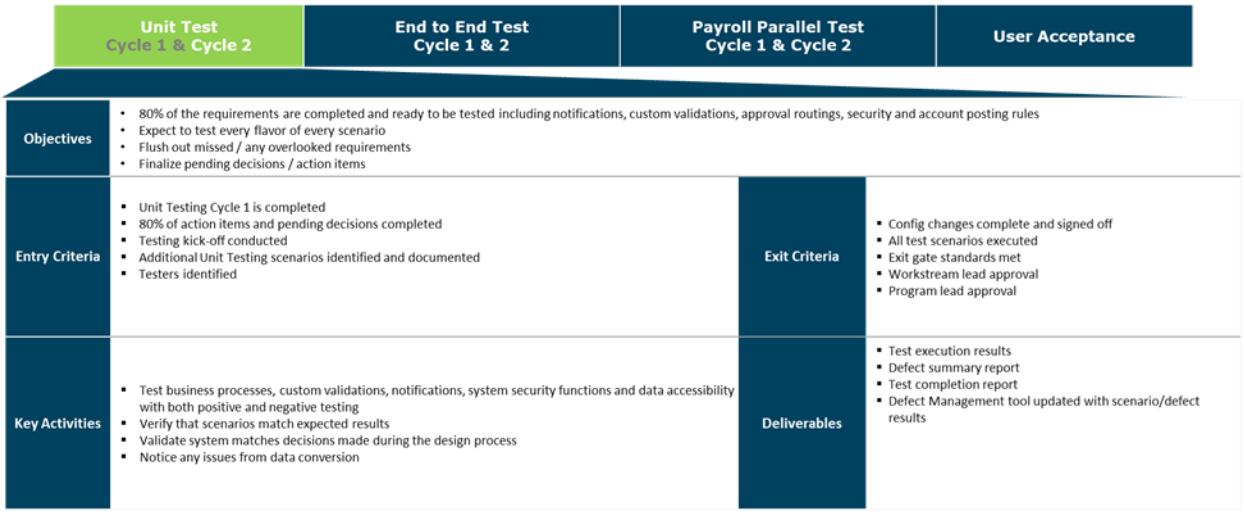
*Vendors of downstream systems may refer to these test cycles by different names

- **Testing Phases** – As the project continues, testing builds upon the successful results of the prior phase. The picture highlights the various testing phases that occur during the deployment. As described above, Unit Testing is the logical and isolated tests of independent processes and functions as built-in accordance with design documentation. City subject matter experts organized by functional area will conduct these tests. Below we provide two figures that highlight the goals and objectives of Unit Testing.

Unit Testing – Cycle 1

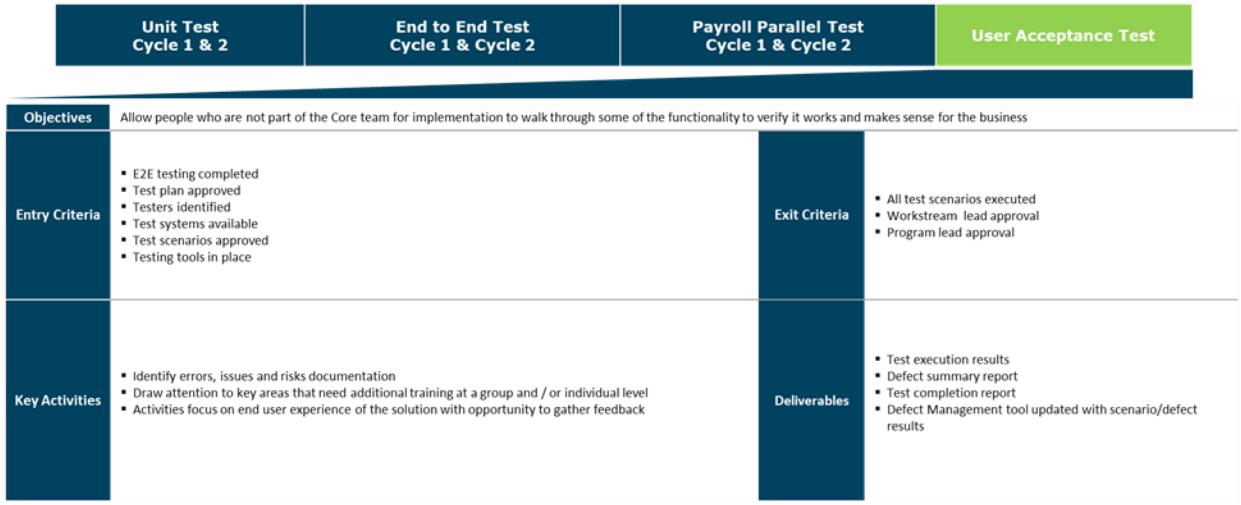


Unit Testing – Cycle 2



- **User acceptance testing approach -** User Acceptance Testing (UAT) is a period of testing intended to make sure that the business processes in Workday run as designed for those who will be carrying out these activities on a regular basis. UAT testing will occur following End to End testing. During UAT, testers will view and complete test scenarios and help to validate Workday training materials and job aids. Their goal is to ensure the system is friendly and functional before the City begins End User Workday training and prior to go-live.

User Acceptance Test(UAT)



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

Test Management Lifecycle

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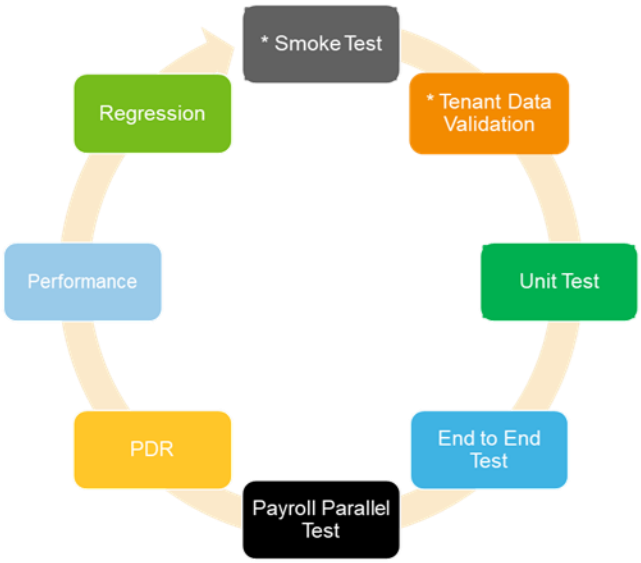
NOTE: Please see "notes" section for more information

Test Plan for each Test Cycle



Workday Confidential

* for every tenant build

Test Plan Components

Document the **Test Approach**, **Test Cycle Scope** & **Test Calendar**

Present the **Test Team** with their roles and responsibilities for the specific test cycle

Outline the **Communication Plan** for the specific test cycle

Outline **Defect Management Process** in detail

Provide the **Test Logistics** if onsite or remote and what the **Schedule** for each day

Present the **Tenant**, **Tools**, and **Templates** the specific test cycle

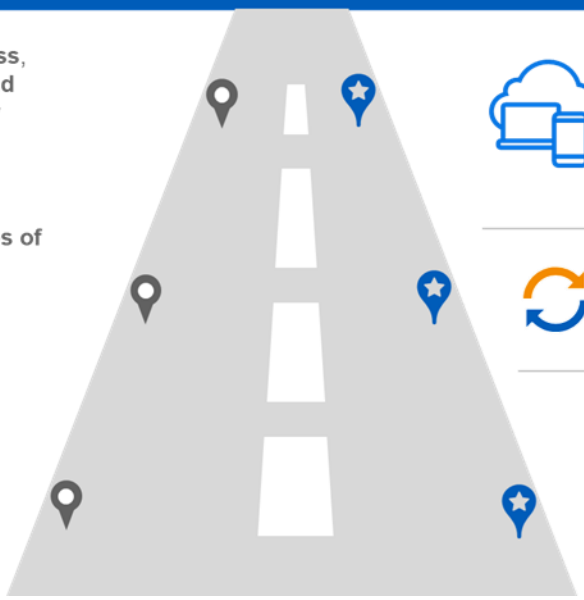
Workday Confidential

<Test Cycle> Approach Considerations

Define the **testing process**, **level of testing**, **roles and responsibilities** for every team member

Explain the **different types of activities** during test execution and what the testers need to know

List which **features** will be tested, which security group will be used, and how each scenarios will executed



Test Cycles:
- Unit Test
- End-to-End Test
- PDR
- Performance
- Parallel Test

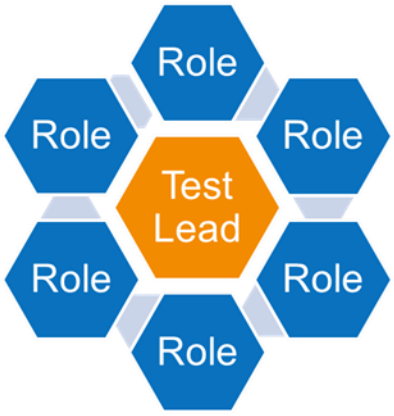
Workday Releases
- Twice yearly updates
- Regression Test

Tenant Build Validations

Smoke Testing

Data Validation

<Test Cycle> Test Team



Roles	Responsibilities	Customer	Workday
EM/PM		x	x
Test Lead		x	
Testers		x	
Functional Support		x	x
Technical Support		x	x

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<Add Test Team and their role and responsibilities from SOW >

<Test Cycle> Communication Plan

Type	Method	Frequency	Description	Participants
Test Kick Off	Meeting	Once	Meet with the project and test teams to kick off testing and set the expectations.	Project Team Test Team
Test Stand Up Meetings	Meetings	Daily	Test Lead or Customer PM will hold daily check-ins to get status from the team, and see if any blockers, etc.	Test Lead or Customer PM Test Team
Triage Meetings	Meeting	Daily	Test Lead or Customer PM will hold triage calls to help with specific defects for resolution	Test Lead or Customer PM Support Team
Status Reports	Documentation	Weekly	Test Lead or Customer PM will provide a status report (with metrics).	Test Lead or Customer PM Test Team

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.

Avaap can confirm we are providing the services identified in Item III

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?

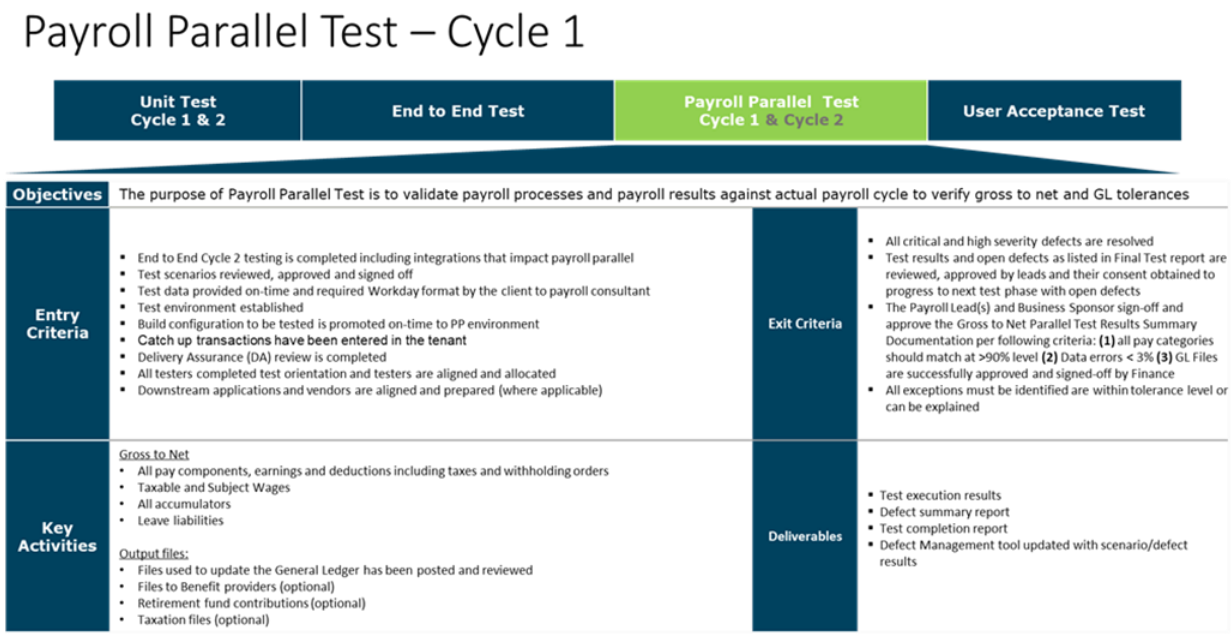
Avaap and the City will be working through the testing process together. Below highlights some of the responsibilities throughout the various testing phases and which organization will be taking the lead under each scenario.

Work Product	Description	Responsibility to lead	
		Avaap	Customer
Parallel Test Strategy	An early work session to determine data conversion timing and the structure for highest quality payroll testing	x	
Payroll Balancing Workshop	Work sessions to determine necessary data and materials for balancing payroll registers	x	x
Completed Unit Test	A series of test scenarios documented and executed to ensure Workday, as configured, meets the business requirements established for the project.		x
Testing Strategy, Scenarios, and Scripts	A series of documents that describe testing methods and what components of the solution will be tested and how they will be tested.		x
Training Strategy and Materials	The training strategy will describe Customer's approach to training.		x
Developed and Unit Tested Reports	Each report identified to be developed will be created and unit tested.	x	x
Developed and Unit Tested Integrations	All packaged integrations will be configured and unit tested.	x	x
Completed End-to-End Test	A series of test conditions executed to ensure the flow of end-to-end processes between multiple functions and 3rd party integrations.	x	x
Completed User Acceptance Test	A series of testing scripts conducted by a select group of users outside of the core team to confirm the solution.		x

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.

As described previously, Parallel testing validates that key operational functions work as specified and that the payroll results align with payroll results achieved with current systems. It is vital that the paychecks of individual employees are consistent between the current system and Workday. Three (3) payroll parallel test cycles will be planned to validate results. Entry and exit criteria will be established for E2E testing and the City's sign-off will be required. Below we provide a Figure that highlights the goals and objectives of the first Parallel Testing phase. We look forward to exploring all three (3) in discussions with the City in the selection process.



NOTE: There will be a total of three (3) Payroll Parallel Test Cycles

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**

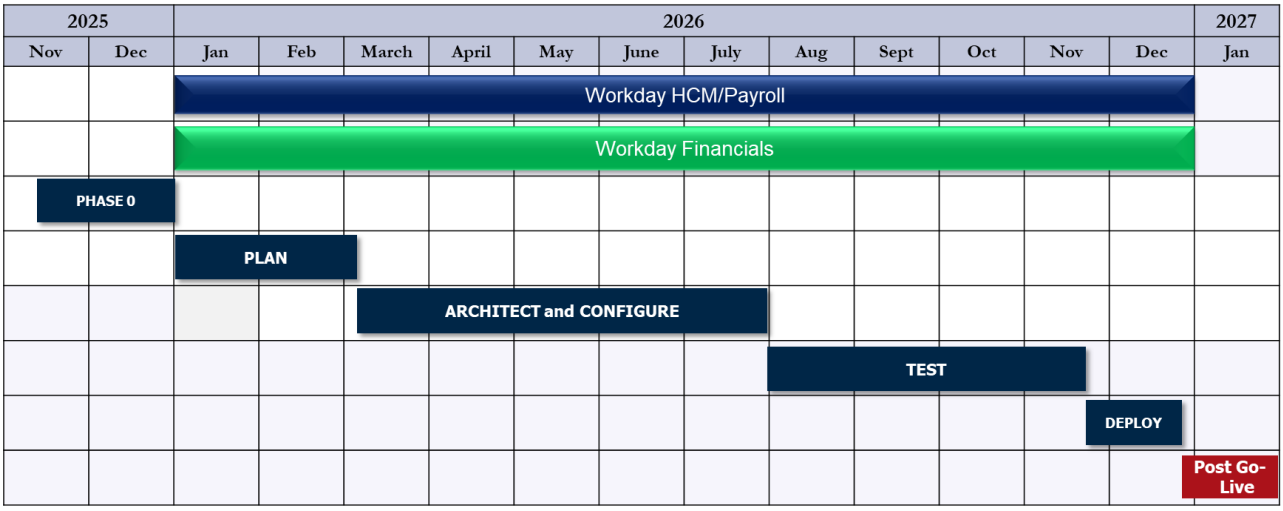
Exhibit submitted YesX No

Proposed Project Timeline & Gantt Chart

Avaap has included our proposed project schedule, based on your requirements, in the timeline image below. We have provided a proposed work plan as well on the next page for your reference. We will use this version of the plan as the foundation for future Project Planning discussions.

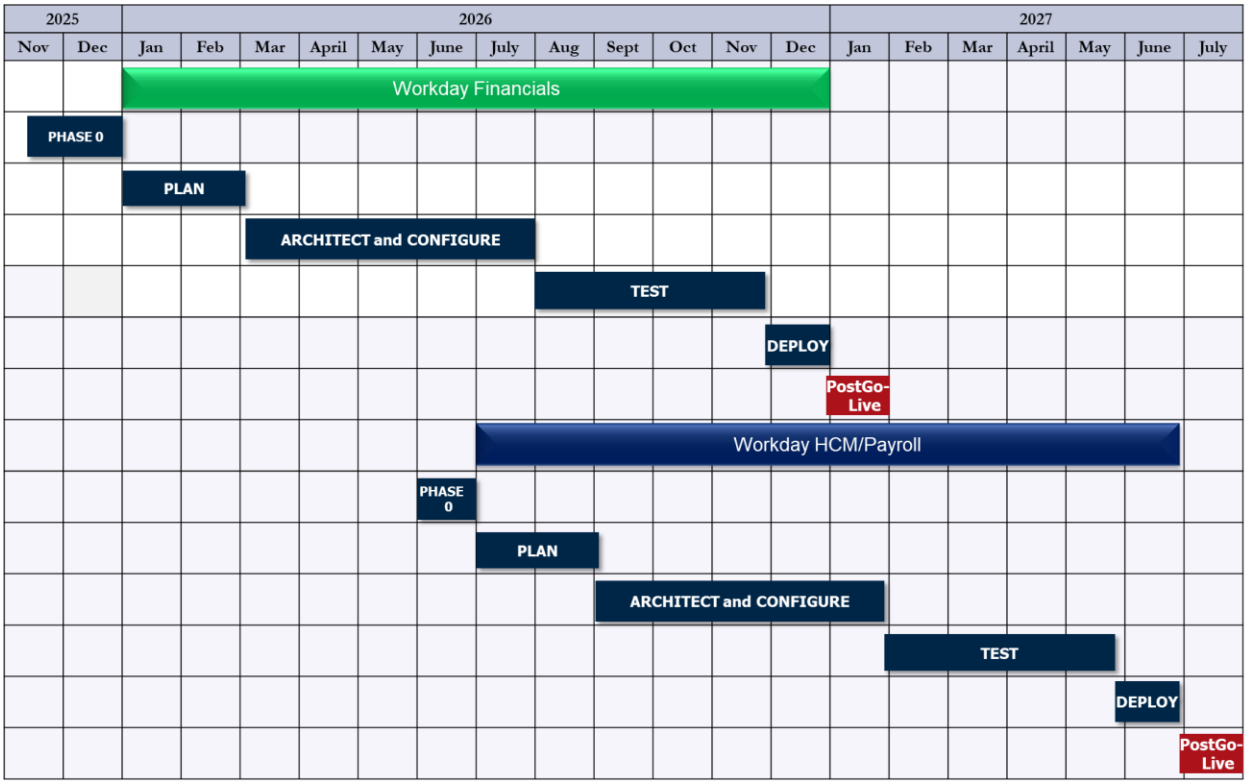
Option 1 – Big Bang Implementation

Platform	0. Phase 0	11/17/2025	1/2/2026
	1. Plan	1/5/2026	3/6/2026
	2. Architect & Configure	3/9/2026	7/31/2026
	3. Test	8/3/2026	11/20/2026
	4. Deploy	11/23/2026	12/25/2026
	5. Post Production	12/28/2026	2/5/2027



Option 2 – Phased Implementation

Financials	0. Phase 0	11/17/2025	1/2/2026
	1. Plan	1/5/2026	3/6/2026
	2. Architect & Configure	3/9/2026	7/31/2026
	3. Test	8/3/2026	11/20/2026
	4. Deploy	11/23/2026	12/25/2026
	5. Post Production	12/28/2026	1/29/2027
HCM	0. Phase 0	6/15/2026	6/28/2026
	1. Plan	6/28/2026	8/29/2026
	2. Architect & Configure	8/30/2026	1/23/2027
	3. Test	1/23/2027	5/22/2027
	4. Deploy	5/22/2027	6/26/2027
	5. Post Production	6/26/2027	8/1/2027



II. Project Deliverables, Milestones, and Payment Applications

i. 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.

Please see the attached sample Deliverable Expectation Document (DED) we have included as part of our response in Appendix A.

ii. 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 X No

Please see the payment schedule in Attachment C2

III. Project Schedule Questions

Fill out Table 4-01

Table 4-01: Project Schedule Questions

1. Based on current obligations, what is the earliest you can begin implementation after contract signing?	Avaap would be prepared to start the implementation as quickly as needed after signing the contract. Avaap's Ramp to Ready program is designed to begin immediately after contract award to help prepare the City for its implementation
2. What activities would the Proposer expect to occur within the first 60 days of contract signing?	There are several start up tasks that happen before the start of the planning phase of the project. For the client, there is a discovery questionnaire, an SFTP site to set up, 3rd party vendor information gathered, policies like employee handbook and benefit plans to be shared, and Workday training to take place. For Avaap, there are internal tools being generated and set up, Workday connections being made, tenant management being started, assigning resources, and getting ready for planning.
3. How long does the typical implementation of the product being proposed take for an organization of similar size to the City?	A Workday HCM/Pay and Financials implementation is typically about 12-15 months depending on complexity

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)?	The largest consideration is Payroll aligning with the end of a quarter to avoid some unnecessary data conversion work. Other considerations can be legacy systems' contract expiration or "End of Life" of software being used.

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.

Table 4-02: Projected Go-Live Dates

Phase	Functional Areas	Potential Start Date	Target Go-Live Date
I	HCM	11/17/2025 (Option 1) 6/15/2026 (Option 2)	12/25/2026 (Option 1) 6/26/2027 (Option 2)
II	Financials	11/17/2025 (Option 1 and 2)	12/25/2026 (Option 1 and 2)
III			

TAB 5 REFERENCES

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.

Please see Avaap and Workday's references Below.

Avaap Workday 5-01 Reference Table1

Reference Table
Reference Number: 1
Governmental Entity Name: Salt Lake City (UT) **What is the approximate staff count of the Entity?** 4,200 **What is the approximate population served by the Entity?** 200,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Avaap led the Workday implementation, project management, configuration, post-production cutover and support. Avaap's Organizational Change Management service supported the change issues impacting their people throughout the implementation process and mitigated disruptions resulting from go-live activities. **Project Challenges:** Given the size and complexity of Salt Lake City, the project team had to navigate the inherent differences that exist between departments. **Major Accomplishments**: Successfully deployed an integrated cloud-based system and leveraged modern Workday ERP technology to simplify system complexity, reduce risk, and long-term maintenance costs. "A big part of our process was defining how we were prepared to work with a partner. Building trust with your partner is important so you can have hard conversations. We built a strong foundation with Avaap and can ask hard questions of each other." Nole Walkingshaw, Chief Innovation Officer, Salt Lake City
Contact Information Address: 451 South State Street City, State, Zip: Salt Lake City, UT, 84111 Reference Contact Name: Nole Walkingshaw Title: CIO Phone No.: (801) 440-5448 Email Address: nole.walkingshaw@slcgov.com Start Date of Project: August 2021 Go-Live Date: June 2023

Project Information

Vendor Project Manager/Lead for this Client: Charlie Miller

Name and Version of software system installed: Workday

Legacy software system replaced: Workday replaced most of Salt Lake City's financial and human capital management systems, including One Solution, iCIMS, Kronos, CAMP, and more.

Scope of Modules installed: Finance/Human Capital Management/Payroll/Time Entry/Benefits/ Procurement/Capital Asset Management/PRISM/Projects/Recruitment/Learning/Financial Planning

Model used (Hosted, On-Premise, SaaS, etc.): SaaS___

Is this reference still using the software? Yes X No ___

Total Project Cost: To be provided upon down selection

Reference Table
Reference Number: 2__
Governmental Entity Name: City of Olathe (KS) **What is the approximate staff count of the Entity?** 1,800 **What is the approximate population served by the Entity?** 140,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Avaap led the Workday implementation, project management, configuration, post-production cutover and support. Avaap's Organizational Change Management service supported the change issues impacting their people throughout the implementation process and mitigated disruptions resulting from go-live activities. **Major Accomplishments:** Olathe leveraged Workday's Business Process Framework (BPF) which allowed it to immediately take advantage of industry best practices, that offered process and quality efficiencies. In the Payroll, the City was able to do over 14K sheets a paper a year, while completely streamlining the process from days to hours. Workday allowed the City to better manage financial and human capital management business processes, incorporate a modernized Chart of Accounts, and modernize financial and human capital management systems to increase transparency, streamline processes and save staff time for more substantive work Standardize and improve business processes to reduce manual data entry.
Contact Information Address: 100 E. Santa Fe Street, City, State, Zip: Olathe, KS 66061 Reference Contact Name: Mike Sirn Title: CIO

Phone No.: (913) 620-9962 Email Address: jmsirna@olatheks.org

Start Date of Project: September 2021 Go-Live Date: June 2023

Project Information

Vendor Project Manager/Lead for this Client: Charlie Miller

Name and Version of software system installed: Workday

Legacy software system replaced: Workday replaced a combination of systems, including JD Edwards.

Scope of Modules installed: Finance/Human Capital Management/Payroll/Time Entry, Procurement/Inventory/PRISM/Projects/Grants/Recruitment/Learning

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No ___

Total Project Cost: To be provided upon down selection

Reference Table
Reference Number: 3__
Governmental Entity Name: Hinds County (MS) **What is the approximate staff count of the Entity?** 900 **What is the approximate population served by the Entity?** 217,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Avaap led the Workday implementation, project management, configuration, post-production cutover and support. Avaap's Organizational Change Management service supported the change issues impacting their people throughout the implementation process and mitigated disruptions resulting from go-live activities. **Project Challenges:** Significant business process re-engineering was needed as the County was moving off a legacy platform that was over 25 years old and numerous manual processes that needed to be automated. **Major Accomplishments:** The County was faced with significant resource constraints to support the project. Avaap worked closely with the County to create a staffing plan that fit with the limited resource and budget guidelines that the County required. **Statement from Beverly Hughes, CIO**: "We had an amazing team and partner in Avaap. Their commitment to Local Government and specifically, Hinds County, was critical to our success. Hinds County is forever in your debt."
Contact Information

Address: 316 South President Street

City, State, Zip: Jackson, MS, 39201

Reference Contact Name: Beverly Hughes Title: CIO

Phone No.: (601) 968-6562 Email Address: bhughes@co.hinds.ms.us

Start Date of Project: October 2021 Go-Live Date: April 2023

Project Information

Vendor Project Manager/Lead for this Client: Charlie Miller

Name and Version of software system installed: Workday

Legacy software system replaced: Workday replaced a combination of systems Hinds developed and supported in-house.

Scope of Modules installed: Banking and Settlement, Budgets, Customer Accounts, Financial Accounting, Business Assets, Procurement, Projects and Supplier Accounts, Core HR, Compensation, Benefits, Talent and Performance, Learning, Recruiting, Payroll, Absence, Time Tracking and Prism Analytics.

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No ___

Total Project Cost: To be provided upon down selection

Reference Table
Reference Number: 4
Governmental Entity Name: City of High Point (NC) **What is the approximate staff count of the Entity?** 1,300 **What is the approximate population served by the Entity?** 140,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): The official project kickoff meeting took place on May 2024 where the Project Sponsor and Project Leads communicated to the project team the importance and intended business objectives of this transformational program that also included Avaap services for Organizational Change Management, Client-Side Testing Support and Client-Side Data Conversion Support. The City went live with a Big Bang approach implementing Core HCM/Benefits, Payroll and Financials will go live on all of the solutions in November 2025. Avaap is also providing Application Management Support (AMS) to the City for the core Workday solutions at this time.
Contact Information Address: 211 S Hamilton Street City, State, Zip: High Point, NC 27260

Reference Contact Name: Adam Ward Title: CIO

Phone No.: (336) 883-3286 Email Address: adam.ward@highpointnc.gov

Start Date of Project: May 2024 Go-Live Date: September 2025

Project Information

Vendor Project Manager/Lead for this Client: Charlie Miller

Name and Version of software system installed: Workday

Legacy software system replaced: Workday replaced a combination of systems Highpoint developed and supported in-house.

Scope of Modules installed: Core HCM/Benefits, Payroll and Financials

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No ___

Total Project Cost: To be provided upon down selection

Reference Table
Reference Number: 5
Governmental Entity Name: City of Georgetown (TX) **What is the approximate staff count of the Entity?** 1,200 **What is the approximate population served by the Entity?** 67,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Following the deployment of core Workday functionality, the city put out a competitive RFPs on the street for a Certified Workday Support Services provider(s) to provide post implementation support services for the Workday enterprise resource planning system. High-level requirements included, but were not limited to business process analysis, feature enhancements, product troubleshooting, product configuration, integration, data migration, reporting and analytics, quality assurance and testing, and knowledge transfer with documentation for the City of Georgetown's Workday subject matter experts (SMEs). Avaap partnered with the City for over the past year, during which we have helped the city to optimize the existing Workday solution, as well as led the successful deployment of Workday Learning Management and Workday Inventory.
Contact Information Address: 113 East 8th Street City, State, Zip: Georgetown TX 78626 Reference Contact Name: Edward O'Neal Title: Senior Services Manager Phone No.: City prefers to be contacted via email.

Email Address: edward.oneal@georgetown.org

Start Date of Project: May 2024 Go-Live Date: September 2025

Project Information

Vendor Project Manager/Lead for this Client: Charlie Miller

Name and Version of software system installed: Workday

Legacy software system replaced: Workday replaced a combination of systems City of Georgetown developed and supported in-house.

Scope of Modules installed: Core HCM/Benefits, Payroll and Financials

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No ___

Total Project Cost: To be provided upon down selection

Reference Table
Reference Number: 6
Governmental Entity Name: Sourcewell **What is the approximate staff count of the Entity?** 225 **What is the approximate population served by the Entity?** Sourcewell has more than 50,000-member agencies throughout the United States and maintains thousands of master contracts.
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Avaap was the system integrator selected to implement Workday's SaaS HCM, Payroll, Finance and Adaptive solution. We provided project management and consulting services to implement and configure the Workday solution to meet the enterprise management needs of the client. The system went live in January 2021 and as a result, has been able to greatly reduce paper processes in all areas increasing their capability to work remotely. Transparency to business process workflows allows team members to see where a request or approval is when in process. Reduction of disparate applications has allowed the team to have a consistent user-friendly interface and centralize the data sources for more streamlined reporting.
Contact Information **Address:** 202 12th Street, Staples, MN 56479 **Reference Contact Name:** Monica Klimek Title: Program Lead & Workday Project Manager **Phone No.:** 310-808-8885 **Email Address:** monica.klimek@sourcewell-mn.gov **Start Date of Project:** January 2020 **Go-Live Date:** January 2021 **Project Information**

Reference Table
Vendor Project Manager/Lead for this Client: Monica Klimek **Name and Version of software system installed:** NA, all clients are on the same Workday version **Legacy software system replaced:** Core legacy systems and custom applications **Scope of Modules installed:** Finance/Human Capital Management/Payroll/Budgeting/Time Entry, Procurement/Capital Asset Management/PRISM/Inventory/Recruitment/Learning **Model used (Hosted, On-Premise, SaaS, etc.):** SaaS **Is this reference still using the software?** Yes **X** No **Total Project Cost:** To be provided upon down selection

Can/Am 5-01 Reference Table

Reference Table
Reference Number: 1
Governmental Entity Name: City of Wausau, WI - Marathon County (City-County Information Technology Commission (CCITC) What is the approximate staff count of the Entity? 1,080 What is the approximate population served by the Entity? 134,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Teller provides real time bi-directional interfaces to Workday, Workday A/R, Passport Parking, CUSI Utility Billing, Evolve, TIPPS, Transcendent and Portfol applications. Multiple departments throughout City and County have access to Teller's easy-to-use Online Customer Portal, Image Cash Letter and Check Scanning solutions.
Contact Information Address: 407 Grant St District, State, Zip: Wausau, WI 54403 Reference Contact Name: Maryanne Groat Title: Finance Director Phone No.: 715-261-6645 Email Address: mgroat@ci.wausau.wi.us Start Date of Project: Dec 2021 Go-Live Date: Jan 2023 **Project Information** Vendor Project Manager/Lead for this Client: Noah Ardron Name and Version of software system installed: Teller 7 Legacy software system replaced: Homegrown Scope of Modules installed: Cashiering

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No

Total Project Cost: $212K

Reference Table
Reference Number: 2
Governmental Entity Name: City of Ontario, CA What is the approximate staff count of the Entity? 1,300 What is the approximate population served by the Entity? 176,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Teller was implemented alongside the City's Workday Financial Enterprise Resource Planning (ERP) Cloud financials implementation. Teller is being utilized for real-time payment of invoices and real-time posting of other collections, as well as inter-department cash receipts via Revenue Submission. The City is further expanding their implementation of Teller with other software applications.
Contact Information Address: 303 E. B St District, State, Zip: Ontario, CA 91762 Reference Contact Name: Doreen Nunes Title: Finance Director Phone No.: 909-395-2352 Email Address: Dnunes@ontarioca.gov Start Date of Project: July 2020 Go-Live Date: July 2022 **Project Information** Vendor Project Manager/Lead for this Client: Jacki Daily-Malysa Name and Version of software system installed: Teller 7 Legacy software system replaced: Homegrown Scope of Modules installed: Cashiering Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No Total Project Cost: $135K

Reference Table
Reference Number: 3
Governmental Entity Name: Yakima County, WA

What is the approximate staff count of the Entity? 1,150

What is the approximate population served by the Entity? 258,000

Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Teller was implemented to integrate with the County's Enterprise Resource Planning (ERP) Cloud financials implementation and with their Property Tax software. The Teller team provided project management, interface analysis/development, training, and go-live services for a successful implementation.

Contact Information

Address: 128 N 2nd St

District, State, Zip: Yakima County, WA 98901

Reference Contact Name: Ilene Thomson Title: Treasurer

Phone No.: 509-574-2804 Email Address: Ilene.thomson@co.yakima.wa.us

Start Date of Project: August 2020 Go-Live Date: April 2022

Project Information

Vendor Project Manager/Lead for this Client: Jacki Daily-Malysa

Name and Version of software system installed: Teller 7.5

Legacy software system replaced: Cashiering in Ascend Tax

Scope of Modules installed: Cashiering Solution

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No

Total Project Cost: $200K

Reference Table

Reference Number: 4

Governmental Entity Name: City of Olympia, WA

What is the approximate staff count of the Entity? 703

What is the approximate population served by the Entity? 53,000

Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): The system provides a comprehensive enterprise management solution that integrates Teller Cashiering, POS devices, Online Customer Portal and management reporting with Workday Financials, A/R, Counter, Back Office, and Check Scanning solutions.

Contact Information

Address: 601 4th Ave E

District, State, Zip: Olympia, WA 98501

Reference Contact Name: Shawn Ward Title: Finance Director

Phone No.: 360-753-8069 Email Address: Sward@co.olympia.wa.us

Start Date of Project: Dec 2021 Go-Live Date: Jan 2023

Project Information

Vendor Project Manager/Lead for this Client: Noah Ardron

Name and Version of software system installed: Teller 7.5

Legacy software system replaced: Homegrown

Scope of Modules installed: Cashiering

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No

Total Project Cost: $188,000

Reference Table
Reference Number: 5
Governmental Entity Name: Bernalillo County, NM What is the approximate staff count of the Entity? 2,500 What is the approximate population served by the Entity? 679,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Bernalillo County implemented Can/Am Technologies' Teller Cashiering Solution across numerous county departments with the objective of improving efficiencies within their cashiering systems. The Teller system has interfaced with Financials, Records, Property Tax, Permitting and the County bank for Image Cash Letters.
Contact Information Address: 415 Silver Ave. SW District, State, Zip: Albuquerque, NM 87102 Reference Contact Name: Ryan Travelstead Title: Deputy Treasurer Phone No.: 505-448-8354 Email Address: rtravelstead@bernco.gov Start Date of Project: Sept 2020 Go-Live Date: July 2021 **Project Information** Vendor Project Manager/Lead for this Client: Jackie Daily-Malysa Name and Version of software system installed: Teller 7.5

Legacy software system replaced: Homegrown/Manual

Scope of Modules installed: Cashiering Module

Model used (Hosted, On-Premise, SaaS, etc.): SaaS

Is this reference still using the software? Yes X No

Total Project Cost: $210K

"Implementing Teller has allowed our office to centralize payment acceptance across multiple departments using multiple systems. The Teller implementation team was very knowledgeable, engaging, and offered creative solutions to allow us to achieve the centralization. Our questions were regularly answered with "Yes, we can do that. What do you think about this idea…." Their ideas were often the option that was chosen. Teller is easy to use and simple to administer and since Teller is web-based it has offered us flexibility to accept payments off-site when the need arises."

Ryan Travelstead

Deputy Treasurer

Reference Table

Reference Number: 6

Governmental Entity Name: Hamilton County, IN

What is the approximate staff count of the Entity? 1,950

What is the approximate population served by the Entity? 333,000

Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Teller Cashiering 6.7, 50 users, POSSE (Permitting and Licensing) Integration, ProperTax Integration, Financials Integration, Image Cash Letter, NIC Credit Integration. Teller was implemented for the Hamilton County Treasurer department, alongside the implementation of the County's new Tax Billing application. Teller was integrated into the new system immediately, and utilized for walk-up payments, mail-in payments, and batch payment loads from the County's LockBox vendor. The project was a success for all parties, paving the way for expansion of Teller across the County and implementation of new Teller modules.

Contact Information

Address: 1 Hamilton County Square

District, State, Zip: Noblesville, IN 46060

Reference Contact Name: Tony Baccam Title: Applications Manager

Phone No.: 317-770-8828 Email Address: Tony.baccam@hamiltoncounty.in.gov

Start Date of Project: Dec 2009 Go-Live Date: April 2010

Project Information

Vendor Project Manager/Lead for this Client: Josh Langemann

Name and Version of software system installed: Teller 6.7

Legacy software system replaced: Cashiering in MVP Tax Software

Scope of Modules installed: Cashiering

Model used (Hosted, On-Premise, SaaS, etc.): On-premise

Is this reference still using the software? Yes X No

Total Project Cost: $125K

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:

Workday is a publicly traded company and is not permitted to provide material information of this nature to any one customer or prospect that has also not been provided to the public. Workday has engaged with several entities (both public sector and commercial) for the purchase of Workday products and services. The reason behind these entities' decision to renew or not is not typically known to Workday nor do we believe it is necessarily indicative of our past or future ability to provide products and services in line with our Main Subscription Agreement (inclusive of our Documentation, Security policies, Data processing obligations and SLA).

Teller is pleased to be in business with 100% of the Teller clients that we have had the pleasure of serving.

One Teller customer used Teller as an on-premises, sub-licensed solution under their Permitting / Licensing application. When they replaced that Permitting system, their Teller license ended, and they advised us not to continue their maintenance contract:

- Name of Customer: Chesterfield County, VA

- Nature of Contract: Annual Maintenance for Licensed Software

- Term of Contract: 2006 to 2021

- Reason for non-renewal: Host permitting application replaced

Chesterfield County has since signed a new Teller contract and is an active Teller client.

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:

Avaap: In the past 7 years Avaap was listed as a party in a dispute filed in MD (Circuit Court for Howard County) between Avaap's subsidiary entity, Navigator Management Partners, Limited Liability Company, and a third party (Enterprise Community Investment, Inc.). The matter was resolved prior to discovery with no settlement or admission of wrongdoing

Workday: From time to time, we are or may be involved in various legal proceedings arising from the normal course of business. As a publicly traded company, we cannot provide information of this nature to any one customer or prospective customer that is not also provided to the general public. We are not presently a party to any litigation, the outcome of which we believe, if determined adversely to us, would individually or taken together have a material adverse effect on our business, operating results, cash flows, or financial condition. Any litigation considered material will be disclosed through Workday's standard reports as provided to the Securities and Exchange Commission.

Can/Am: None

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.

Avaap has completed and submitted Cost Worksheets separately as required.

II. Part II: Travel and Expense Exhibit

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: Avaap's Business Travel Policy: Avaap's estimated professional Services fees are exclusive of any travel and living expenses, other reasonable expenses incurred in connection with the Services, and any applicable taxes. Any estimate given by Avaap of any charge whether for planning or any other purpose is only an estimate. As these are estimated amounts, actual charges may differ. Consultant travel to the Client project site will be mutually agreed to by Avaap and the Client prior to incurring the expense. Consultant-related travel expenses will be billed monthly as actual. Travel expenses are not subject to hold back. We estimate travel expenses to be 5% of our discounted professional service fees.

Travel estimate is listed in the pricing worksheet.

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:

Workday response: We take exception to the 20% Retainage Percentage and provided an alternative percentage below.

Workday is a true multi-tenant SaaS solution providing. Our approach is dramatically different then legacy ERP solutions. We provide access to multiple tenants (instances of the Workday application for production, test, training, etc.) shortly after signing your Workday contract and immediate access to other aspects of the Workday service, including but not limited to software updates as they become available.

Because of the costs associated with a true SaaS model, Workday needs to take exception to acceptance and milestone payments. However, in lieu of milestone payments, Workday has included a ramped (prorated) payment schedule for the first few years of the contract to align with a typical project roll out. We are happy to discuss in more detail at the City's request.

Also, your payment schedule for Workday Subscription fees includes an Innovation Index of 2% for the term of the contract; the Innovation Index is a fixed annual rate of increase in Subscription Fees based on improved service functionality and performance that is a result of Workday's efforts and investment in product development and infrastructure. This fee is represented in our pricing proposal and will be locked for the duration of your contract term (up to 10 years).

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:

Avaap Response: Avaap's pricing presented in the pricing form is our Fixed Fee pricing. We are more than happy to offer and update pricing as T&M (Time & Materials) or "not-to-exceed" during next steps in the procurement process, if necessary.

Avaap takes exception to your payment and retainage terms. Avaap proposes Professional Services based upon a Fixed Price professional services fee schedule.

Avaap agrees to Holdback of 5% per payment milestone based on the example schedule below. The Holdback will be released throughout the project in accordance with the approved deployment schedule and at the completion of approved milestones. Final payment milestones and deployment schedule will be finalized during contract and statement of work negotiations. Please note: below is only an EXAMPLE Payment Schedule.

PAYMENT #	DESCRIPTION	MILESTONE / DELIVERABLE
Avaap - Implementation Services to deploy Workday		
1	Milestone to mobilize key project resources, processes and support tools required to start the project. Invoiced at the date contracts are fully signed by both parties. Invoiced at contract signing and due upon receipt. Avaap is open to considering retainage during any subsequent negotiations so long as it is released during the project upon completion of negotiated milestones.	On Time Mobilization Fee
2	Our Ramp to Ready program is designed to begin immediately after contract award to help prepare you for the implementation. Key activities include: Organizational Alignment workshop, Finance & Reporting Workshop, Data and Analytics Worksho, Detailed project resourcing and Development of a Detailed Workday Training plan for your key project members.	Completion of Ramp to Ready (or Pre-Plan Stage)
3	Plan Stage confirms the project scope, initiate project activities and establish project management processes and controls. The project goals, plan, timeline, milestones, deliverables, resources, and responsibilities are drafted and reviewed in this stage. Project workstreams (functional, integrations, reporting, etc.) are initiated to align approach, resources, and schedules. The stage starts with a variety of workshops to begin the project planning activities and includes a project kick-off at the end of the stage with the opportunity extended to the Client's project stakeholders to review the overall project, including a draft of the plan, timelines, resources, etc. The following table provides an overview of tasks and activities to be completed during the Plan Stage.	Completion of Plan Stage
4	The Architect and Configure Stage of a Workday deployment allows the Avaap Workday Consultants to find a mutual understanding of the County's business needs, analyze how Workday will be deployed to meet those needs, and then configure the system to meet those needs all through configurations. This is the completion of the first half of the A&C stage	Completion of Architect & Configure - Part 1
5	This milestone is for the completion of the second half of the A&C stage.	Completion of Architect & Configure - Part 2
6	The completion of this portion of Test Stage of a Workday deployment confirms the configured Workday system sufficiently meets the needs of the customer's business. Each test effort has a separate set of conditions and a different purpose.	Completion of End to End Test Stage
7	The completion of this portion of the Test Stage confirms the needs of the customers payroll processes have been approved.	Completion of Payroll Parallel Test Stage
8	Once the project has mutually met all the exit criteria for the Test Stage, you are ready to move to Production, where you will go live on Workday in a production environment using all the features and integrations configured and tested during previous stages.	Move to Production
9	Final Acceptance - Complete knowledge transfer and mutually agreed punch list items. Holdback amount is Released.	Completion of Post Production Support Stage and Retainage Released

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:

Not Applicable to Workday. Updates and maintenance are included in the annual subscription fee.

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:

Workday's annual subscription cost includes software, hosting, backups, disaster recovery, and much more.

As stated earlier, Workday's multi-tenant modern cloud model is different than legacy ERP solutions. You will have access to the Workday service shortly after contract signatures and will be required to pay the proposed first year annual cost at that time. While we cannot accept retainage terms, Workday is ramping our subscription price over the first few years to align your expected deployment. Additional details can be provided upon being shortlisted. Our 2% annual innovation index included in your proposal will be locked for the duration of the contract term (quoted as a 10-year contract).'

We welcome the opportunity to discuss how our delivery model benefits our customers and the value they receive during the deployment.

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

Expanded Data Conversion Services *(Optional)*

Avaap can provide Expanded Data Conversion Services. Should the City decide to use these services, Avaap will provide:

- Conversion Extraction Tracking
- Issue Tracking
- Data Extraction

The Expanded Data Conversion Services are estimated below:

- Invoiced as Time & Material.
- Hours not used are not billed.

Ongoing Support - Application Management Services (AMS) (*Optional*)

A client's ability to own and maintain the go-live functionality is a critical success factor. To achieve this objective, we believe it is important to work with clients to design and develop your postproduction support model early in the project. Go-live is just the beginning of our clients' Workday journeys. Our most successful clients recognize the value of making a long-term investment into the ongoing optimization of the Workday solution. This is no longer just a short-term support conversation. We partner with our clients to build out their long-term strategic roadmap and sustainment model that helps them maximize their investment in Workday. Avaap is a certified Workday **Application Management Services** (AMS) Partner and has been providing Workday optimization services since 2015. Working with Avaap can bring efficiency from your

deployment to your post-production support with our consultants in both areas and their ability to communicate after go-live.

AMS support has been included as optional in the pricing worksheet, which we anticipate will start after the completion of our post-production support period. Final AMS start date to be finalized as part of the final project plan and per Client approval.

Client-Side Testing Coordinator (*Optional*)

Per the Workday standard methodology testing is fully owned by the client. In our experience this is where most projects encounter challenges that result in schedule adjustments, missed go-lives, and client resource burnout. To help the city avoid these known risks, we have included in our estimate, a resource that will work with the city to help coordinate and direct key testing-related activities and tasks. Given our understanding of your resource constraints, we believe this is a critical success factor as it will provide the City with the capacity and expertise to effectively manage and execute your required assignments during the deployment.

Training Content Developer (*Optional*)

Adding a Content Developer provides dedicated resources to support the build out of all end user training content as outlined below in the training approach and curriculum plan for self-service end user training (ESS and MSS). With this additional service we will support the client selection of trainers/facilitators and provide facilitation coaching for trainers. This service assumes clients have purchased the Workday Adoption Kit.

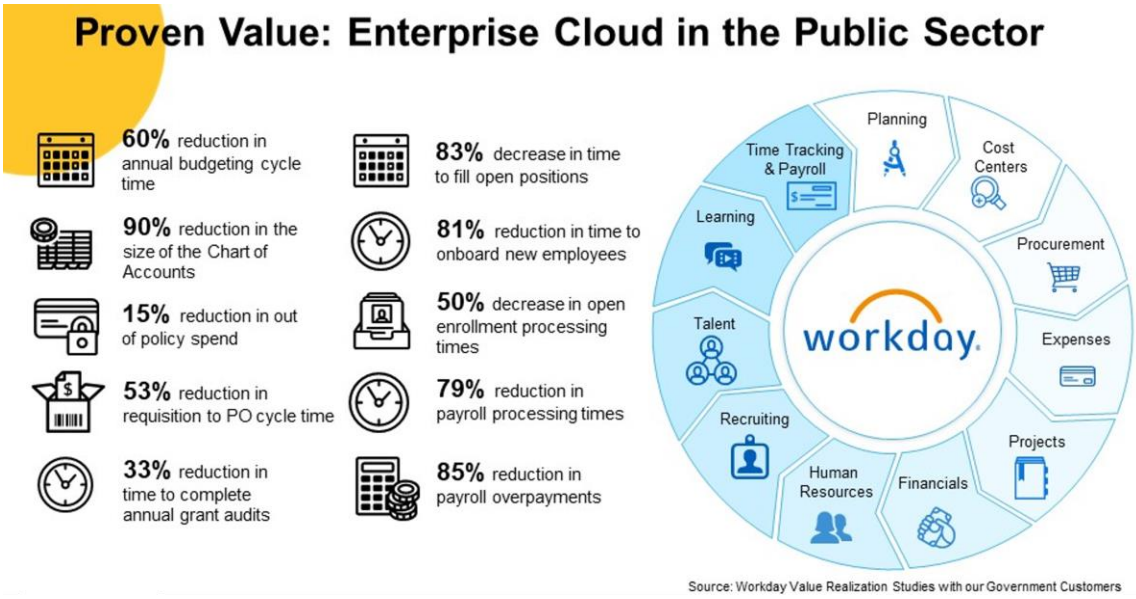
b. Any discounts that have been offered

n/a

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.

Avaap is open to further discussion around out-of-scope service offerings to shift more of the work from the City to Avaap. One of the key areas that we typically see our customers choose "extra services," is within our Organizational Change Management offerings and we would love to speak more to the City about this.

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.).



Business Effectiveness

Workday customer results show significant financial benefits in terms of total cost of ownership and HR & payroll efficiency and lead to:

- Greater visibility into the total cost of labor, enabling more cost-effective decisions
- Improved strategic agility, enabling faster execution of restructuring initiatives
- An increase in employee engagement, resulting in greater productivity and lower hiring expenses

HR Efficiency - One to two years after go-live, customers conservatively experience 10-25%+ efficiency improvements in human resources and USA payroll, depending on the sophistication of existing systems, their service delivery model, and their organization structure. These efficiencies generally come from business process automation, employee/manager self-service and ease of reporting.

Payroll Efficiency - Soon after go-live, customers typically experience a 10-25%+ improvement in the payroll staffing efficiency ratio (employees per payroll FTE) depending on the level of automation in legacy payroll systems. These efficiencies arise from having one unified system, intuitive employee self-service, and automated auditing processes.

HR IT Support & HRIS Efficiencies - When customers replace an existing HR and/or payroll system with Workday, they typically experience significant HRIS improvements due to Workday taking the service off-premise, leveraging configuration and not customization, easy-to-use reporting tools, and our agile business process framework. ROI studies with Workday customers have shown the following benefits within 1-3 years after go-live:

- 10-50% improvement in HRIS (based on employee ratios)
- 70-90% improvement in the time to create reports
- 20-50% reduction in the cost of integration

Links to Government Success Stories with Proven Results

These links to government specific stories and brief summaries of results are notable examples of how a modern cloud solution creates efficiencies and frees time to better serve the public.

Tulsa County **-** https://bit.ly/TulsaonWorkday

- 50 Percent decrease in payroll pricing time
- Saved 100,000 pieces of paper from HR & Finance Processes
- Cut report generation time from days to on-demand

City and County of Denver **-** https://bit.ly/Denvermovesfaster

- Reduced technology debt
- Payroll processing time is now 25% faster
- Depreciation processing time dropped by 90 percent

City of Baltimore **-** https://bit.ly/baltimorereimagined

- Saved 2.5 million in IT Costs
- 370,000 pieces of paper removed
- 40 agencies standardized operations

City of Akron - https://bit.ly/AkronStrongerwithWD

- Increased utilization rate and collaboration
- Increased real-time data for better decisions
- Empowered managers to get the information

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).

Workday provides customers with a flexible solution in a secure Software as a Service environment. This means that all associated costs for hardware, database, upgrades, updates, and maintenance is included as part of the annual subscription fee. This deployment methodology has proved **more cost effective and provides a quicker time to benefit** than on premise models or other subscription models.

Workday's subscription fees include 200+ dashboard reports, business processes, system wide security and data encryption and much more out of the box. This will allow your organization to fast-track implementation to months, and lower project risk by leveraging proven best practices. Additionally, weekly invisible software updates and bi-annual software releases are included in the fees within the term of the contract, **lowering total cost of ownership over the full cost of the project.**

What Workday Manages for you:

- Upgrades
- Patches

- Availability
- Backup
- Network
- Storage
- Operating system
- Database
- Integration
- Provisioning
- Security
- Data center
- Disaster recovery
- System maintenance
- Performance tuning

What you will get that differentiates Workday:

- Newest innovations
- Immediate upgrades
- Packaged integrations
- Lower operating costs
- Better service levels
- Comprehensive security

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.

Avaap assumes we will deliver your Workday implementation via a deployment approach that includes both remote and onsite support. Examples of when travel/onsite visits would be most impactful include but are not limited to:

1. initial planning meetings
2. project kickoff,
3. architect sessions,
4. start of end-to-end testing and
5. during the initial run of payroll.

Our initial estimate for travel is listed in the pricing worksheet.

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.

Workday is a Trusted Partner to our Public Sector customers: Our customers are at the heart of everything we do and ensuring that our customers are successful is a core focus of every employee at Workday. The result of that focus is benefits only Workday can provide to customers including an unmatched user experience, engaged community, transparent and predictable cost model along with industry leading SLA's that include a performance SLA unheard of in the industry.

Workday has an **unmatched user experience** including a best- in-class digital & mobile experience that is the same engaging experience across every device. Workday consistently records high adoption rates by customers with high ratings on the app stores. User Experience updates are seamless and do not require complex migration projects because changes in Workday are immediately applied once the customers opt-in and does not impact existing configurations, workflows, or reports.

Workday Community has **over 1 million visits** per month and an **engaged community** where members are highly active and collaborative. Competing vendors will talk about their customer communities, but because their customers are not on the same version of the product, they are limited on collaborating and sharing solutions with each other. Workday customers can share configurations, reports, business process definitions and integrations via Workday Community. Customers can also download and validate these contributed solutions in their sandbox environments before deploying in production. This capability helps reduce the cost of ownership because everyone helps each other out.

Workday has a **transparent and predictable cost model** that helps plan for tomorrow with a clear understanding of the total cost of ownership and no hidden costs that can surface after the project begins. Other vendors typically have hidden costs driven by the separate solutions they stitched together that include costs for test sites, integration cloud services, analytics clouds, data masking services, virtual private networks, storage, and a host of other services that add extra costs.

Included with Workday SaaS subscriptions:

Item
Upgrades and Updates
Ongoing Software Maintenance
Defect Fixes
Regulation Compliance Updates
Embedded Business Intelligence • Configurable Analytics • Real-time, Drillable and Actionable • Always Available (including mobile) • Easy Integration with Acrobat, Excel, and Web Services options
Embedded Business Process (Workflow) Engine • Configure and optimize business workflows • Establish control, visibility, and compliance

Portals for Employee Self Service and Management Self Service User Interface Management
Integration Cloud Platform Enterprise Interface Builder
Mobile Solutions • Workday for iPad • Workday for iPhone • Mobile support for other platforms
Workday SaaS Provides Traditional Infrastructure Management • Software • Upgrades • Maintenance • Backup • Integrations • Storage • Operating system • Database • Provisioning • Security • Data center • Disaster recovery • 3-5 tenants during deployment • 3 tenants during the run (production, sandbox, preview sandbox)

TAB 7 SAMPLE CONTRACTS, WARRANTY, AND ESCROW

I. Sample Contracts for Each License Model Proposed

As an Exhibit to Tab76, 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 _X_ Yes No

Please see the Workday End User Subscription Agreement and Avaap Master Services Agreement Below

END USER SUBSCRIPTION AGREEMENT

This End User Subscription Agreement ("Agreement") shall apply exclusively to Workday Service(s) that you are ordering through Reseller. These terms shall control and take precedence over any conflicting terms in a Reseller agreement or any other contract, request for quote, terms and conditions, or statement of work in scope. This Agreement is considered part of any agreement or quote issued by Reseller and Customer hereby agrees to this Agreement as it relates to the Workday Service(s).

1. Provision of Service. Workday shall make the Service available to Customer for use by Customer, its Affiliates and Authorized Parties for whom Customer enables access solely for the internal business purposes of Customer and its Affiliates, subject to this Agreement. The Service is provided in U.S. English. Notwithstanding anything contained in any Contract Vehicle or other Reseller Agreement, the Workday Services shall perform according to the Documentation.

1.1 Invoices & Payment. Subscription Fees and all other fees due to Reseller hereunder will be invoiced for an amount and with payment terms as per Customer's Agreement with Reseller, and in a format specified by the applicable Reseller Agreement, including any additional payment instructions or deviations. Unless otherwise detailed in an applicable Order Form, all fees are based on access rights acquired and not actual usage.

1.2 Suspension for Non-Payment. Except where prohibited by Law or applicable Contract Vehicle, and except with respect to charges subject to a reasonable and good faith dispute, if Reseller has failed to make payment on behalf of Customer's account for more than thirty (30) days past due, in addition to any other rights or remedies Workday may have under this Agreement or by Law, Workday reserves the right to suspend the Service upon thirty (30) days written notice, without liability to Customer, until such amounts are paid in full, or until Customer has requested novation of this Agreement to Workday.

1.3 Taxes. Except when Customer has a valid tax exemption certificate authorized by the appropriate taxing authority, Customer is responsible for paying to Reseller all Taxes imposed on the Service or any other services provided under this Agreement. Customer agrees to assist Reseller in providing Workday with a valid reseller certificate where required for tax exemption purposes. If Workday has a legal obligation to pay or collect Taxes for which Customer is responsible under this Agreement, the appropriate amount shall be computed based on Customer's address as provided to Workday by Reseller.

2. Customer Obligations. Customer shall have sole responsibility for (a) obtaining and verifying it has all authorizations, consents, and rights necessary to use the Service; (b) the accuracy, quality, and legality of all Customer Content, and shall take commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and shall notify Workday promptly of any unauthorized access or use; (c)

any Non-Workday Content it installs, uses, or enables; and (d) ensuring compliance with the Agreement and the AUP by its Affiliates and Authorized Parties, and any breach by its Affiliates or Authorized Parties will be deemed a breach by Customer. Customer shall not: (1) use the Service in violation of Laws or the Documentation; (2) in connection with the Service, send or store infringing, obscene, threatening, or otherwise unlawful or tortious material, including material that violates privacy rights; (3) knowingly send or store Malicious Code in connection with the Service; (4) knowingly interfere with or disrupt performance of the Service or the data contained therein; or (5) attempt to gain access to the Service or its related systems or networks in a manner not set forth in the Documentation. During the applicable subscription Term, Workday reserves the right to suspend Customer's access to an applicable Service in the event Workday reasonably determines such action is necessary to preserve the integrity and/or security of such Service or Workday or its suppliers in good faith reasonably determines that Customer has violated the AUP; however, Workday will use commercially reasonable efforts under the circumstances to provide Customer with notice and an opportunity to remedy such violation or threat prior to such suspension.

3. Proprietary Rights.

(a) Customer Ownership. As between Workday and Customer, Customer owns all right, title and interest to its Customer Content. Workday shall have the right to only use Customer Content to provide the Service (including Improvements), subject to this Agreement.

(b) Workday Ownership. As between Customer, Workday, and Workday's licensors, Workday or its licensors own all right, title and interest to the Service (including any third-party content Workday makes available through the Service) and Documentation, including all related Intellectual Property Rights.

(c) Customer Input. Customer hereby grants Workday a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into its services any Customer Input. Workday will have no obligation to make Customer Input an Improvement. Customer will have no obligation to provide Customer Input.

3.1 Restrictions. Customer shall not (a) modify, copy, or create derivative works based on, the Service or Documentation; (b) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share, offer in a service bureau, or otherwise make the Service or Documentation available to any third party other than to Authorized Parties as permitted herein; (c) reverse engineer or decompile any portion of the Service or Documentation, including but not limited to, any software utilized by Workday in the provision of the Service and Documentation, except to the extent required by Law; (d) access the Service or Documentation in order to build any commercially available product or service; or (e) copy any features, functions, integrations, interfaces or graphics of the Service or Documentation. Notwithstanding item (e), the Customer may make a reasonable number of copies of the Documentation for internal business purposes only.

4. Confidentiality. Except as detailed in Section 4.1, each party (the "**Recipient**") shall use the same degree of care that it uses to protect its own confidential information of like kind (but in no event using less than a reasonable standard of care) not to disclose or use any Confidential Information of the other party (the "**Discloser**") except as reasonably necessary to perform the Recipient's obligations or to exercise the Recipient's rights under this Agreement or with the Discloser's prior written permission. For purposes of clarification, this Section 4 also applies to Confidential Information either party or its Affiliates shares with the other party or its Affiliates related to potential future subscription services. Either party may disclose Confidential Information on a need to know basis to its Affiliates, advisors, contractors and service providers, including third party submission tools or online portal providers required by the Discloser for internal business purposes ("**Representatives**"), who are bound by confidentiality obligations at least as restrictive as those in this section. The Recipient shall be responsible for any acts or omission of its Representatives with respect to protection of the Discloser's Confidential Information. The parties agree that the Recipient's or its Representatives' online portal terms conflicting with the terms of this Section 4 (a) shall not be binding on the Discloser submitting its Confidential Information to the Recipient through the Recipient's or its Representative's online portal, (b) this Section 4 applies to all such Confidential Information disclosed to the Recipient through such online portals; and (c) are superseded by this Agreement with respect to confidentiality obligations.

4.1 FOIA/Public Disclosure Laws. Workday acknowledges that Customer may be compelled to disclose certain Workday Confidential Information pursuant to the Federal Freedom of Information Act and/or any state equivalents or other applicable public disclosure Laws. A disclosure by the Customer of Workday's Confidential Information to the extent required by Law shall not be considered a breach of the Agreement, provided the Customer promptly provides Workday with prior notice of such compelled disclosure (to the extent legally permitted), follows the process set forth in any applicable public records law(s), and provides reasonable assistance, at Workday's cost, if Workday wishes to contest the disclosure. Subject to the foregoing, in the event of any request by a government agency or law enforcement authority for access to Customer Content, Workday will seek to redirect the inquiry to Customer. In all such cases, Workday will take all reasonable and legally permissible measures to protect the Customer Content and to inform Customer of such demand.

4.2 FERPA. To the extent Customer is an educational institution subject to the Family Educational Rights and Privacy Act ("FERPA") and determines that Workday is a School Official for purposes of 34 CFR §99.31(a)(1)(i)(B), Workday will comply with its obligations thereunder by complying with the terms of this Agreement and the DPE.

4.3 Business Associate Exhibit. If a Customer concludes that the Service will include access to Customer Content that is protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and Customer is a Covered Entity as defined under HIPAA, the parties agree to attach

Workday's Business Associate Exhibit to the Agreement, which shall apply to Workday's receipt, maintenance or transmission of Protected Health Information from, or on behalf of Customer, as described in such Exhibit.

5. Protection and Security of Customer Content and Privacy.

5.1 Security Program. Workday maintains a security program that conforms to the Workday Security Exhibit.

5.2 Third-Party Certifications and Audits. Workday maintains Audit Reports as set forth in the applicable Product Terms. Through Workday's customer self-service systems or upon Customer's written request, Workday shall make available to Customer Workday's then-current Audit Reports for the applicable Service application to enable Customer to verify Workday's compliance with its obligations under this Agreement. Audit Reports constitute Workday's Confidential Information and are subject to the confidentiality terms in this Agreement or separate confidentiality agreement terms (as applicable).

5.3 Privacy. Personal Data will only be processed in accordance with the Data Processing Exhibit.

5.4 Unauthorized Disclosure. If Reseller, Customer, or Workday becomes aware of a Security Breach, that party must promptly notify the other parties, unless legally prohibited from doing so, within 48 hours or any shorter period required by Law except that Customer is not required to notify Workday unless Customer reasonably determines there is a threat to the Service. Additionally, each party shall reasonably assist the other party in mitigating any potential damage. As soon as reasonably practicable after any Security Breach, Workday shall conduct a root cause analysis and, upon request, shall share the results of its analysis and its remediation plan with Customer. Unless prohibited by Law, each party shall provide the other party with reasonable notice of and the opportunity to review and comment on the content of all public notices, filings, or press releases about a Security Breach that identify the other party by name prior to any such publication.

6. Warranties. Each party warrants that it has the authority to enter into this Agreement and, in connection with its performance of this Agreement, shall comply with all Laws. Workday warrants that during the applicable subscription Order Term: (a) the overall Service (1) will not be materially decreased; and (2) will perform materially in accordance with the feature descriptions in the Documentation; and (b) to the best of Workday's knowledge, the Service does not contain, and Workday will not knowingly introduce, any Malicious Code (collectively, the "**Service Warranty**"). Customer shall use commercially reasonable efforts to notify Workday in writing, and provide a copy of the notice to Reseller, no later than 30 days after identifying a deficiency, but Customer's failure to notify Workday within that period will not affect Customer's

right to receive warranty remedies unless Workday is impaired in its ability to correct the deficiency due to Customer's failure to notify. Notice of breaches of the warranty under item (1) must be made through Workday's then-current error reporting system; notices of breaches of any other warranty must be made in writing to Workday, with a copy provided to Reseller, in accordance with the notice provisions of this EUSA or as required by Contract Vehicle. The Customer's exclusive remedy and Workday's sole liability for breach of the Service Warranty is termination of the applicable Service. Unless agreed to in writing, or as required by Contract Vehicle, notice to Reseller of a warranty defect shall not constitute notice to Workday under this paragraph.

6.1 DISCLAIMER. EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WORKDAY MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WORKDAY DOES NOT WARRANT THAT THE SERVICE WILL BE ERROR FREE OR UNINTERRUPTED. THE LIMITED WARRANTIES PROVIDED IN THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES PROVIDED TO THE CUSTOMER.

7. Indemnification.

7.1 Workday Indemnity. Workday shall defend Customer, at Workday's expense, against any third-party Claim brought against Customer alleging that the use of the Service as contemplated hereunder infringes that third party's Intellectual Property Rights and shall indemnify and hold Customer harmless against any Losses arising from such third-party Claim. Workday will have no liability for Claims or Losses

to the extent they arise from: (a) modification of the Service by anyone other than Workday; (b) use of the Service in a manner inconsistent with the Documentation or in violation of this Agreement; or (c) use of the Service in combination with any other product or service not provided by Workday. If Customer is enjoined from using the Service or if Workday reasonably believes it will be enjoined, Workday may, at its sole option, obtain for Customer the right to continue use of the Service or replace or modify the Service so that it is no longer infringing. If neither of the foregoing options is reasonably available to Workday, then either party may terminate the applicable Service and Workday's sole liability, in addition to the indemnification obligations in this section, will be to refund any prepaid Subscription Fees for the Service that was to be provided after the effective date of termination.

7.2 RESERVED

7.3 Conditions. The indemnitor's obligations in Sections 7.1 are conditioned on the indemnitee: (a) promptly giving written notice of the third party Claim to the indemnitor (although a delay of notice will not relieve the indemnitor of its obligations under this section except to the extent that the indemnitor is prejudiced by such delay); (b) giving the indemnitor sole control of the defense and settlement of the third party Claim (although indemnitor may not settle any third party Claim unless it unconditionally releases indemnitee of all liability); and (c) providing to the indemnitor, at the indemnitor's cost, all reasonable assistance. Sections 7.1 through 7.3 state each indemnitee's exclusive remedies and the indemnitor's sole obligations related to the subject matter of these sections.

8. Limitation of Liability.

8.1. LIMITATION OF LIABILITY. EXCEPT WITH RESPECT TO (A) DAMAGES CAUSED BY GROSS NEGLIGENCE, WILLFUL MISCONDUCT, OR FRAUD OR (B) WORKDAY'S INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT, IN NO EVENT SHALL WORKDAY OR ITS AFFILIATES' TOTAL AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE FEES PAID OR PAYABLE UNDER CUSTOMER'S AGREEMENT WITH RESELLER FOR THE SERVICE DURING THE IMMEDIATELY PRECEDING 12-MONTH PERIOD FOR THE SERVICE FROM WHICH THE CLAIM AROSE.

8.2 EXCLUSION OF DAMAGES. EXCEPT FOR WORKDAY'S INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT, IN NO EVENT WILL EITHER PARTY OR ITS AFFILIATES HAVE LIABILITY FOR LOST PROFITS OR REVENUES, LOSS OF USE OR DATA, BUSINESS INTERRUPTION, OR

INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, CONSEQUENTIAL, OR COVER DAMAGES, HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR OTHERWISE, EVEN IF THE PARTY OR ITS AFFILIATES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE EXCLUSIONS IN THIS SECTION WILL NOT APPLY TO THE EXTENT PROHIBITED BY LAW. CUSTOMER'S PAYMENT OBLIGATIONS WILL NOT BE CONSIDERED WORKDAY'S LOST PROFITS.

9. Term. The Term of this Agreement shall be as described in the Reseller Agreement or Contract Vehicle. Termination by Customer shall be as specified in the Reseller Agreement, except that nothing in the Reseller Agreement may confer termination rights to the Workday Service or obligate Workday beyond the rights specified in this Section 9.

9.1 Termination by Workday. If not otherwise prohibited by Contract Vehicle, Workday may terminate this Agreement upon thirty (30) days prior written notice to Customer of a material breach by the Customer or Reseller if such breach remains uncured at the expiration of such notice period. In the event this Agreement is terminated, all Order Forms are simultaneously terminated. In the event of a breach by Reseller, and provided Customer is in compliance with all terms of this Agreement, Workday will agree in good faith to negotiate a novation as specified in Section 9.9 (Novation to Workday) to allow Customer to continue using the Service. This provision shall not apply to Federal Customers.

9.2 Suspension. Workday may temporarily suspend Customer's access to, or use of, the Services if Workday believes 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; or (b) Customer is accessing or using the Services to commit an illegal act; or (c) Customer is accessing or using the Services in a way that is prohibited by or inconsistent with the service description contained in an applicable Order Specification . When reasonably practicable and lawfully permitted, Workday will provide Customer with advance notice of any such suspension. Workday will use reasonable efforts to re-establish the Services promptly after Workday determines that the issue causing the suspension has been resolved. During any suspension period, Workday will make Customer Content available. Any suspension under this paragraph shall not excuse payment as required by the applicable Contract Vehicle or Reseller Agreement.

9.3 Effect of Termination. Upon any expiration or termination of this Agreement, all Order Forms shall immediately terminate and Customer shall, as of the date of such expiration or termination, immediately cease accessing and otherwise utilizing the applicable Service (except as permitted under the section entitled "Retrieval of Customer Content" and "Transition Period before Final Termination") and shall also cease accessing Workday Confidential Information. Termination for any reason shall not relieve Customer of the obligation to pay any fees accrued or due and payable to Reseller prior to the effective date of termination. Additionally, termination for any reason other than Workday's uncured material breach or as allowed by Reseller Agreement or Contract Vehicle, shall not relieve Customer of the obligation to pay all future amounts due except as detailed in the applicable Contract Vehicle or Reseller Agreement.

9.4 Transition Period before Final Termination. If this Agreement is terminated and Customer submits a written request to Workday or Reseller prior to any such termination for a one-time transition period, Workday will continue to provide the Service for up to three (3) months after the effective date of such termination (the "Transition Period"), subject to the terms and conditions of this Agreement. Monthly fees for the Transition Period will be quoted through Reseller. Notwithstanding the foregoing, if Workday is enjoined from performing, or termination of this Agreement was due to Customer's breach, Workday has no obligation to perform under this section unless it receives from Reseller (i) payment of all fees not subject to reasonable and good faith dispute, (ii) prepayment of fees for further services, and (iii) certification of ongoing compliance with the terms of this Agreement during the Transition Period.

9.5 Transition Consulting Services. During a Retrieval Period or Transition Period, Workday will provide cooperation and assistance as Customer may reasonably request to support an orderly transition to another provider of similar software, services, or to Customer's internal operations. Such cooperation and assistance will be limited to consulting regarding the Workday Service and will be subject to a fee quoted through Reseller that is based on Workday's then-current rates for consulting services and such services will be set out in a statement of work. Notwithstanding the foregoing, in the event of termination of this Agreement by Workday for Customer's breach, Workday may withhold the provision of transition

consulting services and condition further performance upon (i) payment of undisputed fees then owed by Reseller and (ii) prepayment of fees for further services by Reseller.

9.6 Retrieval of Customer Content. Upon Customer's written request made on or prior to expiration or termination of the Agreement (including any Transition Period), Workday shall give Customer limited access to the Service for a period of up to 60 days, at no additional cost, solely for purposes of retrieving Customer Content ("Retrieval Period"). After such Retrieval Period and subject to Workday's legal obligations, Workday has no obligation to maintain or provide any Customer Content and shall, unless legally prohibited, delete Customer Content by deleting Customer's applicable Instance; provided, however, that Workday will not be required to remove copies of the Customer Content from its backup media and servers until such time as the backup copies are scheduled to be deleted, provided further that in all cases Workday shall continue to protect the Customer Content in accordance with the Agreement. Customer Content will be made available for extraction in a machine readable format as described in the Documentation.

9.7 Surviving Provisions. The following provisions of this Agreement shall not survive and will have no further force or effect following any termination or expiration of this Agreement: (i) Section 1. Provision of Services" and (ii) those provisions granting Customer access to any SKU(s) and services referenced in any applicable Order Form(s). All other provisions of this Agreement shall survive any termination or expiration of this Agreement.

9.8 Novation to Workday. This End User Subscription Agreement and all applicable Order Forms may be novated to Workday: (1) Upon mutual agreement between Customer, Reseller and Workday; or (2) if Reseller has failed to pay the applicable subscription fees, there is a material threat of Reseller's bankruptcy or insolvency, or is otherwise in breach of its Agreement to Workday, to Customer, or to the applicable Contract Vehicle, and upon mutual agreement between Customer and Workday. Such novation shall be memorialized in a separate, mutually agreed upon novation agreement between the parties. The term of the novated agreement, which will become a Main Subscription Agreement as between Customer and Workday, shall be for whatever subscription period was remaining on Reseller's Agreement or as otherwise negotiated. Workday and Customer's obligations and terms and conditions shall be limited to those specified in this End User Subscription Agreement, including all applicable Order Forms, or as otherwise negotiated in the novation agreement. Any other Terms and Conditions or obligations contained in Reseller's Agreement unrelated to performance of the Service or applicable fees shall remain as between Customer and Reseller, and Workday shall have no obligation to fulfill any additional requirements or services to Customer. This provision shall not apply to Federal Customers.

10. General Provisions.

10.1 Relationship of the Parties. The parties are independent contractors. This Agreement does not create nor is it intended to create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties. This agreement, when attached to Reseller's contract with Customer, is designed to create a mutual third-party beneficiary relationship between Workday and Customer. No other third-party beneficiary relationships shall be considered a part of this agreement unless otherwise explicitly identified.

10.2 Insurance. Workday shall maintain, at its own expense, the types of insurance coverage specified below, on standard policy forms and with insurance companies with at least an A.M. Best Rating of A-VII at the time of policy inception. Upon Customer's written request, Workday shall provide a certificate of insurance evidencing the following coverages: (a) Workers' Compensation insurance prescribed by applicable local law and Employers Liability insurance with limits not less than $1,000,000 per accident/per employee; (b) Commercial General Liability insurance including Contractual Liability Coverage, with coverage for products liability, completed operations, property damage and bodily injury, including death, with an aggregate limit of no less than $2,000,000; and (c) Technology Professional Liability Errors & Omissions policy (which includes Cyber Risk coverage and Computer Security and Privacy Liability coverage) with a limit of no less than $10,000,000 per occurrence and in the aggregate. Limits for (1)

Employers Liability only, and (2) may be achieved through a combination of primary and excess liability/umbrella policies to reach the level of coverage shown above. Should any of the above described policies be canceled before the expiration date thereof, notice will be delivered to Workday in accordance with policy provisions.

10.3 Notices. Unless expressly stated otherwise, all notices under this Agreement shall be in writing and shall be deemed to have been given upon: (i) personal delivery; or (ii) the third business day after first class mailing. Notices to Workday shall be sent to its General Counsel at legal@Workday.com or other contact indicated by the Reseller. Notices to Customer shall be sent to the address provided by Reseller. Each party may modify its recipient of notices by providing notice pursuant to this Agreement either directly or through communication with Reseller.

10.4 Background Check. Unless prohibited by law, Workday agrees to conduct (or has previously conducted) a criminal background check on personnel employed by Workday (or will require its subcontractors to conduct a background check on their own personnel) who will have access to Customer Content. Such background check shall be in the form generally used by Workday in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process. Workday will not allow any person performing under this Agreement on behalf of Workday to be assigned to have access to Customer Content whose background check revealed a conviction of any violent crime or crime involving theft, dishonesty, moral turpitude, breach of trust, or money laundering.

10.5 Code of Conduct. Workday has a published code of conduct available on its public web site with rules for ethical business conduct which complies with applicable law. Workday uses commercially reasonable efforts to ensure that Workday complies with its code of conduct, including but not limited to periodic training of employees about the code.

10.6 Waiver and Cumulative Remedies. No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right or any other right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

10.7 Force Majeure. Neither party shall be liable for any failure or delay in performance under this Agreement for causes beyond that party's reasonable control and occurring without that party's fault or negligence, including, but not limited to, acts of God, acts of government, flood, fire, civil unrest, acts of terror, strikes or other labor problems (other than those involving Workday or Customer employees, respectively) ("**Force Majeure**"). Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused, provided that notice of the Force Majeure event is given in writing within fifteen (15) days after the Force Majeure event begins. Such notice shall identify the nature of the Force Majeure event, its expected duration and the probable impact on the performance of the affected party's obligations.

10.8 Assignment. Except as specified in Section 9.9 (Novation to Workday), neither Customer nor Reseller may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (which consent shall not be unreasonably withheld). Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Order Forms) without consent of the other party in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets (an "M&A assignment") so long as the assignee agrees to be bound by all of the terms of this Agreement in an amendment to this Agreement and all past due fees are paid in full or otherwise accounted for in the amendment. In no event shall Customer have the right to assign this Agreement to a direct Competitor of Workday. In the event of an M&A assignment, the non-assigning party shall be entitled to request from the assignee information to demonstrate that the assignee has the necessary resources and expertise to provide the Service. Failure to provide such information shall be a material breach of this Agreement. Any attempt by a party to assign its rights or obligations under this Agreement other than as permitted by this section shall be void and of no effect. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns. This provision shall not apply to Federal Customers.

10.9 Governing Law; Venue.

a. If Customer is
    a. U.S. federal government or any agency, department, instrumentality, or entity thereof, then this Agreement and any other ancillary agreement between the parties shall be governed and construed in accordance with U.S. federal law, and jurisdiction and venue shall be as required or permitted by federal law or regulation.
    b. A state government or any agency, department, instrumentality, public university or school system, private university that accepts public funds, public development corporation or authority, or other entity thereof, then this Agreement and any other ancillary agreement between the parties shall be governed and construed in accordance with the laws of that state, and jurisdiction and venue shall be as required by the laws of that state.
    c. A local government or any agency, department, instrumentality, public university or school system, public development corporation or authority, or entity thereof, then this Agreement and any other ancillary agreement between the parties shall be governed and construed in accordance with the laws of the state where the local government located, and jurisdiction and venue shall be as required by the laws of that state.

b. Except as otherwise provided for in Paragraph a, this Agreement and any other ancillary agreement between the parties shall be governed and construed in accordance with the laws of the State of New York, without giving effect to its principles of conflict of law thereof that would require the application of the laws of any other state or jurisdiction.

c. Process may be served on either party by first-class registered mail, as well as in any other manner authorized by applicable law or court rule. Neither the UCITA nor the United Nations Convention on Contracts for International Sale of Goods will apply to this Agreement, except as expressly adopted herein.

10.10 Export. Each party shall comply with the export laws and regulations of the United States and other applicable jurisdictions in providing and using the Service. Without limiting the generality of the foregoing, Customer shall not make the Service available to any person or entity that: (i) is located in a country that is subject to a U.S. government embargo; (ii) is listed on any U.S. government list of prohibited or restricted parties; or (iii) is engaged in activities directly or indirectly related to the proliferation of weapons of mass destruction, unless authorized by the United States government.

10.11 Workday SLA Service Credits. If, in any rolling six-month period, Workday fails to meet the monthly Service Availability or Service Response commitments described in the SLA (a "Failure"), Customer may request the following remedies from Reseller no later than six months after the applicable Failure occurs: (1) a meeting to discuss possible corrective actions for the first Failure; (2) a 10% Service Credit for a second Failure; (3) a 20% Service Credit for a third Failure; and (4) a 30% Service Credit for a fourth Failure. In this Agreement, "Service Credit" means a credit equal to the stated percentage of the applicable monthly Subscription Fee for the affected Service. Workday shall direct Reseller to deduct the highest applicable Service Credit from the next invoice for Subscription Fees or, if there is no subsequent invoice, shall refund the Service Credit to the Reseller who will pass on the Credit to Customer. The remedies in this section are the Customer's exclusive remedies for any Failure.

10.12 Applicability of Order Forms. All Workday Services and Subscriptions are provided as described in the applicable Order Form used by Workday in its normal course of business. With regards to Workday's obligations to Customer, the terms applicable to a particular SKU contained on an Order Form is available here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html. Any Terms and Conditions on an Order Form that relate to indemnification or payment, or that otherwise conflict with the applicable Contract Vehicle, or that are otherwise prohibited by law, shall not apply to Customer. The description of the service on the Order Form shall take precedence over any conflicting descriptions in a final quote or order even when Customer is not a party to the Order Form, unless Reseller and Customer

specifically negotiate otherwise in writing an alternative description, and provided that any conflicting or alternative descriptions shall not be binding on Workday.

10.13 Federal Government End Use Provisions. Workday provides pre-existing, commercial Service, including related software and technology, for federal government end use solely in accordance with the terms and conditions of this Agreement, and Workday provides only the technical data and rights as provided herein. If a government agency has a need for rights not conveyed under these terms, it must negotiate with Workday to determine whether there are acceptable terms for transferring additional rights. A mutually acceptable addendum specifically conveying such rights must be executed by the parties in order to convey such rights beyond those set forth herein. For avoidance of doubt, Workday does not currently provide the Service for use in furtherance of a federal prime or subcontract. Additionally, the parties agree that the purpose of this Agreement is to provide a sophisticated integrated system solution, principally for the provision of a product, not a service and as such, neither the Service Contract Act nor its related statutes or regulations apply to Workday's performance hereunder.

10.14 Publicity. Except as set forth herein, Workday shall not use Customer's name, logos or trademarks, without the prior written consent of Customer, in any written press releases, advertisements and/or marketing materials. Notwithstanding the foregoing, Workday may use Customer's name in lists of customers and on its website, including, but not limited to, Workday's community portal; however, such usage shall not be classified as an advertisement but only identification as an entity who receives the Service from Workday. For the avoidance of doubt, this section does not prohibit Workday from referencing Customer's name in a verbal format.

10.15 Miscellaneous. This Agreement supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter and is entered into without reliance on any promise or representation other than those expressly contained in this Agreement. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

10.16 Local Law Requirements: Canada. With respect to Customers domiciled in Canada, the following provisions shall apply: (a) Choice of Language. The parties accept that the terms of this Agreement be drafted in English. Les parties acceptent que les conditions des présentes soient rédigées en anglais. (b) "Gross Negligence" means any act or failure to act in breach of a duty of care that was intended to cause harm, which rises to the level of intentional wrongdoing, or was reckless in regard of or wanton indifference to the harmful and foreseeable consequences of such act or failure to act but does not include an act or failure to act that constituted merely a lack of due care (or a contractual breach alone).

11. Definitions.

"**Affiliate**" means any entity which directly or indirectly controls, is controlled by, or is under common control by either party. For purposes of the preceding sentence, "control" means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

"**Agreement**" means this Main Subscription Agreement, including the SLA, Security Exhibit, Data Processing Exhibit, Business Associate Exhibit, and any other exhibits, addenda, or attachments hereto, and any fully executed Order Form.

"**Audit Reports**" means the most recently completed security audit reports prepared by Workday's independent third party auditor and other security relevant assessment reports for the applicable Service as identified in the Product Terms, which may be updated by Workday from time to time. No update will materially decrease the protections provided by the controls set forth in the applicable Audit Report during the Term.

"**AUP**" means the acceptable use policy for the applicable Service located at https://community.workday.com/aup, which also incorporates by reference acceptable use policies of applicable Workday Subprocessors.

"**Authorized Parties**" means Customer's or an Affiliate's Workers and third party providers who are authorized by Customer (a) in writing, (b) through the Service's security designation, or (c) by system integration or other data exchange process to access Customer's Instance or receive Customer Content.

"Claim" means a claim, demand, lawsuit or other legal proceeding brought against a party to this Agreement.

"**Confidential Information**" means (a) any software utilized by Workday in the provision of the Service and its respective source code; (b) Customer Content; (c) each party's business or technical information, including but not limited to the Documentation, training materials, any information relating to software plans, designs, costs, prices and names, finances, marketing plans, business opportunities, personnel, research, development or know-how and other significant and valuable business information that would otherwise be considered to be trade secrets under Law, that is designated by the disclosing party as "confidential" or "proprietary" or the receiving party knows or should reasonably know is confidential or proprietary; and (d) the terms, conditions and pricing of this Agreement (but not its existence or parties). Confidential Information does not include any information that, without the Recipient's breach of an obligation owed to the Discloser: (1) is or becomes generally known to the public; (2) was known to Recipient prior to disclosure by Discloser; (3) was independently developed by Recipient; or (4) is received by Recipient from a third party. Customer Content will not be subject to the exclusions set forth in this definition.

"Contract Vehicle" means a consortium or government wide acquisition contract that Workday is either a party to directly, or which Workday has allowed Reseller to use to sell Workday Services, and, if applicable, has been incorporated in the Reseller Agreement.

"**Customer Content**" means electronic data or information submitted to the Service by Customer or Authorized Parties.

"**Customer Input**" means suggestions, enhancement requests, recommendations or other feedback provided by Customer, its users and/or Authorized Parties relating to the operation or functionality of the Service.

"**Data Processing Exhibit**" or "**DPE**" means the Universal Data Processing Exhibit located at https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index/exhibits.html,which may be updated by Workday from time to time to comply with applicable Data Protection Laws applicable to Workday as a Data Processor. No update will materially decrease Workday's Data Processor obligations under the DPE.

"**Documentation**" means the current version of the Workday electronic Administrator Guide for the applicable Service application, which may be updated by Workday from time to time.

"**Enhanced Features**" shall have the same meaning as set forth in the applicable Product Terms.

"**Improvements**" means all improvements (including verification of such improvements), updates, enhancements (including Enhanced Features), error corrections, bug fixes, prevention of or addressing service or technical problems, release notes, upgrades and changes to the Service and Documentation, as developed by Workday and made generally available for Production use without a separate charge to Customers.

"**Instance**" means a unique instance of the Service, with a separate set of Customer Content held by Workday in a logically separated database (i.e., a database segregated through password-controlled access).

"**Intellectual Property Rights**" means any and all common law, statutory and other industrial property rights and intellectual property rights, including copyrights, trademarks, trade secrets, patents and other

proprietary rights issued, honored or enforceable under any applicable laws anywhere in the world, and all moral rights related thereto.

"**Law**" means any local, state, national and/or foreign law, treaties, and/or regulations applicable to the respective party.

"Loss" means reasonable attorneys' fees and any damages or costs finally awarded or entered into in settlement of a Claim.

"**Malicious Code**" means viruses, worms, time bombs, Trojan horses and other malicious code, files, scripts, agents or programs.

"**Non-Workday Content**" means a third-party product, web-based, offline, mobile, or other software application functionality or other content that is provided by Customer or a third party and interoperates with a Workday Service application.

"**Order Form**" means the commercial form that Workday uses to conduct its business in the customary course of its business or the equivalent document used by Reseller to convey the pricing and SKUs being purchased by Customer. An order form may contain product or service descriptions, pricing, or other usage terms. Order Forms, as used in this EUSA, do not include the terms of any preprinted terms on a Customer purchase order or other terms on a purchase order that are additional or inconsistent with the terms of this Agreement.

"**Personal Data**" has the definition set forth in the DPE.

"**Product Terms**" means the product terms for a specific Service application as identified via URL in or attached to the subscription Order Form, which may be updated by Workday from time to time; provided that no update will materially decrease the applicable security and privacy commitments and any such changes will not become effective until 30 days after notice to Customer.

"**Production**" means the Customer's use of or Workday's written verification of the availability of the Service (a) to administer its users (as identified in the applicable subscription Order Form); (b) to generate data for Customer's books/records; or (c) in any decision support capacity. Production does not include sandbox, preview, or implementation Instance.

"**Reseller**" means the Contracting entity directly selling Workday Service to Customer.

"**Reseller Agreement**" means the contract between Reseller and Customer.

"**Security Breach**" means (a) any actual or reasonably suspected unauthorized use of, loss of, access to or disclosure of, Customer Content; provided that an incidental disclosure of Customer Content to an Authorized Party or Workday, or incidental access to Customer Content by an Authorized Party or Workday, where no reasonable suspicion exists that such disclosure or access involves theft, or is fraudulent, criminal or malicious in nature, shall not be considered a "Security Breach" for purposes of this definition, unless such incidental disclosure or incidental access triggers a notification obligation under any Law; (b) any Personal Data Breach as defined in the DPE, and (c) any security breach (or substantially similar term) as defined by Law affecting Customer Content.

"**Security Exhibit**" means the Universal Security Exhibit located at https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index/exhibits.html, which may be updated by Workday from time to time. No update will materially decrease the protections provided by the controls set forth in the Security Exhibit.

"**Service**" means the applicable Workday software-as-a-service application and Improvements (as described in the Documentation and Product Terms) as subscribed to under an Order Form. For purposes of clarification, Service excludes professional services, support services, training services, and Non-Workday Content.

"**Signature Document**" means the document signed by the parties which lists all the terms and conditions forming part of this Agreement to which the parties agree to be bound.

"**SLA**" means the Production Support and Service Level Availability Policy for the Service application(s) identified in the applicable Product Terms, which may be updated by Workday from time to time. No update will materially decrease Workday's responsibilities under the SLA.

"**Subscription Fees**" means all amounts invoiced and payable by Customer for the applicable Service under an Order Form.

Avaap Master Services Agreement

Master Services Agreement

This **Master Services Agreement** (this "Agreement") is made and entered into as of **Click or tap to enter a date.** ("Effective Date"), by and between Avaap U.S.A. LLC ("Avaap"), a Delaware limited liability company with its principal offices located at 1400 Goodale Blvd, Suite 100, Columbus, Ohio 43212, and **<CLIENT NAME>** ("Client"), a **[type of entity]** organized under the laws of **Choose a State,** with its principal offices located at **<ADDRESS>**. This Agreement determines the rights and obligations of the Parties in relation to the Services (as defined below) provided to Client.

In consideration of the promises and mutual covenants and obligations hereinafter set forth, the Parties hereto agree as follows:

1. **Background and Definitions.** Subject to the terms of this Agreement, Avaap agrees to provide the Services to Client for the fees described in each applicable Statement of Work (as defined below). The following defined terms are in addition to the definitions contained in each applicable Statement of Work:

   1.1. "**Parties"** shall mean, collectively, Avaap and Client.

   1.2. **"Party"** shall mean each of Avaap and Client, individually.

   1.3. **"Avaap Consultant"** shall mean an Avaap employee or other individual engaged by Avaap to perform the Services.

   1.4. **"Avaap Materials"** means all documentation, materials, methodologies, techniques, ideas, concepts, trade secrets and know-how embodied in the Service Deliverables or developed or supplied in connection with the Service Deliverables.

   1.5. **"Intellectual Property Rights"** means all copyrights, patent rights, confidentiality rights, trade secret rights, trademark rights, and any other form of intellectual property rights existing as of the Effective Date or created in the future.

   1.6. **"Services"** meaning training, implementation, development, consulting, customization, staff augmentation, or any other consulting services provided by Avaap under this Agreement and detailed in a Statement of Work.

   1.7. **"Service Deliverable"** means specific work product to be delivered to Client and identified in a Statement of Work, including but not limited to: configuration, processes, workflow, security roles, integrations, and reports.

   1.8. **Statement of Work" or "SOW"** means a written document executed by the Parties from time to time enumerating and describing the Services to be provided by Avaap. Each such SOW will

contain a description of the tasks to be performed by Avaap, duration, references to the appropriate specifications for any Service Deliverables, delivery schedule, project site, estimated resources as needed, compensation terms and any other information deemed necessary by the Parties.

1.9. **"Taxes"** means any value-added, sales, use, excise, duties or other taxes, including interest and penalties, applicable to, or that are levied or assessed by a governmental authority because of, this Agreement, excluding: (a) taxes for which Client provides Avaap a valid tax exemption or resale certificate, (b) taxes based on Avaap's net income, property or employees.

2. **Services.** From time to time during the term of this Agreement, Client may request Services from Avaap, and Avaap, in its sole discretion, may agree to provide such Services in accordance with mutually agreed-upon SOWs. Once executed by Avaap and Client, each SOW shall be binding upon the parties hereto and subject to this Agreement. Each SOW shall specifically reference this Agreement and shall specify the details of the particular Services to be performed under the SOW. All rights and obligations of Avaap and Client hereunder shall be deemed to apply to each SOW as if fully set forth therein.

2.1. In the event of any conflict between the terms of this Agreement and the terms of any SOW, the terms of this Agreement shall control. Notwithstanding the immediately preceding sentence, in the event that an SOW expressly provides that certain provisions therein shall control over specified provisions of this Agreement, then, to the extent that such provisions of the SOW conflict with the specified provisions of this Agreement, such provisions of the SOW shall control.

2.2. Notwithstanding any other provision of this Agreement or any SOWs, all performance dates contained in each SOW shall be regarded only as estimates. Nonetheless, Avaap agrees to use diligent efforts to meet such dates and shall notify Client promptly if it encounters significant delays in completing the Services.

2.3. In connection with the Services, Avaap may discuss ideas or concepts with Client orally or show Client drafts of Service Deliverables for information purposes only; any such oral advice and draft Service Deliverables are not intended to be relied upon until such time as these are finalized and confirmed in writing. Such confirmed advice or final Service Deliverables shall supersede any previous drafts or oral advice.

2.4. Avaap shall select the Avaap Consultants to provide the Services and may reassign such individuals so as long as reassignment does not materially impede the performance or schedule of the Services.

3. **Project Sponsorship:** Client will assign a project sponsor for each SOW.

4. **Change Control Procedures; Change Orders.** Either Client or Avaap may request changes to the Services, Service Deliverables, and/or any other aspect of a SOW through a written change request ("Project Change Request"). Promptly thereafter Client and Avaap shall discuss what impact the Project Change Request will have on the Services and Service Deliverables and on pricing, timing, quality, and other terms of the applicable SOW. Any changes to a SOW agreed upon by the parties as a result of the foregoing process shall be set forth in a change order signed by the parties ("Change Order"). Once a Change Order is signed, it shall amend, and become part of, the applicable SOW. Neither Client nor Avaap is obligated to change the Services, Service Deliverables, or any other aspect of a SOW unless

a Change Order for such change has been signed by the parties and Avaap shall not be required to suspend its performance of the Services while the negotiation of a Change Order is ongoing. If any of the following events occur while Avaap is engaged to provide the Services (each a "Change Order Event"), Avaap shall be entitled to a Change Order to the applicable SOW to eliminate such adverse impact (the following list is not all-inclusive):

(i) The scope, approach, or timing of the Services change;

(ii) Delays are encountered that are beyond the reasonable control of Avaap, including delays caused by third party software and hardware vendors or their related products and/or services;

(iii) An assumption set forth in the applicable SOW is invalid; or

(iv) Client fails to meet its obligations outlined in this Agreement or the applicable SOW.

Avaap shall notify Client within a reasonable period after becoming aware of a Change Order Event. Notwithstanding anything to the contrary in the applicable SOW, if Client and Avaap do not sign a Change Order within thirty (30) days of Client's receipt of such notice, Avaap may suspend or terminate the Services upon written notice to Client. Change Orders will only be binding when signed by authorized representatives of each of Client and Avaap.

5. **Client Approval. To the extent Client is required by the SOW to approve specific Service Deliverables, milestones, and/or work product,** Client shall confirm each applicable item conforms in all material respects with the applicable specifications set forth in the SOW or as otherwise agreed by Client and Avaap in writing. Within five (5) days from its receipt of an item requiring approval, Client shall provide Avaap with (i) written approval or (ii) a written statement that identifies in reasonable detail, with references to the applicable specifications, all of the deficiencies preventing approval (the "Deficiencies").

   5.1. Avaap shall have thirty (30) days from the date it receives the notice of Deficiencies to initiate corrective actions in order for the applicable Service Deliverable, milestone, or work product to conform in all material respects to the applicable specifications. Client shall complete its review of the corrected Service Deliverable, milestone, or work product and notify Avaap in writing of acceptance or rejection in accordance with the foregoing provisions of this Section.

   5.2. Notwithstanding the foregoing provisions of this Section, approval of a Service Deliverable, milestone, or work product shall be deemed given by Client if Client has not delivered to Avaap a notice of Deficiencies prior to the expiration of any period for Client review thereof as set forth in this Section, or if Client uses the Service Deliverable, milestone or work product in production.

   5.3. To the extent that any Service Deliverable, milestone, or work product has been approved by Client at any stage of Avaap's performance under an SOW, Avaap shall be entitled to rely on such approval for purposes of all subsequent stages of Avaap's performance under such SOW. Client agrees that, in the event an approved Service Deliverable, milestone, or work product differs from the applicable specifications, the Specifications shall be deemed modified to conform to such approved Service Deliverable, milestone, or work product.

6. **Services Fees.** Client shall compensate Avaap for the Services in accordance with the fees set forth in each SOW (the "Services Fees"), plus applicable Taxes. Except to the extent otherwise agreed in an applicable SOW, all Services will be on a time and materials basis at the rates set forth in the applicable

SOW. Avaap shall be permitted to increase hourly rates on an annual basis and/or in response to market forces.

7. **Expenses.** Client will reimburse Avaap for all reasonable out-of-pocket expenses incurred in performing the Services. In addition, Client will reimburse Avaap for all reasonable travel expenses incurred when rendering Services at a Client facility or offsite location requested by Client as defined in the SOW. For work within the continental United States of America, Avaap will follow the GSA (General Services Administration) per diem rates for meals; in the event of International Travel, Avaap will follow the U.S. Department of State Foreign Per Diem Rates for meals.

8. **Payment of Invoices.** Invoices will be sent to Client monthly. Client agrees to pay all invoices by ACH within fifteen (15) days of date of the invoice.

   8.1. Client agrees to immediately bring to Avaap's attention any discrepancy in the invoice upon receipt.

   8.2. Invoice discrepancies will not be accepted and will be deemed waived after ten (10) days from Client's receipt.

   8.3. A late charge of 1½% per month or the highest rate permitted under applicable law, whichever is less, will be imposed on any invoiced amounts that remain unpaid beyond 45 days of invoice date.

   8.4. Avaap is not responsible for any fees associated with the processing or remittance of submitted invoices by third parties on Client's behalf, and Client shall reimburse Avaap for any fees assessed against Avaap plus an additional administrative fee of five percent (5%) of the applicable invoice.

   8.5. In the event that payment is more than fifteen (15) days past due, Avaap may provide Client with notice of intent to suspend the Services. If Client does not remit full payment within ten (10) days of such notice, Avaap reserves the right to suspend the Services until Client makes payment in full, without incurring any obligation or liability to Client by reason of such suspension.

9. **Rescheduled Services.** Scheduled Services in a SOW are non-cancelable, although Client may reschedule scheduled Services upon providing at least thirty (30) business days advance written notice to Avaap; provided, however, that Client shall remain responsible for any additional costs or expenses incurred by Avaap as the result of such re-scheduling that cannot be reasonably avoided. Any other re-scheduling requests will be at Avaap's sole discretion and may result in additional costs.

10. **Intellectual Property Rights.** Upon full payment from Client, Avaap grants Client a perpetual, non-exclusive, limited license to use the Service Deliverables subject to the applicable SOW only for the internal business of Client for the purposes indicated in the SOW. Avaap retains exclusive ownership of all Intellectual Property Rights for the Services, Service Deliverables and any modifications of the Service Deliverables, including, without limitation, any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Client, and Client shall not acquire any rights, express or implied, other than the limited license indicated above. Without limiting the foregoing, if the Services include Avaap Materials, including, without limitation, education and training materials, Avaap retains exclusive ownership of all Intellectual Property Rights to the Avaap Materials and courseware (software, documentation and materials) provided to Client and such materials are licensed

and not assigned to Client on the same terms as the Service Deliverables. Training sessions may not be recorded without Avaap's prior written consent.

11. **Client Responsibilities.** In addition to Client's responsibilities set forth herein or in an SOW, Client shall cooperate with Avaap in the performance of the Services. Client acknowledges that Avaap's performance of the Services is dependent upon Client's timely and effective satisfaction of such responsibilities. If Client is unable to meet any of these responsibilities, an escalation process will be initiated to determine the impact associated with not meeting the requirements and, if necessary, a Project Change Request may be initiated in accordance with Section 4.

    11.1. **Workspace.** If necessary, Client will provide reasonable access, suitable office space, supplies, high speed connectivity to the Internet, and other facilities needed by Avaap Consultants while working at Client's location. The Avaap project team will be located in an area adjacent to Client's project personnel, and all necessary security badges and clearance will be provided for access to this area.

    11.2. **Technology.** Some tasks may be performed offsite by Avaap Consultants. To support the work effort as defined in the SOW, Client will provide Avaap Consultants remote access to Client's network and systems, as necessary, and access to all applicable project tools (e.g., Shared Network Drives, SharePoint, Email, team calendar). Client has and will retain sole control over the operation, maintenance, technical support, and management of, and all access to and use of Client's information technology infrastructure, including computers, software, databases, operating systems, electronic systems (including database management systems), and networks, whether operated directly by Client or through the use of a third party (collectively, "**Client Systems**") and secure, back-up and maintain all Client data and files. Client has and will retain sole responsibility for: (i) all Client Systems; and (ii) the security and use of Client's and its authorized users' access credentials. All Client workstations shall meet or exceed the software vendor's requirements regarding operating system, browser, and any and all other programs required for the software to function properly. Client will be responsible for any end user PC hardware or software upgrades required to meet the documented minimum PC standards.

12. **Confidential Information.** During the term of this Agreement, each party may disclose ("Discloser") to the other ("Recipient") its and its affiliates' confidential and proprietary information ("Confidential Information"), meaning information which, under the circumstances and due to the nature of the information, would appear to a reasonable person to be confidential and proprietary, including, without limitation, a party's services, products, strategies, designs, finances, forecasts, plans, processes, systems, pricing, intellectual property, techniques, and technical data. Confidential Information includes information regardless of form (oral, written, electronic or otherwise) and whether specifically marked "confidential." Each Discloser represents and warrants that it has the right to disclose the Confidential Information disclosed to Recipient and that such disclosure does not violate any laws, regulations or the rights of third parties. Discloser shall remain the sole and exclusive owner of its Confidential Information and nothing herein shall grant Recipient any rights in or to Discloser's Confidential Information except as necessary to perform, utilize or evaluate the Services as contemplated by this Agreement and the applicable SOW.

    12.1. Recipient shall (i) protect Discloser's Confidential Information from any use or disclosure, except as expressly authorized herein, using a standard of care at least equal to that which it uses to safeguard its own confidential information and in no event less than a reasonable standard of care, (ii) use Discloser's Confidential Information only to the extent necessary to perform its duties

and obligations under this Agreement and (iii) disclose Confidential Information only to those of Recipient's (and its affiliates') officers, directors, employees and agents ("Representatives") who "need to know" in order to perform their duties and obligations under this Agreement, provided each is bound by written agreement and/or employment policy to maintain confidentiality of Discloser's Confidential Information. Recipient shall notify promptly Discloser of any loss or unauthorized use or disclosure of Discloser's Confidential Information. Each party is liable for breach of this provision by its Representatives.

12.2. Non-Confidential Information. The confidentiality obligations of the Parties shall not extend to information that: (i) is, as of the time of its disclosure or thereafter becomes, part of the public domain through a source other than Recipient; (ii) is rightfully known to Recipient as of the time of its disclosure; (iii) is independently developed by Recipient without reference to Discloser's Confidential Information; (iv) is subsequently learned from a third party not under a confidentiality obligation to Discloser, or (v) is required to be disclosed pursuant to a duly authorized subpoena, court order, or government authority, whereupon Recipient shall, unless prohibited by law, provide prompt written notice to Discloser prior to such disclosure, so that such party may seek a protective order or other appropriate remedy. In the event that a protective order or other appropriate remedy is not obtained, Recipient agrees to limit any disclosure to only that portion of the Confidential Information which is legally required.

13. Service Warranty and Remedies. Avaap warrants that it shall perform the Services in a professional and workmanlike manner with reasonable skill and care. Avaap warrants that at the time of Services delivery and for thirty (30) days thereafter (the "Warranty Period"), the corresponding Service Deliverables shall materially conform to the applicable specifications set forth in the applicable SOW (the "Services Warranty"). The foregoing warranty shall not apply to the extent any Service Deliverables are modified by anyone other than Avaap after delivery.

Avaap may offer, install, implement or configure third-party products (meaning items such as, but not limited to, hardware, software and subscription services) as part of the Services. Title to any third-party software or subscription services technology will remain with the third party, and Client's rights in such software or subscription services are specified in the license agreement, subscription agreement or other contractual relationship between such third party and Client. Client acknowledges that Avaap is not the manufacturer, licensor or owner of the third-party products and that the only warranties offered are those of the third party, not Avaap. In purchasing, licensing or subscribing to third party products, Client relies on the third party's specifications and warranties only and not on any statements, images or other information that may be provided by Avaap, and Avaap shall have no liability whatsoever for third party products, including, without limitation, any defects or non-conformity of such products. Client further agrees to review and comply with the third party's terms and restrictions regarding the use of its products, including, without limitation, any restrictions on exporting the third-party products outside of the United States.

The specifications for Service Deliverables shall be described in each SOW. In the event that Client notifies Avaap in writing of a breach of the Services Warranty within the Warranty Period, Avaap will perform a commercially reasonable re-work of the Service Deliverable not meeting specifications at no additional charge within the Cure Period (as defined herein). "Cure Period" means a period of thirty (30) days from the date Avaap receives the notice from Client. In the event that Avaap is unable to reasonably remedy the breach within the Cure Period, Avaap shall refund to Client the amounts paid by Client for the applicable Service Deliverables which fail to conform to the Services Warranty. The remedies set forth herein are the sole remedies available to Client, except where the breach of warranty

constitutes a material breach of this Agreement, then Client may elect to terminate this Agreement in accordance with the Section 19 (Term and Termination).

EXCEPT FOR THE LIMITED WARRANTY PROVIDED ABOVE WITH RESPECT TO THE SERVICES AND SERVICE DELIVERABLES, AVAAP MAKES NO WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE SERVICES, SERVICE DELIVERABLES OR THIRD-PARTY PRODUCTS AND EXPRESSLY DISCLAIMS THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

14. INDEMNIFICATION; LIMITATION OF LIABILITY

14.1. Avaap shall defend, indemnify, hold harmless Client from and against all third-party claims, demands, liabilities, costs and/or expenses, including reasonable attorneys' fees, based on a claim that the Service Deliverables, as provided by Avaap, directly infringe any valid U.S. patent, copyright, trademark, or trade secret of a third party.

The foregoing indemnification obligation is conditioned on Client (i) notifying Avaap promptly in writing of such action, (ii) reasonably cooperating and assisting in such defense, and (iii) giving sole control of the defense and any related settlement negotiations to Avaap with the understanding that Avaap may not settle any claim in a manner that admits guilt or otherwise prejudices Client, without consent, which consent shall not be unreasonably withheld, conditioned, or delayed. If a claim against Client is brought or, in Client's sole opinion, is likely to be brought, Avaap may, at its option and expense, (A) obtain the right for Client to continue using the Service Deliverable; (B) replace or modify the affected Service Deliverables so that they become non-infringing; or (C), upon notice to Client, terminate the applicable SOW or Client's use of the affected Service Deliverable and provide Client with a refund for the affected Service Deliverable.

The foregoing indemnification obligation does not apply to third party products or with respect to portions or components of the Service Deliverables: (i) that are modified after delivery by Avaap by a party not authorized by Avaap; (ii) that are combined with other products, processes or materials not provided by Avaap where the alleged infringement arises out of such combination; (iii) that are used or distributed by Client outside of their intended purpose; (iv) to the extent that any such infringement claim is attributable to specifications furnished by Client; or (v) where Client continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement.

This Section 14.1 states Avaap's sole liability to Client and Client's exclusive remedy against Avaap for any infringement claim.

14.2. OTHER THAN FOR INDEMNIFICATION BY AVAAP FOR INFRINGEMENT AS PROVIDED ABOVE, OR FOR BODILY INJURY OR DIRECT DAMAGE TO REAL OR TANGIBLE PERSONAL PROPERTY TO THE EXTENT CAUSED BY AVAAP'S GROSS NEGLIGENCE, WILLFUL OR RECKLESS MISCONDUCT, AND/OR FRAUD, AVAAP'S AND ITS SUBCONTRACTORS' AGGREGATE AND CUMULATIVE LIABILITY FOR DAMAGES TO CLIENT HEREUNDER, WHETHER IN CONTRACT OR TORT, SHALL BE LIMITED TO ACTUAL DIRECT MONEY DAMAGES IN AN AMOUNT NOT TO EXCEED THE FEES PAID OR OWED BY CLIENT UNDER THE APPLICABLE SOW FOR THE SERVICES IN THE SIX (6) MONTH PERIOD PRIOR TO THE FIRST EVENT GIVING RISE TO THE CORRESPONDING

DAMAGE CLAIM. THE PARTIES SHALL EACH USE REASONABLE EFFORTS TO MITIGATE THEIR DAMAGES. THESE LIMITATIONS ARE REASONABLE AND REPRESENT THE AGREED ALLOCATION OF RISK BY THE PARTIES.

UNDER NO CIRCUMSTANCES SHALL AVAAP BE LIABLE TO CLIENT FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOSS OF PROFITS, LOSS OF DATA OR LOSS OF USE OF DATA, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR OTHERWISE, AND EVEN IF CLIENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSS.

15. **Insurance.** Avaap shall maintain, at all times during the term of this Agreement, the following insurance coverage:

    15.1. Workers Compensation as required by law;

    15.2. Commercial General Liability Insurance: $1,000,000 per occurrence, $2,000,000 aggregate;

    15.3. Automobile Liability: $1,000,000 combined single limit;

    15.4. Umbrella Liability: $10,000,000 per occurrence, $10,000,000 aggregate;

    15.5. Technology E&0: $10,000,000 aggregate; and

    15.6. Cyber Liability: $5,000,000 aggregate.

16. **Non-Solicitation.** Client understands that Avaap Consultants are valuable and unique assets of Avaap. Unless otherwise mutually agreed to by the Parties in writing, Client shall not, directly or indirectly, hire, solicit, employ or contract with any Avaap Consultant during the term of this Agreement, and for a period of twelve (12) consecutive months thereafter; provided, however, that such provision shall not be deemed to restrict Client from hiring any Avaap Consultant responding to a broad solicitation directed to the general public. For breach of this Section, Client agrees to promptly pay Avaap an amount equal to the annual salary of the Avaap Consultant in the year prior (if the Avaap Consultant is an employee) or such Avaap Consultant's annual compensation based on 2000 hours at the Avaap Consultant's standard hourly rate (if the Avaap Consultant is a contractor).

17. **Force Majeure.** Neither Party shall be in default of its obligations under this Agreement or liable to the other party for any noncompliance arising from causes beyond the reasonable control of the party, including, without limitation, acts of God, fires, floods, natural disasters, actions by governmental authorities, communication failures and any other equipment or telecommunication problems. Each party shall use reasonable efforts to resolve promptly any type of excusable delay.

18. **Governing Law and Dispute Resolution; Limitation of Action.** This Agreement and the rights of the Parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio, without reference to choice of law principles. Subject to the dispute resolution and arbitration provisions contained in this Agreement, any action related to or arising out of this Agreement shall be brought in a court of competent jurisdiction situated in Franklin County, Ohio, and each Party submits to personal jurisdiction in and waives any objection to venue in Franklin County, Ohio. In the event of any such proceeding, the prevailing party shall be entitled to recover from the non-prevailing party (in addition to other relief to which it may be entitled) its reasonable attorneys' fees and costs

incurred through final resolution. No action, regardless of form, arising under or relating to this Agreement, any SOW, or the Services provided by Avaap may be brought by Client more than one (1) year after the cause of action has accrued.

19. **Term and Termination.** This Agreement shall commence on the Effective Date and shall continue in full force and effect thereafter unless and until terminated in accordance with the provisions of this Agreement.

19.1 Termination upon Material Breach. In the event of any material breach of this Agreement by either Party, the other Party may terminate this Agreement by giving thirty (30) days prior written notice thereof, provided however, that this Agreement shall not terminate at the end of said thirty (30) days' notice period if the Party in breach has cured the breach within such period. Failure of Client to fully pay any invoiced amount within sixty (60) days after the date of the invoice shall be deemed a material breach of this Agreement for which there is no cure.

19.2 Termination for Convenience. Either Party may terminate this Agreement upon providing written notice to the other party if there are no outstanding Statements of Work.

19.3 Automatically for Insolvency. This Agreement and all outstanding Statements of Work shall automatically terminate if either Party becomes insolvent, files a bankruptcy petition, becomes the subject of an involuntary bankruptcy petition, makes a general assignment for the benefit of creditors, has a receiver appointed for its assets, or ceases to conduct business.

20. **Issue Resolution.** Any issue that has an adverse impact on the quality and timeliness of work or the performance of either party shall be resolved using procedures described in this Section. As soon as an issue is recognized, it shall be communicated to the Client project sponsor and Avaap project account executive. The issue notification shall, at a minimum, contain the following information, if applicable:

20.1. Description of the issue

20.2. Its impact on scope, quality, and performance

20.3. Its impact on the SOW

20.4. Its impact on any Service Deliverables

20.5. Suggested resolutions

20.6. Time frame for issue resolution

20.7. Once an issue has been raised, Client project sponsor and Avaap project account executive shall use their good faith efforts to resolve such issue within two weeks. If Client project sponsor and Avaap project account executive are not able to resolve the issue, the next responsible person in the hierarchy of the two organizations shall be involved in order to resolve the issue.

21. **Arbitration; Waiver of Jury Trial.** If despite the Parties' good faith efforts, an issue is not resolved through the Issue Resolution procedure provided in this Agreement within thirty (30) days from the date the issue was raised, such issue and any other claim, dispute or controversy arising out of this

Agreement shall be determined by confidential arbitration in Franklin County Ohio. Any arbitration of any dispute shall be subject to the Commercial Arbitration Rules (the "Rules") of the American Arbitration Association. The arbitration award shall be in writing and state the reasons thereof and shall be final and binding and enforceable by the prevailing party. To encourage the Parties to resolve disputes without resorting to arbitration, the prevailing party in any arbitration shall be awarded reasonable attorney fees. The obligation to arbitrate disputes hereunder shall not prevent either Party from seeking preliminary or other temporary relief reasonably necessary to protect its rights in advance of or during any arbitration proceedings.

EACH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT.

22. **No Third-Party Beneficiaries.** This Agreement is for the sole benefit of the Parties hereto and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

23. **Use of Name.** Client grants to Avaap the right to identify Client in Avaap's published list of customers and in its marketing materials. If requested by Client, Avaap will follow guidelines prescribed by Client in using Client's name, trademarks, or logos, as applicable.

24. **Severability.** In the event, any one or more of the provisions of this Agreement (or of any SOW) is held invalid or otherwise unenforceable, it shall be replaced by an enforceable provision which most closely reflects the Parties' original intent and the enforceability of all the remaining provisions shall be unimpaired and remain in full force and effect.

25. **Survival.** In the event of termination or expiration of this Agreement, those provisions which by their nature or effect are required or intended to be observed, kept or performed after termination including, without limitation, provisions related to payment, indemnification, and confidentiality will survive termination and remain binding upon the Parties.

26. **Notices**. All notices required under this Agreement must be in writing and delivered via hand delivery, overnight commercial delivery service, or United States certified mail (return receipt requested). Notices shall be effective upon receipt and shall be sent to the attention of Avaap's Chief Executive Officer at the address below or on the applicable SOW (unless a different address has been designated by notice to the other Party in writing).

If to Avaap at:

Avaap U.S.A. LLC
1400 Goodale Blvd.
Suite 100
Columbus, OH 43212

With a copy to:

Avaap U.S.A. LLC
Attn: Legal Department
Email: Legal@avaap.com

If to Client at:

27. **Relationship of the Parties.** The relationship of the Parties is that of an independent contractor. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint

venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

28. **Non-Exclusive Agreement.** Nothing in this Agreement shall be construed to limit or restrict Avaap from entering into similar arrangements or providing similar services to third parties.

29. **Assignment.** This Agreement may not be assigned, transferred or delegated by either Party except with the other Party's prior written consent; provided, however, that the foregoing shall not apply to an assignment by Avaap to a subsidiary, parent, or any successor entity in the event that such Avaap shall change its corporate name, merge, or consolidate with another company or such third party acquires substantially all of Avaap's business or assets. Further, nothing contained herein shall preclude Avaap from using subcontractors to perform the Services hereunder. This Agreement is binding upon and inures to the benefit of the Parties hereto and their respective successors and permitted assigns.

30. **Section Headings.** The Section headings contained in this Agreement are for convenience of reference only and shall not affect the meaning or interpretation hereof.

31. **Entire Agreement; Amendment and Modification; Waiver; Counterparts; Electronic Signatures.** This Agreement, together with the pertinent SOW(s), constitutes the entire agreement with respect to the subject matter hereof and supersedes all other oral or written representations, understandings, or agreements relating to the subject matter hereof. In making its determination to proceed with an engagement under this Agreement, neither Party has relied on any representations of the other party except as expressly set forth in this Agreement or the pertinent SOW(s). Any amendment or modification of this Agreement shall be effective only if it is in writing and signed by both Parties. No waiver by either Party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Waiver by either Party of any breach of any provision of this Agreement shall not be deemed a continuing waiver and shall not affect any subsequent breach of the same or different provisions of this Agreement. No failure or delay in enforcing this Agreement shall constitute a waiver of either Party's right to enforce this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one instrument. This Agreement may be executed and delivered via facsimile or electronic scan (PDF). The Parties understand and agree that they have the right to execute this Agreement through paper or through electronic signature technology. The Parties agree that to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature.

IN WITNESS WHEREOF, Avaap and Client have caused this Master Services Agreement to be executed and delivered by their respective duly authorized representatives as of the Effective Date.

Avaap U.S.A. LLC		**Client:**	
By:	_____	By:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date	_____	Date	_____

Proposer to describe the overall contract structure, including how (if any) MOUs or other inter-party agreements between sub-contractors would be structured

Workday requests that separate contracts be awarded to the software implementer and Workday vs having Workday subcontract with the software implementer. A joint contract that covers both implementation (a short-term, highly collaborative process subject to potential changes) and the Cloud subscription (a long-term subscription for a commercial solution which is delivered the same way to all customers, using the same highly audited security rules and infrastructure) has inherent challenges due to the different nature of each engagement. Concerns about finger-pointing by the two vendors can be mitigated by ensuring that there is a clear process to be followed when there is some doubt as to whether unexpected results are due to the implementation or a software issue. Use of a one-to-many Cloud solution that has already been implemented and is in use by many large and small public sector entities also helps mitigate that concern; since all live Workday customers are using the same release of the Workday Service as City of Superior will be implementing, software "bugs" are likely to have been identified by the live customers and are less likely to be discovered for the first time during an implementation.

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)?

In addition to being able to contract directly with Workday, the City could leverage one of several contracting vehicles to purchase Workday including OMNIA partners, NASPO ValuePoint, and Texas DIR.

These cooperative purchasing agreements vehicles enable publicly funded or nonprofit organizations in the U.S.to adopt Workday's cloud-based finance, human resources, planning, and budgeting more quickly and efficiently with pre-negotiated government approved terms. Upon selection, Workday is happy to provide additional guidance on which contracting approach is best for City of Superior and share information about other customers that have purchased through the proposed buying vehicle. In the meantime, the links below provide additional details on Workday's contract vehicles.

https://naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/workday-inc/

https://www.omniapartners.com/suppliers/workday/public-sector

https://dir.texas.gov/contracts/dir-tso-4242

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 _X_ Yes No

Please see the Can/Am Teller Sample Agreement below.

Teller Software as a Service Agreement

This is the Teller Software as a Service Agreement **("Agreement")** dated as of <date> (the "**Effective Date**") between Can/Am Technologies Inc. ("**CanAm**") a company incorporated under the laws of Colorado, having its principal place of business at 1819 Denver West Dr, Suite 225, Lakewood, CO 80401 and City of Superior, WI, having its principal place of business at 11316 N 14th St. Superior, WI 54880 (hereinafter referred as **"Client")**.

RECITALS

1. Pursuant to the terms of this Agreement, CanAm will provide a web-based system to manage point of sale processes for Client.

2. This system assists Client in managing revenue intake from cashiering to balancing, providing reconciliation workflows, and is intended to provide Client with reporting and visibility into financial transactions, increasing the accountability and transparency of financial management for Client.

AGREEMENT

Client and CanAm agree as follows:

1. DEFINITIONS

1.1. Agreement – this document and all schedules attached or incorporated by reference, and any subsequent addendums or amendments made in accordance with the provisions hereof.

1.2. Annual Software as a Service Fee – the annual fee payable by Client (either to CanAm directly or to an authorized CanAm reseller, as applicable) for the use of Teller software, including Teller support services, including Updates, and SaaS Services provided by CanAm under this Agreement.

1.3. Concurrent User – means the users who are logged on at the same time and sharing a finite number of licenses.

1.4. Confidential Information – has the meaning set out in section 13 of this Agreement.

1.5. Configuration(s) – all work required to configure Teller to reflect the business rules, workflow, security, and data requirements of Client. Configuration includes any custom reports, Interfaces, Plugins, and conversion scripts developed for Client.

1.6. Defect – a program error that will cause Teller to crash, or program algorithms or logic that produce incorrect results. Defects pertain to the intended operation of Teller as delivered to Client, but do not pertain to subsequent errors brought about by Infrastructure changes made by Client or any other Third-Party. Defects do not include changing user preferences, report or screen aesthetics, presentation standards, or validity of converted data. With the exception of Interfaces that connect Teller to Third-Party software as set out in a statement of work, defects do not pertain to problems arising from Third-Party Software interfaced to Teller, or to problems arising from Teller Configurations not developed by CanAm.

1.7. Enhancement – any work requested by Client to alter existing Teller features, or to add any new features or functions to Teller software.

1.8. Force Majeure – circumstances beyond a Party's reasonable control, including, without limitation, acts of God, acts of any governmental body, war, insurrection, sabotage, armed conflict, embargo, fire, flood, pandemics, unavailability or interruption in telecommunications or Third-Party services, virus attacks or hackers, failure of Third-Party Software, or inability to obtain power used in or equipment needed for provision of the Services.

1.9. SaaS Services – the services provided at the Third-Party hosting facility that are provided by CanAm to Client.

1.10. SaaS Services Site – the Third-Party hosting facility, at a U.S. location of CanAm's choice, at which servers and related equipment are located.

1.11. SaaS Services SLA – the SaaS Service Level Agreement as provided in Exhibit B, and any subsequent addendums or amendments made in accordance with the provisions herein.

1.12. Client Infrastructure – any Client owned, leased, or licensed information technology hardware and/or software that is required by Client to perform business functions. This hardware and/or software can be providing the infrastructure needed to perform these functions or can also be used as a gateway to an external, non-client owned, infrastructure that provides the necessary business functions.

1.13. Deliverables – the services deliverables, documentation and defined milestone objectives set forth in a Statement of Work. For greater certainty, Deliverables shall not include any Third-Party Software or related documentation licensed directly to Client from a Third-Party, or any modifications or enhancements thereto or derivatives thereof.

1.14. Intellectual Property – property that derives from the work of the mind or intellect, specifically, an idea, invention, trade secret, process, program, data, formula, patent, copyright, or trademark or application, right, or registration. Intellectual Property includes: a) Teller pre-existing and newly developed software, or pre-existing and newly developed software Configurations (including stock report definitions) of CanAm; b) CanAm methodologies, processes, tools, and general knowledge of the matters under consideration; and c) any pre-existing or newly-acquired material provided to Client by CanAm under separate license. For clarity, Intellectual Property does not include Third Party APIs that are incorporated into Teller solely as an Interface to Client devices or Third Party Software.

1.15. Interface – a connection with Third Party Software or hardware used to deliver a unified end user experience.

1.16. Named User – an individual internal to Client who has access to the Teller Production Database. A Named User may access the Teller Production Database from any workstation on Client's network or intranet, or via the Internet.

1.17. On Call Support – support outside of CanAm's support desk coverage (6 a.m. to 6 p.m. MT excluding CanAm published holidays).

1.18. Party or Parties – referring to CanAm or Client or both.

1.19. Plugin – additional functionality that extends core Teller features. Plugins may be added to Teller to permit additional functionality. Licensed Plugins are fully supported and may have their own release cycle separate from the Teller product release cycle.

1.20. Production Environment – the environment provided to Client for end user official business use.

1.21. Response Time – the target time for CanAm to respond to Critical, High, Medium, and Low support requests (as defined in Section 6.3 of this Agreement).

1.22. Service(s) – the professional services to be provided pursuant to the Statement of Work (Exhibit C) or other written request.

1.23. Source Code – any and all program code or database definitions developed by CanAm programmers using a formal programming language and used by Teller software.

1.24. Specifications – means the requirements of the Deliverables as set forth in the Statement of Work (Exhibit C) or an amendment to this Agreement.

1.25. Statement of Work (SOW) – a document that describes the implementation services, software products, and other deliverables to be provided by CanAm (including its subcontractors if applicable) to Client under this Agreement. The Statement of Work is attached to this Agreement as Exhibit C.

1.26. Teller – an enterprise Point of Sale system that manages revenue intake from cashiering to balancing and reconciliation workflows in a single integrated database. Teller includes the reports and documentation that come with the Teller software.

1.27. Teller Annual Software as a Service Agreement – the document (i.e., this Agreement) which provides the terms and conditions under which the right to use Teller is provided to Client.

1.28. Test Environment – the environment set up by CanAm to provide testing and training capability for Client.

1.29. Third-Party – a person, corporation, organization, or entity other than Client or CanAm.

1.30. Third-Party Software – any identifiable product embedded in and/or linked to Teller software, but to which the proprietary rights belong to an independent Third-Party.

1.31. Update(s) – updates to Teller issued by CanAm, generally every six (6) weeks, to general availability for Teller Clients.

2. SCOPE OF AGREEMENT

2.1. By this Agreement, CanAm agrees to provide Client with a single Annual Subscription Software License to use Teller in the Production Environment. This License includes the number of Interfaces, Concurrent Users, and/or Named Users identified in Exhibit A and subsequent purchase orders.

2.2. Client and CanAm agree that CanAm may opt to permit the use of this Agreement by broader public sector entities to procure Teller Software as a Service according to the terms and conditions of this Agreement as follows:

"Broader Public Sector Entities" means other political subdivisions, municipalities, tax-supported agencies and non-profit entities in the United States, including all local and state government agencies, academic institutions, school boards, special districts and any other public entities as acknowledged by the Federal government and any other public entities as agreed by Client.

With respect to purchases by Broader Public Sector entities, Can/Am acknowledges that such Broader Public Sector Entities shall make purchases in their own name, make payments directly to CanAm, and shall be liable directly to CanAm, holding Client harmless.

3. TERM OF AGREEMENT

3.1. This Agreement will remain in effect for a period of one (1) year from signing and will be renewed annually thereafter upon payment by Client of the Annual Software as a Service Fee within thirty (30) days of receipt of the renewal invoice, unless otherwise revised or terminated under the provisions of this Agreement. Each annual renewal invoice will be issued thirty (30) days prior to renewal.

4. GRANT OF LICENSE

4.1. This Agreement provides Client with a non-exclusive and non-revocable license for Teller as identified in Exhibit A of this Agreement. This license will be effective for as long as this Agreement is in place and Client remains current with payment of their Annual Software as a Service Fee.

4.2. Client is licensed to use Teller in one (1) Test Environment and one (1) Production Environment at CanAm hosting site.

4.3. Client is licensed to use Teller only for processing transactions associated with Client's business or public purposes. Any other use of Teller by Client is not permitted.

5. SOFTWARE AS A SERVICE FEE

5.1. Client agrees to pay an Annual Software as a Service Fee as specified in Exhibit A for license rights to Teller and for associated Teller support and Teller SaaS Services. The first year of the Teller Software as a Service Fee is billable upon execution of this agreement.

5.2. Client may subsequently add licenses and users throughout the Term for an additional price as set out in Exhibit A.

5.3. The Annual Software as a Service Fee does not include Configuration. CanAm may provide these Services for additional charge under a SOW or directly as professional services for the time and materials hourly rate established in Exhibit A.

5.4. Client agrees to remit payment annually within 30 calendar days of receipt of the invoice. CanAm reserves the right to charge Client one (1) per cent interest per month on the undisputed outstanding balance of any fees or expenses not paid with thirty (30) days of date of invoice.

6. SUPPORT SERVICES

6.1. CanAm agrees, during the term of this Agreement, to provide Teller support services in a timely and professional manner. CanAm will provide unlimited technical support for Client's Teller support

personnel described in Section 7.2 of this Agreement. Support pertains to Teller and licensed Teller Plugins.

6.2. The Teller support web site will be available 24 x 7 for submitting Client support requests. The Teller support desk will be staffed from 6:00 a.m. to 6:00 p.m. Mountain Time, Monday to Friday, excluding CanAm published holidays. Extended hours of On Call Support outside of these working hours can be provided at additional rates per Section 8.

6.3. When Client submits a support request through the Teller support web site during normal CanAm hours for support, as specified in Section 6.2 of this Agreement, CanAm and Client will categorize, and CanAm will escalate as appropriate, the support request according to the following criteria. To ensure the listed Response Time, Client must call the provided Teller support toll-free number to report or confirm Critical and High priority issues.

Severity	Definition	Response Time	Resolution Time
Critical	Client site is down. Major impact to operations of Client site.	< 15 minutes	Immediate and ongoing effort, with daily reporting to Client as necessary until a work-around or fix has been provided.
High	Major impairment of at least one important function at Client site. Operations at Client site are impacted. All important Client functions are working albeit with extra work.	< 1 hour	Proceed with fix as high priority work with reporting to Client as necessary until a work-around or fix has been provided.
Medium	Client Operations not significantly impacted. One or more minor Client functions not working. Major usability irritations impacting many staff at Client.	< 4 hours	Proceed with fix as medium priority work, according to schedule set by CanAm.
Low	Minor usability irritations. Work-around exists.	< 2 business days	Proceed with fix as low priority work, according to schedule set by CanAm

6.4. The Software as a Service Fee does NOT include technical support for Configurations and Third-Party Software not embedded within Teller, such as (but not limited to) operating system software and Microsoft Office products. Technical support for Teller related Third-Party hardware that may be used by Client, including scanners, printers, credit terminals, and other hardware peripherals is also not included.

6.5. CanAm will not begin charging Client for resolution of a non-Teller related problem until CanAm demonstrates to Client that the source of the problem is not related to a Teller Defect and Client has authorized work to resolve the issue. No time will be charged to Client for Teller Defects reported to CanAm.

6.6. Unless otherwise specified, Teller product warranty and support activities will be conducted at and deployed remotely. Travel and living expenses to provide on-site services deemed by CanAm at its sole discretion as required to repair a Teller Defect will not be charged to Client.

7. CLIENT OBLIGATIONS AND RESPONSIBILITIES

Unless otherwise stated in a separate agreement between the parties or in a Schedule of this Agreement, the following tasks will be the sole responsibility of Client:

7.1. Infrastructure Support –managing the local Internet Service Provider (ISP) providing Client its internet connection and/or its wireless service; managing its own networks; managing all desktop and mobile hardware for Client staff and implementing its own security policies and procedures.

7.2. First-Line Teller Support – Client is responsible for providing first-line Teller support to Client staff. First-line Teller Client support is responsible for researching issues and assessing if they are the result of a Teller Defect. Client will identify a limited number of Client staff entitled to submit Teller support requests.

7.3. Future Updates – Client acknowledges that future Updates of Teller software may require different or additional Client equipment and/or software to function properly. CanAm will provide Client with sufficient notification of such requirements. Client will be responsible to fund, acquire, install, and maintain such different or additional equipment and/or software.

8. PROFESSIONAL SERVICES

8.1. At the request of Client, CanAm may provide any or all of the following professional services: development of custom Configurations, report development, training, extended warranty, first line Teller support, On Call Support, and any other consulting activity. CanAm professional services may be purchased for an all-inclusive fixed-cost, or on a time-and-materials basis. All time and materials services will be approved in advance by the Client in a mutually agreed Statement of Work or other written request, and invoiced monthly based on the rates specified in Exhibit A. For fixed-cost services, all terms, conditions, and costs will be specified in a mutually agreed Statement of Work.

8.2. CanAm will perform the Services and provide the deliverables that are described in each Statement of Work in accordance with the terms of the SOW and this Agreement, for the price and in accordance with the delivery dates and Specifications described in the Statement of Work.

9. PAYMENT FOR SERVICES

9.1. Client will pay (either to CanAm directly or to an authorized CanAm reseller, as applicable) the fees set out in the Statement of Work, plus all applicable taxes, upon acceptance of deliverables specified in the Statement of Work, subject to receipt of invoices from CanAm.

9.2. CanAm will submit invoices and other supporting documentation which may be required by Client describing the Services and deliverables for which payment is claimed.

9.3. Client will pay, without set-off or deduction, each invoice or undisputed portion of an invoice within thirty (30) days from receipt of the invoice. Any disputes will be resolved according to the dispute resolution process set out in Section 17 of this Agreement. CanAm reserves the right to charge Client one (1) per cent interest per month on any undisputed outstanding balance of any fees or expenses not paid within thirty (30) days of date of invoice.

10. SOURCE CODE

10.1. This license will provide Client with run-time only capability for Teller as described in Section 2 of this Agreement.

10.2. Source code (metadata) to custom Configurations, reports, and specialized code developed specifically for Client will be provided to Client upon request.

11. REPRESENTATIONS AND WARRANTIES

11.1. CanAm will repair Teller Defects reported by Client during the term of this Agreement at no additional charge to Client. CanAm will make all reasonable efforts to resolve Defects quickly, via an Update if necessary.

11.2. The warranty on all CanAm-developed custom Configuration is defined in the applicable SOW. Subject to clause 11.4, licensed Interfaces are warranted. Material changes to the Client environment may require additional fee-based work.

11.3. CanAm does not provide warranty for any custom Configuration, custom code not developed by CanAm, or Third Party files included with Teller that are required to integrate with equipment or Third Party software.

11.4. CanAm warrants that it has full power and authority to grant this Teller license and that as of the effective date of this Agreement, the Teller software does not infringe on any existing Intellectual Property rights of any Third Party. If a claim of infringement is made by any Third Party, CanAm may, at its sole option either:

a) secure for Client the right to continue using the Teller software; or

b) modify the Teller software so that it does not infringe.

If CanAm cannot or does not either secure for Client the right to continue using the Teller software or modify the Teller software so that it does not infringe, Client may terminate this Agreement for CanAm's breach under Section 15.2. This represents Client's sole and exclusive remedy with respect to this warranty.

CanAm has no obligation to indemnify Client under this Section if any infringement claim is based upon or caused by the following: (i) a use for which Teller was not designed or specified; (ii) design specifications or any data, information, drawings, manuals, script, or like materials provided by Client to CanAm, which has resulted in the infringement action; and/or (iii) the unapproved combination, operation or use of Teller with any other Third Party product not provided by CanAm, to the extent that such combination, operation, or use results in the loss, damage, claim or expense in question. CanAm provides no warranty whatsoever for any Third Party software or hardware products. In the event of an infringement claim for which Client is or may be entitled to indemnification hereunder, CanAm will assume the defense at CanAm's sole expense. CanAm will consult with Client regarding any settlement of any Third Party Claim but shall not be required to receive Client's consent to settle any such claim, provided that no settlement shall require Client to admit any wrongdoing without Client's consent. Notwithstanding the foregoing, Client is entitled to be represented in any such action, suit, or proceeding at its own expense and by counsel of its choice.

11.5. TO THE MAXIMUM EXTENT PERMITTED BY LAW, CANAM AND ITS LICENSORS AND SUPPLIERS DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABLE QUALITY OR FITNESS FOR PARTICULAR PURPOSE, WHETHER ARISING BY STATUTE OR IN LAW OR AS A RESULT OF A COURSE OF DEALING OR TRADE USAGE.

11.6. THIS SECTION 11 SETS OUT THE SOLE AND EXCLUSIVE REMEDY WHICH APPLIES OR SHALL APPLY TO TELLER AND THE SERVICES. NO ORAL OR VERBAL ADVICE OR INFORMATION GIVEN BY EITHER PARTY, THEIR AFFILIATES OR ITS OR THEIR AGENTS, SERVANTS, EMPLOYEES, OR REPRESENTATIVES, SHALL CREATE A DIFFERENT OR GREATER WARRANTY, AND THE PARTIES ACKNOWLEDGES THAT IT MAY NOT RELY UPON ANY SUCH ORAL OR WRITTEN COMMUNICATIONS TO CREATE OR ESTABLISH WARRANTY RIGHTS IN EXCESS OF THE SOLE AND EXCLUSIVE WARRANTY HEREIN.

12. OWNERSHIP OF SOFTWARE AND DATA

12.1. CanAm has exclusive licensing and distribution rights for Teller software (Copyright © 2004 – 2025, all rights reserved), including Teller; licensed Teller Plugins, and licensed Teller Interfaces within the United States of America and Canada. Client will not remove any ownership or copyright notices from Teller software or documentation. Reproduction, disassembly, decompilation, transfer, reverse engineering, or disclosure to others, in whole or in part, of Teller is strictly prohibited.

12.2. CanAm is, and will remain, the exclusive owner, or is the authorized agent of the owner of Teller proprietary information, and all patent, copyright, trade secret, trademark, and other Intellectual Property rights remain solely with CanAm. No license or conveyance of any such rights to Client is granted or implied under this Agreement.

12.3. CanAm will retain ownership of the Intellectual Property associated with Enhancements or Interfaces developed by CanAm for Client.

12.4. Client is deemed to own any custom Configuration for their Teller installation. Client grants CanAm a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, sublicense, modify, and sell the custom Configuration developed pursuant to this Agreement without compensation to Client.

12.5. Notwithstanding anything to the contrary herein, each Party and its respective personnel and contractors shall be free to use and employ its and their general skills, know-how, pre-existing IP and expertise, and to use, disclose, and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of any assignment, so long as it or they acquire and apply such information without disclosure of any Confidential Information of the other Party.

12.6. Client may not sell, rent, lease, give, distribute, assign, pledge, sublicense, loan, timeshare, or otherwise transfer Teller software or documentation to any other Party. Client agrees not to distribute Teller as part of any other software product, commercial or otherwise, without the prior written approval of CanAm.

12.7. Client will retain sole and complete ownership of its data at all times, regardless of the location of the data, and CanAm may not make any use of Client data other than for testing and Service delivery purposes, without the prior written consent of Client.

13. CONFIDENTIAL AND PROPRIETARY INFORMATION

13.1. Each Party will hold in confidence, and will not disclose to any unauthorized personnel, any confidential or proprietary information of the other Party. Each Party will use such confidential or proprietary information only for the purpose for which it was disclosed.

13.2. As used in this Agreement, the term “confidential or proprietary information” (“Confidential Information”) means all trade secrets or proprietary information designated as such in writing by one Party to the other. All software code in source of object format will be deemed to be proprietary information regardless of whether it is marked as such. Information which is orally or visually disclosed by one Party to the other, or is disclosed in writing without an appropriate letter, proprietary stamp, or legend, will constitute proprietary information of the releasing Party if:

a) it would be apparent to a reasonable person, familiar with the business of the releasing Party and the industry in which it operates, that such information is of a confidential or proprietary nature; or

b) The releasing Party, within thirty (30) calendar days after such disclosure, delivers to the receiving Party a written document describing such information and referencing the place and date of such oral, visual, or written disclosure, and the names of receiving Party personnel to whom such disclosure was made.

13.3. Each Party will only disclose Confidential Information received by it under this Agreement to personnel who have a need to know such Confidential Information for the performance of its duties and who are bound by an agreement to protect the confidentiality of such Confidential Information.

13.4. Each Party will adopt and maintain programs and procedures which are reasonably calculated to protect Confidential Information, and will be responsible to the other Party for any disclosure or misuse of Confidential Information which results from a failure to comply with this provision. Each Party will promptly report to the other Party any actual or suspected violation of the terms of this Agreement and will take all reasonable further steps requested by the offended Party to prevent, control, or remedy any such violation.

13.5. The obligations of each Party specified above will not apply with respect to any Confidential Information, if the receiving Party can demonstrate, by reasonable evidence, that such Confidential Information:

a) was generally known to the public at the time of disclosure or becomes generally known through no wrongful act on the part of the receiving Party;

b) was already in the possession of the receiving Party at the time of disclosure;

c) becomes known to the receiving Party through disclosure by sources having the legal right to disclose such Confidential Information;

d) was independently developed by the receiving Party without reference to, or reliance upon, the Confidential Information; or

e) was required to be disclosed by the receiving Party to comply with applicable laws or governmental regulations, provided that the receiving Party provides prompt written notice of such disclosure to the offended Party and takes reasonable and lawful actions to avoid and/or minimize the extent of such disclosure and, if possible, ensure that the confidentiality obligations of this Agreement are maintained.

13.6. If Client is subject to freedom of information legislation CanAm agrees to adhere to the standards outlined in such legislation regarding protection of privacy and disclosure of records with respect to all work done for Client pursuant to this Agreement.

13.7. Upon termination of this Agreement, each Party will make all reasonable efforts to return to the other Party all tangible manifestations, and all copies thereof, of Confidential Information received by the other Party under this Agreement, if requested to do so by the disclosing Party. In addition, each Party shall certify in writing that it has not retained any copies of any materials belonging to or furnished by the other Party, and that any software provided by the other Party pursuant hereto has been deleted from that Party's computer and no copies have been retained in any form. The foregoing obligation shall not apply to Confidential Information that: (i) a Party deems necessary to retain to comply with applicable laws and regulations; and (ii) exists only as part of regularly generated electronic backup data, destruction of which is not reasonably practicable.

14. LIMITATIONS OF LIABILITY AND INDEMNITY

14.1. CANAM'S MAXIMUM TOTAL LIABILITY FOR ANY THIRD PARTY ACTION, CLAIM, LOSS OR DAMAGE ARISING OUT OF TELLER AND THE PERFORMANCE OF ANY SERVICES IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, CLAIM, LOSS OR DAMAGE, BE IT CONTRACT, TORT, STATUTE OR OTHERWISE, SHALL BE AN AWARD FOR DIRECT PROVABLE DAMAGES THAT IN NO EVENT EXCEED THE AGGREGATE OF THE AMOUNTS PAYABLE TO CANAM UNDER THE TERM OF THIS AGREEMENT IN THE SIX (6) MONTH PERIOD PRIOR TO THE EVENT GIVING RISE TO THE CLAIM.

14.2. CLIENT SPECIFICALLY ACKNOWLEDGES AND CONFIRMS THAT UNDER NO CIRCUMSTANCES WHATSOEVER WILL CANAM BE LIABLE FOR ANY INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE OR KIND, OR ANY LOSS RESULTING FROM BUSINESS DISRUPTION ARISING FROM THE USE OF TELLER, OR FROM ANY SERVICES COVERED UNDER THE TERMS OF THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT PRODUCT LIABILITY OR OTHERWISE, EVEN IN THE EVENT THAT CANAM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

14.3. Subject to Section 14.1 and 14.2, CanAm will indemnify and hold harmless Client and its affiliates, employees and agents from and against any and all liabilities, losses, damages, costs, and other expenses (including attorneys' and expert witnesses' costs and fees) arising from or relating to any Third Party claim caused by the intentional misconduct or gross negligence of CanAm or any of its employees, agents or subcontractors in performing the Services.

15. TERMINATION AND DEFAULT CONDITIONS

15.1. CanAm may terminate this Agreement if: Client fails to make required payments within 90 days of due date provided that CanAm has issued a minimum of two (2) delinquency notices, Client materially fails to fulfill its obligations and responsibilities or breaches any material term of this Agreement, Client becomes bankrupt or insolvent, or if a receiver is appointed to manage the property and assets of Client. If any of the above conditions are encountered, CanAm will provide written notice to Client and provide 30 calendar days for Client to remedy the default. If the default is not rectified within 30 calendar days, CanAm will have cause to terminate this Agreement.

15.2. Client may terminate this Agreement if: CanAm materially fails to fulfill its obligations and responsibilities or breaches any material term of this Agreement, CanAm becomes bankrupt or insolvent, or if a receiver is appointed to manage the property and assets of CanAm. If any of the above conditions are encountered, Client will provide written notice to CanAm and provide 30 calendar days for CanAm to remedy the default. If the default is not rectified within 30 calendar days, Client will have cause to terminate this Agreement.

15.3. In the event that, during the term of this Agreement, funds are not appropriated for the payment of Client's obligations hereunder, Client may terminate this Agreement with thirty (30) days advance written notice, effective on the last day for which an appropriation has been made.

15.4. Termination of this Agreement will not affect the provisions of this Agreement relating to the payment of amounts due under Section 5; Software as a Service License Fees, Section 14; Limitation of Liability and Indemnity, Section 13; Confidentiality; or any other obligations of the parties which by their nature are intended to survive termination of this Agreement.

16. RIGHTS AND OBLIGATIONS

16.1. If either CanAm or Client terminates this Agreement, CanAm will retain all fees for Services delivered to Client up to the date of termination. CanAm will refund a pro-rated portion of the Annual Software as a Service Fee to Client, based on the number of full or partial calendar months of service provided under the Agreement since the last annual renewal date.

16.2. Any termination by either Party as provided in this Agreement will not in any way operate to deny any right or remedy of the other Party, either at law or in equity, or to relieve a Party of any obligation to pay the sums due under this Agreement, or of any other obligation accrued prior to the effective date of termination.

16.3. Upon termination of this Agreement, Client agrees to cease any and all operational use of Teller and further agrees to delete all Teller software from the Client Infrastructure. CanAm agrees to make reasonable provision for an extract of Client's operational data from Client's Production Environment if requested by Client.

16.4. Teller is subject to the export control laws of the United States and other countries. Client may not export or re-export Teller software without the appropriate United States and foreign government licenses. Client must comply with all applicable export control laws and will defend, indemnify, and hold CanAm harmless from any claims arising from Client's violation of such export control laws.

17. DISPUTES

17.1. CanAm and Client will both separately and jointly use diligent efforts to establish positive and ongoing communications both within and between their respective organizations. Key personnel within CanAm and Client will communicate regularly in order to review the status and priorities for the provision of services by CanAm and Client.

17.2. In the event of any dispute arising between CanAm and Client with respect to their rights and obligations under this Agreement, the Party feeling itself aggrieved will notify the other Party of the substance in writing of such grievance. Both parties agree to work in good faith and make all reasonable efforts to resolve the dispute, including, if necessary, escalating the dispute to:

- First level: the Project Manager of CanAm and the Project Manager for Client; and
- Second level: the President/CEO of CanAm and the Chief Executive for Client.

17.3. In the event the grievance cannot be resolved to the mutual satisfaction of the parties within 30 calendar days, the Party feeling itself aggrieved may request mediation, based on the then-current commercial mediation rules of the American Arbitration Association. The award of the mediation body will be non-binding upon CanAm and Client.

18. RELATIONSHIP OF THE PARTIES

18.1. Each of the Parties is an independent contractor. Nothing herein shall be construed to place the Parties in a relationship of principal and agent, partners, or joint venturers, and neither Party shall have the power to obligate or bind the other Party in any manner whatsoever.

19. WAIVER

19.1. No failure or delay on the part of either Party to exercise any right or remedy hereunder will operate as a waiver of such right or remedy.

20. ASSIGNMENT AND SUCCESSION

20.1. This Agreement, including all of its rights and obligations created hereunder, shall not be assigned or transferred in any manner whatsoever (except upon transfer of majority ownership of a Party's business by merger, or consolidation, in which case the Agreement may be assigned to the succeeding owner) unless with the prior written consent of the opposite Party signed by an officer thereof, which consent will not be unreasonably withheld. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns.

21. NON SOLICITATION

21.1. Client agrees that for the duration of this Agreement, and for a period of one (1) year from the date of termination of this Agreement (or the date of termination of the final SOW if that date is later), it will not on its own behalf or on behalf of any other person or entity: (a) initiate contact for the purposes of hiring or contracting the service of, or (b) directly or indirectly solicit or induce for employment, or otherwise offer to hire or contract the services of, any employee, contractor or agent of CanAm who is directly related to the provision of services hereunder. Notwithstanding the foregoing, the provisions of this Section 21.1 shall not apply to the hiring of: (i) any individual who is hired as a result of responding to a general public “help wanted” type of solicitation by a Party; or (ii) any individual who, of his or her own volition, approaches, contacts, or solicits a Party for employment or other working arrangements and who such Party has not induced or solicited to make such approach, contact, or solicitation.

22. FORCE MAJEURE

22.1. Neither Party shall be under liability to each other by reason of non-performance or delay in performance of any obligation hereunder caused by Force Majeure, to the extent that non-performance or delay is attributable to such Force Majeure and only for the duration of the Force Majeure and the effect upon its ability to perform its obligation hereunder.

23. SEVERENCE

23.1. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision can be severed from this Agreement and all other provisions will remain in full force and effect.

24. INSURANCE

24.1. CanAm shall, at its own expense and without limiting liabilities under this Agreement, insure its operations under a contract of General Liability Insurance in an amount of not less than $1,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof, and such other insurance as CanAm deems necessary in its sole discretion, to provide standard protections of its business.

24.2. CanAm shall provide Client with acceptable evidence of insurance upon request.

25. CURRENCY

25.1. Unless otherwise noted, all reference to payment amounts in this Agreement are in U.S. dollars.

26. GOVERNING LAW

26.1. This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Wisconsin. The parties irrevocably attorn to the jurisdiction of the courts of the State of Wisconsin.

27. COUNTERPARTS

27.1. This Agreement may be executed in two or more counterparts, by facsimile or otherwise, each of which is an original, and all of which together constitute one and the same instrument, notwithstanding that all parties are not signatories to the same counterpart.

28. ENTIRE AGREEMENT

28.1. This Agreement, and any applicable attachments, SOWs, schedules, exhibits or other documents constitutes the entire agreement of the Parties with regard to the matters herein, and supersedes all other prior written or oral agreements, representations, and other communications between the Parties. All terms of any order acknowledgement or other document provided by Client, including but not limited to any pre-printed terms thereon and any terms that are inconsistent, add to, or conflict with this Agreement, shall be null and void and of no legal force or effect. No modification of this Agreement is valid unless set out in writing by the Parties.

Can/Am Technologies, Inc.	**City of Superior, WI**
_____	_____
Signature	Signature
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

Exhibit A

Licensed Teller Interfaces and Users

License	Description	Quantity	Monthly Base Amount
Teller Standard License	Teller Standard License Package: • Production instance of Teller • Test instance of Teller • 5 Named User Licenses • Credit Processing Interface • Unlimited read-only users • Hosting and Support Services	1	
Additional Named Users @ $60/month/user	Named User Licenses (total: 10 user licenses)		
Business System Interfaces at $285/month/interface			
End of Day Payment Import Interfaces @ $170/interface			
Image Cash Letter License / Check Recognition License			
Revenue Submission			
Teller Online			
Monthly Total	Pricing based on annual payment		

Annual Software as a Service Fees*

License and all other fees are in US dollars and exclude any applicable taxes.

Time Period	Fee
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	

Professional Services*

All rates are in US dollars and exclude any applicable taxes.

Service	Rate
Professional Services Hours	$230/hr

* After year one, Annual Fees and the Professional Services Hourly rate will be subject to an annual increase equal to 4% annually.

Additional licenses and/or users may be added throughout the Term of this Agreement. The price for each added license and/or user will be pro-rated to the annual renewal date, itemized accordingly in an invoice, and henceforth included in the annual invoice.

Exhibit B

SaaS Service Level Agreement

1. OWNERSHIP OF DATA

1.1. Regardless of the location of the hosting facility, Client will retain sole and complete, legal, and beneficial ownership of its data stored on the Hosting Services Site.

1.2. CanAm's responsibilities and rights regarding Client data are solely restricted to the provision of services described in this Hosting SLA. CanAm may not make any other uses of Client data for any reason whatsoever, without the express written consent of Client, unless ordered to release such data by a court of competent jurisdiction.

1.3. Client may request return of any or all of its data at any time, for any reason, and CanAm will provide such data within a reasonable period of time, in native format.

2. OVERVIEW OF SAAS SERVICES

2.1. CanAm is committed to providing secure, reliable, and dedicated SaaS Services to Client. For maximum protection and value to Client, CanAm will contract with Amazon AWS for provision of a hosting facility in the United States.

2.2. CanAm reserves the right to change hosting providers to an alternate service providing comparable functionality, and meeting the standards in this document.

2.3. All SaaS services will be provisioned from data centers located within the United States.

2.4. In return for Annual Software as a Service Fee from Client, CanAm will provide the following services to Client:

Service	Description
Secure Hosting Site	A secure hosting facility with 24/7 security control.
Internet Service Providers	A facility with stable network connectivity across North America. Internet services will be routed through multiple independent carriers to eliminate single-carrier points of failure.
Data and Service Redundancy	Redundant storage across multiple zones providing failover in the event of a catastrophic failure at the primary hosting site.
Software	Operating System, Database and Virus Protection software as required to run the Teller environments. CanAm will keep systems secure by keeping them up-to-date on security patches and security audits, and all Third-Party critical updates will be applied in a timely manner following Third-Party vendor notification.
Teller Software Updates	CanAm will test and install into the Teller environment at the SaaS Services hosting Site, all Updates to the Teller software which are made generally available during the term of this Agreement.
Data Backups	Securing Client data against loss is a key provision within the SLA. Full backups will be performed on a regular basis.

3. AVAILABILITY COMMITMENT, ISSUE TRACKING, AND REMEDIES

3.1. While the SaaS Services Site availability will generally be expected to be 24 x 7 (except for Scheduled Maintenance or unscheduled Emergency Outages as defined in 3.5 below), the commitment of CanAm is

to provide SaaS Services hosting site availability during CanAm business hours (6:00 am – 6:00 pm Monday through Friday Mountain Time, excluding published CanAm holidays) for 99.9% uptime or better in a calendar month. Credits may be claimed only against loss of SaaS Services during CanAm business hours.

3.2. If CanAm during regular Client business hours fails to provide SaaS Services availability, as defined below, in any given calendar month, CanAm will issue a credit towards future SaaS Service Fees in accordance with the following schedule:

SaaS Services Site Availability	Credit Percentage (of monthly fee)
99.9% to 100%	0%
98.0% to 99.8%	2.5%
97.0% to 97.9%	5%
95.0% to 96.9%	7.5%
90.0% to 95.0%	25%
Below 90.0%	100%

3.3. Can/Am will provide a monthly report identifying any downtime in the previous month. Downtime will be calculated to the minute from the time it is first detected (by our monitoring or by Client report) until service is restored, during the guaranteed availability time period defined in 3.1. Downtime percentage is calculated as: Minutes of Downtime / (Daily Guaranteed Availability Minutes X Number of Business Days in Month – Emergency Outage (as defined below) minutes). Credits will be applied to the next billing cycle.

3.4. The total amount credited to Client for any given month under this SaaS Services SLA will not exceed the total Annual Software as a Service fee paid by Client for such month for the affected service. Except in cases of gross negligence, client specifically acknowledges and confirms that under no circumstances whatsoever will CanAm be liable for any incidental, indirect, exemplary, special or consequential damages of any nature or kind, or any loss resulting from business disruption arising from any services covered under the terms of this agreement, regardless of the form of action, whether in contract, tort (including negligence), strict product liability or otherwise, even in the event that CanAm has been advised of the possibility of such damages.

3.5. Client will not receive any credits under this Agreement in connection with any failure or deficiency of CanAm SaaS Services caused by:

- Scheduled Maintenance – Time allocated for scheduled maintenance outages, Emergency Outages (as defined below), or critical updates of servers and other CanAm equipment will not be considered “down time” as used in the calculation of SaaS Services availability described in Section 3.2 of this SaaS Services SLA. Maintenance will be scheduled for outside of Client Business hours specified in Section 3.1 of this SaaS Service SLA. The schedule for regular monthly maintenance windows will be provided to the Client at least 4 weeks prior. Except for emergencies, maintenance outages will be communicated via e-mail to the Client at least 2 business days in advance of any such outage.
- Client Equipment – Client is solely responsible for maintaining all Client equipment not at the SaaS Services Site and for ensuring that such equipment is in proper working order, has the correct software installed, and has the ability to connect to the CanAm SaaS Services for the exchange of data.
- Client ISP Provider – Client is solely responsible for maintaining all Client connections with local Internet Service Providers (ISPs) and for resolving any problems that might arise with local ISP connections.

- Internet Outages – CanAm is not responsible for Internet outages (including ISP peering) that may make CanAm SaaS Services appear inaccessible when others can still access it.
- Client Acts or Omissions – including acts or omissions of others engaged or authorized by Client, including, without limitation, any negligence, willful misconduct, or use of the SaaS Services in breach of the terms and conditions of this SaaS Services SLA.
- Emergency Outage - Unavailability of SaaS due to Can/Am or hosting provider response to critical security vulnerability (such as a "Zero Day Vulnerability") or suspected breach
- Force Majeure

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:

1. Avaap warrants that it shall perform the Services in a professional and workmanlike manner with reasonable skill and care. Avaap warrants that at the time of Services delivery and for thirty (30) days thereafter (the "Warranty Period"), the corresponding Service Deliverables shall materially conform to the applicable specifications set forth in the applicable SOW (the "Services Warranty"). The foregoing warranty shall not apply to the extent any Service Deliverables are modified by anyone other than Avaap after delivery.

Avaap may offer, install, implement, or configure third-party products (meaning items such as, but not limited to, hardware, software, and subscription services) as part of the Services. Title to any third-party software or subscription services technology will remain with the third party, and Client's rights in such software or subscription services are specified in the license agreement, subscription agreement or other contractual relationship between such third party and Client. Client acknowledges that Avaap is not the manufacturer, licensor, or owner of the third-party products and that the only warranties offered are those of the third party, not Avaap. In purchasing, licensing or subscribing to third party products, Client relies on the third party's specifications and warranties only and not on any statements, images or other information that may be provided by Avaap, and Avaap shall have no liability whatsoever for third party products, including, without limitation, any defects or non-conformity of such products. Client further agrees to review and comply with the third party's terms and restrictions regarding the use of its products, including, without limitation, any restrictions on exporting the third-party products outside of the United States.

The specifications for Service Deliverables shall be described in each SOW. In the event that Client notifies Avaap in writing of a breach of the Services Warranty within the Warranty Period, Avaap will perform a commercially reasonable re-work of the Service Deliverable not meeting specifications at no additional charge within the Cure Period (as defined herein). "Cure Period" means a period of thirty (30) days from the date Avaap receives the notice from Client. In the event that Avaap is unable to reasonably remedy the breach within the Cure Period, Avaap shall refund to Client the amounts paid by Client for the applicable Service Deliverables which fail to conform to the Services Warranty. The remedies set forth herein are the sole remedies available to Client, except where the breach of warranty constitutes a material breach of this Agreement, then Client may elect to terminate this Agreement in accordance with the Section 19 (Term and Termination).

Workday provides an ongoing warranty for the duration of your subscription that the SaaS solution will materially perform in accordance with the Workday Documentation. Please review Section 6 of the Main Subscription Agreement that lists the additional warranties Workday provides. Workday limits our warranties to those listed in this Section.

TAB 8 EXCEPTIONS TO PROJECT SCOPE AND CONTRACT TERMS

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.

Avaap takes no exceptions to the Scope of Work.

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.

n/a

II. Deviations/Exceptions to RFP Terms and Conditions as proposed by the City

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.

Iron Brick and Workday take exception to non-negotiated customer created provisions. Iron Brick, as an authorized reseller of Workday, acknowledges the City's requirements and submits this Proposal in good faith. As certain terms and conditions within the RFP may not fully align with the Workday End User Subscription Agreement (EUSA), Iron Brick respectfully reserves the right to negotiate mutually agreeable contract terms with the City upon down-selection.

Alternatively, Iron Brick respectfully proposes that the terms and conditions of Iron Brick's pre-negotiated Omnia Contract. Iron Brick has included a copy of the Workday EUSA for the City's review, as this agreement governs the provision of Workday products and reflects the terms under which Workday operates. Upon down-select, Iron Brick is committed to collaborating with the City to negotiate specific provisions required by statute, regulation, or unique project needs, ensuring alignment with both the City's objectives and Workday's contractual framework.

We look forward to working closely with the City to finalize an agreement that reflects a shared commitment to the successful implementation of the solution and addresses the City's goals while ensuring compliance with Workday's established terms and conditions.

Can/Am Deviations/Exceptions to RFP Terms and Conditions as proposed by the City

5.1 Indemnification. It is unclear what "foregoing warranties" are being referenced. Please see Can/Am sample SaaS Agreement. Can/Am indemnifies for gross negligence, willful misconduct, and third party IP claims.

5.2 Audit. Can/Am requests that audits be limited to no more than once annually, with written notice, and completed by auditors who have signed Can/Am's standard non-disclosure agreement.

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.

Avaap, Workday, and Can/Am have completed and submitted the Functional and Technical Requirements and submitted it separately as an Excel.

City of Superior

Functional and Technical Requirements

Table of Contents		
Tab No.	**Functional Area**	**Number of Requirements**
1	General and Technical	176
2	General Ledger and Financial Reporting	127
3	Budgeting	200
4	Capital Asset Accounting	92
5	Purchasing	239
6	Accounts Receivable	162
7	Accounts Payable and Cash Receipts	155
8	Project Accounting and Grant Management	151
9	HR and Personnel Management	316
10	Applicant Tracking	266
11	Benefit Administration	96
12	Time Entry	269
13	Payroll	267
14	Compensation	135
15	Interfaces	21
16	Data Conversion	26
	Total Functional Requirements:	**2,698**

Indicator	Definition	Instruction

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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
N	**No: Feature/Function cannot be provided.**	N/A

General and Technical

Req #	Description of Capability	Criticality	Vendor Response	Comments
	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**	Workday avoids data duplication, inconsistency and internal interface complexity by delivering our service
GT.2	The system shall support import and export data with web services formats.	**Critical**	**S**	Workday supports standard Web Service based
GT.3	The system shall integrate with third-party signature validation systems (e.g., DocuSign).	**Desired**	**S**	Workday supports electronic signatures within the Business Process Framework natively or via 3rd-
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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.5	.html;	**Critical**	**S**	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file. Your administrators may also further restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.). Some examples of Workday supported file types include: bmp, csv, doc, docx, gif, html, jpg, pdf, pgp, png, properties, rptdesign, txt, xls, xlsx, xml, xpdl, xsl,
GT.6	PDFs that are text based and searchable;	**Critical**	**S**	Attachable, not searchable.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.7	.txt;	**Critical**	**S**	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file. Your administrators may also further restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.). Some examples of Workday supported file types include: bmp, csv, doc, docx, gif, html, jpg, pdf, pgp, png, properties, rptdesign, txt, xls, xlsx, xml, xpdl, xsl,
GT.8	.csv;	**Critical**	**S**	Standard file format for import/export within Workday.
GT.9	.xlsx (MS Excel version 2016 or later, including MS 365);	**Critical**	**S**	Standard file format for import/export within Workday.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.10	.docx (MS Word version 2016 or later, including MS 365);	**Desired**	**S**	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file. Your administrators may also further restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.). Some examples of Workday supported file types include: bmp, csv, doc, docx, gif, html, jpg, pdf, pgp, png, properties, rptdesign, txt, xls, xlsx, xml, xpdl, xsl,
GT.11	.ics (MS Outlook version 2016 or later, including MS 365, for calendaring);	**Desired**	**S**	
GT.12	.xml; and	**Critical**	**S**	Standard file format for import/export within Workday.
GT.13	Other City-defined desktop productivity applications.	**Critical**	**S**	More information would needed to understand these applications. The Workday integration tools can be used to extract the data and it can be transformed into a variety of formats.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Workday was founded with integration as a core design principle because connectivity to your systems should be simple. Workday leverages the Workday Integration Cloud, an integration and complete middleware platform with a core Enterprise Service Bus. It is provided with the Workday service as a component of the architecture at no additional cost. This comprehensive integration platform enables customers and partners to build and deploy integrations to the Workday Cloud without the need for on-premise middleware. Please review the data sheet on this website for more details. https://www.workday.com/en-us/products/platform-product-extensions/integrations.html With the Workday Integration Cloud, you can: ● Reduce the time and cost of building, deploying, and managing integrations to and from Workday ● Enable both IT and business users with tools to build and configure custom integrations ● Deploy and manage all integrations in the Workday Cloud ● Leverage a growing ecosystem of Connectors and toolkits built, supported, and maintained by Workday and its partners as seen here: https://marketplace.workday.com/ Finally, Workday provide Reports-As-A-Service (RaaS) where reports built in Workday can be enabled as an API by customers providing them with

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.15	The system has the ability to support API's (Application Programming Interface) for third-party system integration.	**Critical**	**S**	Workday supports several APIs.
GT.16	The system has its own API keys and connectors for third-party and in-house system integration.	**Desired**	**S**	Workday provides multiple options to our customers to both access, extract or import information to and
GT.17	The system shall support scheduled data feeds for exchanging file import/exports with third-party systems.	**Desired**	**S**	
GT.18	The system shall provide a centralized data dictionary that fully describes table structure, interdependencies, and appropriate levels of metadata.	**Critical**	**S**	Workday provides a data dictionary that describes the Workday Object Data Model. The data dictionary
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**	Workday supports electronic signatures within the Business Process Framework natively or via 3rd-
GT.20	The system shall support application of certificate verified internal electronic signatures providing assurance of authenticity, integrity, and non-repudiation.	**Critical**	**S**	Workday supports electronic signatures within the Business Process Framework natively or via third-
GT.21	The system shall operate on mobile devices (e.g., tablets, smart phones) and size-render appropriately.	**Desired**	**S**	Workday provides a responsive native mobile solution for:
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**	Workday provides a responsive native mobile solution for:

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Every Workday customer has a Production environment, a Sandbox environment, and a Sandbox Preview environment. Sandboxes are full production copies that customers can use to learn about new features, configure new business processes, configure and test integrations and in general, try things they might not want to in their production system. The Sandbox Preview tenant is a copy of the Production tenant, but it additionally contains new functionality that may be available in a future Feature Release. The Sandbox Preview tenant allows testing of new functionality as it becomes available in between Feature Releases. The Sandbox and Sandbox Preview tenants are available 24x7 (365) for the length of your Workday subscription, starting from your go-live date. A change management tool called Object Transporter is provided for migrating configurations
Document Management				

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.24	The system shall provide "Document Management System" functionality to track electronic files associated with specific system records.	**Critical**	**S**	While Workday is not a document management system, it does provide the ability to attach and view documents to transactions, such as employment contract documents, ID verification documents, and name and address verification documents. Workday enables the attachment of any electronic document to an employee's or supplier's record. There are two means of attaching documents to workers within Workday: 1. Workday enables the attachment of documents to a worker's or supplier's record as a general attachment. When attached as a general attachment, the document is not saved in association with a specific business process. 2. Alternatively, a document can be attached within a business process. Documents attached within a specific business process will be shown in association with the business process that they support. In either case, all documents will be shown in the worker's or supplier's document file and security can be setup by document category to determine who

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.25	The system shall support data storage with discrete version control in accordance with defined operational standards.	**Desired**	**N**	Storage requirements are not an issue for a typical Workday implementation, as the Workday service provisions sufficient storage capacity. If you are considering our Prism Analytics product, we do price based on usage. Baseline entitlements start at 100 million published data rows and unlimited data storage. It can tier up from there; however, very few customers have exceeded our baseline. Document version control functionality is not included in Workday.
GT.26	The system shall provide the ability to link imported documents to specific	**Critical**	**S**	
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**	Workday provides the ability to upload or feed attachments and associate them with a transaction securely. For uploaded documents, Workday performs a virus scan
GT.28	The system shall restrict modification of attached documents based on individual or department permissions.	**Critical**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.29	The system shall allow a user to scan documents directly into the system.	**Critical**	**N**	**Note - We have marked this as "N" - based on the Proposed Workday Solution does not contain any native scanning software or tools. However Workday enables the attachment of any electronic document to an employee's record. There are two means of attaching documents to workers within Workday: 1. Workday enables the attachment of documents to a worker's record as a general attachment. When attached as a general attachment, the document is not saved in association with a specific business process. 2. Alternatively, a document can be attached within a business process. Documents attached within a specific business process will be shown in association with the business process that they support. In either case, all documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record. Workday does also leverage Object Character Recognition (OCR) for purposes of expenses or

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Workday supports delivery of integration payloads via Amazon Simple Storage Service (S3), AS2, Email, FTP, FTP/SSL, Google Cloud Storage, HTTP/SSL, and SFTP as well as other formats.
GT.31	The system shall email a hyperlink of an electronic file to another internal party.	**Desired**	**S**	Workday provides the ability to configure page links to initiate select Workday Business Processes, e.g., a hyperlink to navigate to the page to modify a user's contact information, view payslips, or initiate other common self-service functions. Workday also provide the ability to configure hyperlinks to external systems such as a third-party benefit provider, and if desired, can act as the authentication identity provider for such a third-party site. External applications, such as custom ASP pages, can access Workday data via Workday web services. If you are developing a custom ASP outside Workday, you can also deep link from that
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**	
GT.33	The system shall identify records with documentation/attachments.	**Critical**	**S**	Documents can be searched for based upon type of document, like images or pdf's.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file.
GT.35	The system shall allow the City to restrict or define allowable file types.	**Critical**	**S**	~~Your administrators may restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.).~~
GT.36	The system shall allow the City to set file size limitations.	**Critical**	**S**	~~Workday has specific limits to file sizes that are documented in the Workday Community customer collaboration site. The City can further apply its specific limitations.~~
GT.37	The system shall allow the City to electronically stamp documents.	**Desired**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	**N**	requirement does not apply to workday for the reasons mentioned below: Workday uses a single, modern in-memory object store for both transactions and reporting. Data is also written to a disc-based persistent store, primarily for backup and recovery purposes. This persistent data store is fully encrypted and uses a direct object representation that is optimized for backup and recovery. Data is persisted at rest to databases fully managed by Workday. Customers do not need to purchase or maintain databases to use Workday. One of the important design principles is Workday's approach to data storage. Workday decided to maintain core application data in an object-based data model (rather than a relational data model), along with all of the metadata definitions of the application. Individual data fields are stored as part of the object model. When the service starts, Workday loads and maintains object data within an in-memory representation of the object data model. Workday objects are related through primary key / foreign key relationships. Workday provides the Workday Data Dictionary to explore all of the

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system. To comply with global regulations, Workday does offer customers the ability to purge data which means deletion of the data. For example, Workday provides a Purge Person task that allows administrators to selectively de-identify selected details from Worker or Candidate

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.40	The system shall electronically capture and store files, with Optical Character Recognition (OCR) capabilities.	**Critical**	**S**	You can add scanned images, as well as any other type of document or file, to the supplier invoice manually. You can also use Workday's delivered web services and integration tools to integrate with third party document management/imaging solutions or leverage Workday's own OCR capability. In this way, the image of the invoice is available to anyone with access to the invoice, including those involved in the business process. Workday's expense receipt OCR option can be used to derive expense attributes such as expense data and amount from photos of uploaded receipts.
Security				

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.41	The system shall utilize the organization's authentication protocol. (https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/auth-sync-overview).	**Critical**	**S**	Workday security access is role-based, supporting LDAP Delegated Authentication, SAML for single sign-on, and x509 certificate authentication for both user and web services integrations. Workday can provide information to Identity Providers through SCIM (System for Cross-Domain Identity Management) and XML. **Single-Sign-On Support** SAML allows for a seamless, single-sign-on experience between the customer's internal web portal and Workday. Customers log in to their company's internal web portal using their enterprise username and password and are then presented with a link to Workday, which automatically gives customers access without having to log in again. Workday also supports Google's OpenID Connect. If using Microsoft Azure AD, Workday maintains an Azure Active Directory (Azure AD) connector and provides secure and seamless access to cloud and on-premises applications. **Step-Up Authentication** If someone leaves their console open or multiple users access Workday from the same device, organizations that use SAML as an authentication type can secure against unauthorized access by

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.42	The system shall utilize the existing Active Directory user authentication regardless of deployment method.	**Critical**	**S**	If an organization is making use of Active Directory, this means that Single Sign-on can be set up by invoking the Active Directory Federation Services (ADFS) function, with Workday supporting both IdP-initiated (Identity Provider initiated) and SP-initiated (Service Provider initiated) Single Sign-on.
GT.43	The system shall support Single Sign-On (SSO).	**Critical**	**S**	~~Single Sign-on (SSO) can be configured to use credentials from external sources, such as in an identity management solution or a directory service.~~
GT.44	The system shall inherit groups from Active Directory for application	**Desired**	**S**	Workday provides delivered integration with Active
GT.45	The system shall assign users a unique ID and password.	**Critical**	**S**	Customer end users must have valid credentials to access the Workday application. Designated Security Administrators can configure the application to send a username and a randomly generated password in a separate email to an end user, or the Customer's Security Administrator can manually enter a password for a user and configure the Workday application to require the end user to change the password upon initial login. Each Customer may configure their own password rules, including length, complexity, lockout, and expiration. Single Sign-on (SSO) can be configured to use credentials from external sources, such as in an identity management

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	When authenticating natively to Workday, Workday allows each customer (tenant) to configure its own password rules, including length of password, complexity (such as one capital letter and one number), and password expiration settings. The Workday application also locks end users out after a set number of failed attempts within a period of time defined by the Security Administrator. Local password controls are configurable by the customer and include: ● Minimum password length ● Minimum character category (uppercase characters, lowercase characters, numeric, special characters) count ● Uppercase characters required ● Lowercase characters required ● Numeric digits required ● Special characters required ● Minimum days before a password can be reused ● Maximum password age in days ● Maximum unsuccessful attempts before account lockout ● Lockout period (in minutes)

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Passwords are stored if Workday's native authentication is utilized (not a requirement - as SSO/SAML is also supported). Workday encrypts every attribute value of Customer Data within the application before it is stored in the database. This is a fundamental design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256 bits. Data in transit is also encrypted as every request to/from Workday is encrypted using TLS 1.2 or higher. Workday can also encrypt outbound and decrypt inbound integration files using PGP (Pretty Good Privacy). Please review Workday's SOC 2 Report for more details concerning the Workday security program and to review the complete set of controls we enforce as part of our

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.52	The system shall allow for multi-factor authentication.	**Critical**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.53	The system shall provide import and export capabilities with user-level security options to control access to sensitive information.	**Critical**	**S**	**Workday provides a single security model across all functionality, which covers all aspects of our application, including online access, mobile, reporting/analytics and integration. Additionally, Workday provides a number of unique features to simplify the setup and maintenance of security such as automated account provisioning, automatic role assignment, etc. (all configurable). Everyone must login and be authorized through the Workday security model.** **By contrast, in other competing systems, there is typically an application layer of security, which IT and DBA personnel can bypass to access the data directly at the database level. This is not possible with Workday. Also, many other solutions require customers to maintain two separate security models: one for the application and one for reporting. In some cases, there are even module specific security models. For Workday customers, because there is one single security model, it simplifies the administration of the application and minimizes the risk that a user will have unauthorized access to information.** **Given there is no back door into the Workday data, any access through web services to Workday data ensures that even outside or third-party access to Workday data passes through the Workday security model you have configured.**

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.54	The system shall encrypt data stored in the database (data at rest).	**Critical**	**S**	Workday provides 100% encryption at rest. Workday encrypts every attribute of customer data at the application-layer before it is stored in the database. This is a fundamental design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256 bits.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.55	The system shall encrypt data stored in the application.	**Critical**	**S**	All communication is encrypted in transit using TLS v1.3 and all access requires authentication. Workday provides 100% encryption at rest. Workday encrypts every attribute of customer data at the application-layer before it is stored in the database. This is a fundamental design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256-bits. Workday can achieve this encryption because we've designed an in-memory object-based application as opposed to a disk-based RDBMS application. All data objects and relations are held in-memory and changes committed, but only after persisted to the database. This unique architecture means Workday operates with only a few dozen database tables. By contrast, a RDBMS-based application requires tens of thousands of tables, making complete database encryption a challenge due to its detrimental impact

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.56	The system shall encrypt data in-transit.	**Critical**	**S**	All user communication with the Service uses industry standard (TLS 1.3) encryption for the transmission of private or confidential information over public networks using a web browser
The system shall provide security at the following levels:				

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.57	Department;	**Critical**	**S**	The Workday application framework allows customers to manage and control the authorization their users have to the Workday Enterprise cloud services and offers a standardized framework for defining role-based access. The framework consists of three major components: ● **Security domains:** These define the areas of Workday's Enterprise Cloud Service that can be secured. Workday delivers the list of domains. ● **Security groups:** These are groups of Workday users. Workday delivers a set of default security groups. In addition, customers can change these groups or create their own groups. ● **Security policies:** These define the type of access a member of a particular security group has to a particular domain. Workday delivers a set of default security polices but customers have the ability to change the delivered policies as needed. Compliance, privacy, and security considerations are core to the overall design of Workday. Workday employs a unified approach to security at all computing layers. Access for end users to view or modify data within the service is granted using only a web browser or platform-specific mobile application. Access to systems to view or modify data within the service is only granted using secured web services. No direct access is provided at the database layer for

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.58	Division;	**Critical**	**S**	**Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.**
GT.59	Role or group;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.60	User ID;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.61	Screen;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.62	Menu;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, report, menu, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.63	Report;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.64	Field;	**Desired**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, report, menu, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.65	Field value as defined by the City (e.g., benefit category, employee class);	**Desired**	**S**	With Workday, you can create custom fields for suppliers, purchase orders, and supplier contracts to meet your organization's specific needs. By leveraging our tools feature for creating custom objects, you can define custom fields and custom prompt lists. You can also report on custom fields to provide visibility into data created in custom fields. These custom fields can be marked as required, if desired. Workday allows for the relabeling of many fields across the solution via configuration. This does not extend to all fields in the solution; however, the system is extremely flexible and configurable. We also allow for the creation of "custom objects" where a specific field is required by the organization in addition to the many thousands of delivered fields in

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.66	Element in chart of accounts; and	**Desired**	**S**	Workday provides the capability to put controls on which ledger accounts are available to specific users while performing journal entry transactions in create or edit modes or for journal reporting activities, as well as control valid combinations of accounts and data that are required on journal and transaction entry. This security may be placed on specific ledger accounts, ledger account summaries, and account types. Users will only be able to access accounts to which they are authorized. Workday also provides the ability to optionally restrict accounts and cost
GT.67	Transaction type.	**Desired**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.68	The system shall provide role-based security.	**Critical**	**S**	In Workday assignable roles are tied to one or more role-based security groups which provides the ability to link a position to a specific security group to grant access to securable content. There is a pre-defined list of delivered roles as well as the ability to create custom roles. Workday can be configured to ensure segregation of duties and or a governance policy that meets your organizational needs. Workday delivers reports to help monitor for segregation of duties violations. In addition to the security used to appropriately delineate roles and responsibilities, reporting can be used to monitor and review the status of the requirement. These reports include: ● Auditor Dashboard delivers reports and analytics for the monitoring and reporting on segregation of duties as well as exception and trending analysis. ● Centralized security profiles and roles allow more comprehensive view of data access rules and business activity permissions across an entire global organization. ● Built-in and custom reports can be used to get information and regularly monitor system activity for red flags. Workday's configurable security model allows

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.69	The system shall allow the City to determine which fields are visible to which security roles.	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, report, menu, etc. is able to be restricted or allowed by a group, user, location, department, role, or group
The system shall track audit changes throughout the system that creates a log of all records maintained and includes:				
GT.70	Date;	**Critical**	**S**	Workday maintains a record of all data changes based on effective date, with a full audit trail of such changes, and the ability to report on them. Historical data, and the corresponding audit trail/log are stored forever, allowing appropriately-authorized users to view a complete audit trail, and application data as-of any time. Additionally, historical data from prior systems may be loaded during deployment. The amount and volume of history to be loaded should be discussed

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.71	Time, to the nearest minute;	**Critical**	**S**	Workday maintains a record of all data changes based on effective date, with a full audit trail of such changes, and the ability to report on them. Historical data, and the corresponding audit trail/log are stored forever, allowing appropriately-authorized users to view a complete audit trail, and application data as-of any time. Additionally, historical data from prior systems may be loaded during deployment. The amount and volume of history to be loaded should be discussed

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.72	User;	**Critical**	**S**	** Clarification Note of our Vendor Response - We have responded to this functional requirement as "S" - based on within proposed Workday Solution we believe our Business Process Framework will provide the City considerably better, broader and more flexible Workflow capabilities. We welcome the opportunity to demonstrate this differentiated capability to the City. Specifically - Workday does not assign Workflows to a specific person. Workflow themselves are assigned to a role, which then links to one or more persons. The reason for this is if you were to have a user leave, those business process would still go to that person and not their roles. You can always reassign a workflow to someone for approval, but the configuration of the workflow as whole will be role

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.73	Information prior to change;	**Critical**	**S**	Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.74	Changed information; and	**Critical**	**S**	Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified
GT.75	Other administer-configurable information.	**Critical**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.76	The system shall provide configurable audit reports.	**Critical**	**S**	Workday's unique object-based architecture uses non-destructive updates, so previous data values are never overwritten. Workday's architecture also allows the service to capture a complete audit of all data changes with details including the previous and new data values, transaction level information down to the source document, the ID of the user making the change, the date and time of the change, and any workflow approvals of the source transaction, This audit data is retained in an immutable audit data log in perpetuity in the object database. Workday's architecture allows this with zero impact on system performance. This enables customers to access a complete audit history of any attribute or transaction within the Workday environment without the need for any third-party tools. Other SaaS vendors typically have audit turned off by default or can only audit a subset of fields for a limited amount of time because of the performance impact of capturing and maintaining a complete audit trail. Other vendors also sometimes rely on application middleware to handle workflow, and as a result, often have extremely limited capabilities when auditing workflow transactions. Workday's auditing features also provide an auditor with the information required to trace the history of changes made to a business object or transaction,

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.77	The system shall automatically send configured audit reports on a scheduled basis or by a triggered audit event.	**Desired**	**S**	Workday Reports can be scheduled and exported on a recurring basis. There are a number of standard access and activity audit log reports available in Workday. Customers can access these reports in the application UI or configure an integration interface using the Workday APIs to automatically send the
GT.78	The system shall allow auditing within modules to be determined by the module, and configured by the administrator.	**Desired**	**S**	**Clarification of Workday Response - We have marked this Vendor Response as "S" based on the auditing feature within the proposed Workday Solution is turned on by default and can not be turned off, based on what we believe to be - Best Practice Compliance Functionality. There is no need to determine audit by functional area of module, because all actions and updates are tracked by

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Roles enable security control for role-enabled objects, such as Organizations, Service Centers, and Spend Categories. Roles include responsibilities such as Manager, Recruiter, and HR Partner. The **Maintain Assignable Roles** task identifies the security groups that can assign each role. You can assign a role to any level in a hierarchy. If a role is not assigned directly, the position assigned to the role is inherited from the superior organization. Workday's model of assigning a role to a position, rather than to a specific worker, considerably simplifies role maintenance in the position management staffing model, as roles don't have to be updated manually every time a worker moves into
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**	**S**	Clarification to our response: We have marked this as "S" as the Proposed Workday Solution contains

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.81	The system shall allow the City system administrator to add and change permissions for system access.	**Critical**	**S**	The platform is permission-based, this allows the administrator(s) to set up and customize user groups with varying access rights to data. These will enable you to control the feedback and reports that managers and leaders see within their dashboards, as well as the features they have access to compared with HRBPs, C-level, department heads and so on. There are many different features you can switch on and off for different layers of access, the most common are: ● Ability to update employee data ● Ability to access comments ● Ability to create and send surveys ● Ability to engage with comments ● Ability to change questions Your organization can curate the kinds of data and information displayed on dashboards for each type of user. Your Administrators will be able to create custom user groups and permissions that will automatically display the relevant information without any crossover between teams and departments. All of this can be changed and amended in the platform without charge. The differing levels of access will affect the data that users can see. For example: ● Managers will only see the results for their team.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.82	The system shall log users off the system after a City systems administrator-defined period of inactivity.	**Critical**	**S**	Authentication services monitor system activity and logs off users from the system after a default of twenty (20) minutes. The Workday Enterprise Products also allows Customer Security Administrators to change the default timeout value for specific users.
GT.83	The system shall allow a City system administrator to log out users by module.	**Critical**	**S**	Authentication services monitor system activity and logs off users from the system after a default of twenty (20) minutes. The Workday Enterprise Products also allows Customer Security Administrators to change the default timeout value for specific users. Since Workday is a single platform, not separate modules, only one account is needed for each
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**	~~Workday is a true software as a service solution built on a single architecture. Workday is not built on "modules", Access can be controlled at the overall service level.~~
GT.86	The system shall track audit changes at the database-level.	**Desired**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.87	The system shall automate the export of audit logs.	**Desired**	**S**	~~Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports.~~ ~~Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged.~~ ~~You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are~~

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.88	The system shall provide configurable exception reports.	**Critical**	**S**	~~Workday delivers a broad set of exception reports across the Workday service. Some examples include, but are not limited to: Security Exception Audit, Integration Exception Audit, Unfilled Assigned Roles Audit, Out of Order Compensation Change Report, Benefits Rule Audit, Business Process Exception Audit, Calculated Field Exception Audit, Condition Rule Exception Audit, Organization Exception Audit, Scheduled Future Reports Exception Reports, Workers Compensation Code Exception Report, and Budget Check Exception Report.~~ ~~In addition, Workday gives customers the power to adapt and build their own exception-style reports.~~
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**	Workday records successful logins and logouts by users as well as unsuccessful login attempts and provides this information in Workday audit reports. Unidentified Signons and Workday Account Signons to web services are also available to our customers directly in the system.
The system shall mask fields by user role including but not limited to:				

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.90	Tax numbers/ID;	**Critical**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.91	Date of Birth;	**Critical**	**S**	
GT.92	Passwords;	**Critical**	**S**	For customers who wish to use Workday's native login, Workday only stores their Workday password in the form of a secure hash as opposed to the password itself. Workday uses SHA256 hashing algorithm, and all hashes are salted

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.93	Bank account numbers;	**Critical**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.94	Social Security numbers;	**Critical**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.95	Driver's License numbers;	**Critical**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.96	Email addresses;	**Desired**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.97	Addresses; and	**Desired**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.98	Other, City-defined fields. Please describe limitations in comments.	**Desired**	**S**	Workday has a number of fields that can either be masked or scrambled. More information on specific data you would want masked to be able to answer this question more completely.
GT.99	The system shall mask a portion of any of the above fields.	**Desired**	**S**	Partial field masking is available in Workday.
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**	
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.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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.102	The system shall be operational on a 24 x 7 scheduled basis.	**Desired**	**S**	Workday's contractual Service Availability SLA is 99.9%, excluding scheduled maintenance. Workday's service level commitments are set out in the Workday Production Support and Service Level Availability Policy (SLA) (located at https://www.workday.com/content/dam/web/en-us/documents/legal/workday-productsupport-SLA.pdf). Service Availability for a given calendar month is calculated as a percentage equal to [(total minutes in the month – total minutes that the Service is not available in the month outside of the Planned Maintenance window – total minutes of planned maintenance in the month) / (total minutes in the month – total minutes of planned maintenance in the month)]. Workday performs maintenance on a weekly, monthly and quarterly basis. This schedule is simple, predictable, and clearly published to all customers on the Workday Community site. Also, the duration of any downtime due to system maintenance is specified in Workday's SLA. Some vendors don't specify the duration of system maintenance in their SLA, and because of this, there is no contractual commitment on planned downtime. ● Weekly maintenance is 3 hrs, starting at 11pm Pacific Time Zone (GMT-8). There is zero downtime

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	**T**	Clarification of our Vendor Response: Workday does not store or process credit card data and therefore is not PCI compliant and this requirement is N/A. The City will have to process payment information outside of Workday. The payments can then be mapped into Workday via an integration, we do have some partners in the payment gateway market as well
User Interface				
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**	Workday offers a single user experience for all different personas interacting at different phases of the Workday application lifecycle. All end users, managers, systems administrators and auditors connect and use the single Workday application user experience accessible via browsers and mobile devices
GT.105	The system shall provide drop down boxes, or other pick list functionality, for data selection.	**Desired**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.106	The system shall provide configurable quick keys or keyboard shortcuts (i.e., function keys).	**Desired**	**S**	Clarification of our Vendor Response... We have marked this as "S" based on the intent of the functional requirement to provide Users with the best user experience and intuitive operation. We see this functional requirement more related to legacy applications and solutions which do not have dynamic, consumer grade type User experience and capabilities. Workday Application Pages were developed with different user persona's in mind. Self-service transactions are meant for end users for quick and simple updating of transactions. These can be done within the browser or the singular mobile application. There are other pages geared toward administrators for mass data entry. Workday has move away from the need of using shortcut-keystrokes. The Workday Application is set up in a way that allows for users to confidently navigate the system as well as copy/paste items into areas where needed without the need for further keyboard shortcuts. Should the need arise for more complex shortcuts, Workday users can create Custom Tasks in order to achieve the outcomes required. Setting up Worklets to give shortcuts when it comes to navigations, as well as giving users the capability to modify their own landing pages as it best suits their ways of working, allows for a personalization of the platform that enables users to do their best work.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Workday provides the ability to create and generate alerts and notifications with the Workday Alerts Framework. The alerts are driven off of the Workday reporting framework. These alerts can be set up to monitor the tenant data for specific conditions or events. These alerts can also be applied as notifications to steps in a business process. The alerts can drive notifications in Workday, via e-mail, or to a mobile device. Should the alert and notification requirements change, customers have the power to adapt and
GT.109	The system shall provide customizable screens based on roles and	**Desired**	**S**	Workday allows you to configure screens in a couple

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Workday has been designed with a consumer-grade user interface to deliver a user experience similar to consumer-like experience applications. As such, users are not required to understand complex menu structures or undertake difficult navigation tasks – this limits the amount of training and guidance required for your end users. Workday delivers both guided tours to assist with navigation, the Workday Assistant which is a bot that users can "talk" to using natural language processing to receive guided assistance, Workday People Experience (Journeys and Help) to embed your organization's help guides, FAQs and policies against key HR actions such as recruiting, and compensation and talent/performance management tasks to ensure users have access to the relevant information when completing a task. Alerts and validations at a field level also support enforcement of your rules and processes to further guide users in execution of their tasks. Workday also provides guided tours that can be setup as field-level help text across various tasks. As a final point, Workday supports integrations with third-party plugins, which provide a deep, field-level click-guide guidance mechanism for these customers in need of

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.111	The system shall provide customizable help.	**Desired**	**S**	You can configure online help for self-service users in multiple areas: ● Business Process Help Text: Workday supports configurable help-text for business process steps. This provides help in-context of the task, e.g., Add a Dependent, Change Address, etc. ● Application Help Link: Workday supports a configurable Help link from the main application menu. You may provide a link to your own document or website. ● Learn More Link: Workday supports a configurable link for the "Learn More" button displayed when a user logs into Workday for the first time. ● Guided Tours: Workday allows you to configure field based help for various tasks across the system.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.112	The system shall provide data validation on entry.	**Critical**	**S**	All data is validated for data integrity. This includes data entered online and data that flows through integrations into the Workday service. All data loaded into Workday via web services integration goes through the same validation rules as data entered online thereby providing that data integrity and consistency. Workday also provides Custom Validations for a broad set of fields that are configurable by customers. In addition, the Workday Business Process Framework allows for intermediate

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.113	The system shall create error logs with detail associated with the error.	**Critical**	**S**	Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports. Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged. You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.114	The system shall allow users to send error reports to the City IT Department.	**Desired**	**S**	Workday provides transaction validations and error reporting. A user can always provide the details of any error received or custom reports collecting errors to IT.
GT.115	The system shall provide configuration options for the level of detail that is logged in error logs.	**Desired**	**S**	Workday manages audit trail details as part of the service.
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**	You can add values to a pick list table, but this would be something you configure with the proper permissions. This helps ensure that the data in Workday stays clean.
GT.117	The system shall provide customizable screens based on roles and	**Desired**	**S**	Workday allows you to configure screens in a couple
GT.118	The system shall spell check on any field with the ability for a user to accept or ignore suggestion.	**Critical**	**S**	Workday is a browser based application so while Workday does not use spell check, the browser natively checks for that.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.119	The system shall validate against address field entries to align with City address standards.	**Desired**	**S**	All data is validated for data integrity. This includes data entered online and data that flows through integrations into the Workday service. All data loaded into Workday via web services integration goes through the same validation rules as data entered online thereby providing that data integrity and consistency. Workday also provides Custom Validations for a broad set of fields that are configurable by customers. In addition, the Workday Business Process Framework allows for intermediate validation, review, and approvals in a process.
GT.120	The system shall support CASS certification for USA and Canada.	**Desired**	**S**	Workday has built-in address validation.
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**	
GT.124	The system has the ability for multiple windows to be open at the same time.	**Critical**	**S**	This is standard functionality in Workday.
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**	Workday provides Warning messages.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	The Workday Business Process Framework is used to manage the flow of *all* the business transactions across the Workday service. Workday delivers more than 800+ optimized business processes that provide a baseline for Workday customers. Workday customers have control over the configuration of every business process for any organizational unit with a complete history and audit trail. The Workday Business Process Framework provides the following capabilities: ● Create a single global process shared by every part of a customer's organization, or create and use a different version of a process configuration for different parts of the organization ● Route work to dynamic security groups representing users, roles, locations and many other security facets ● View any process definition in a real-time visual swim lane mode ● Perform steps in parallel to maximize throughput ● Configure process steps to execute conditionally to maximize efficiency, without writing code or programming ● Include integrations directly in processes to allow real-time event-driven integrations to complement business user activity ● Maintain step delays and help-text, translatable to any supported language

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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**	Yes. Workday is a browser-based modern SaaS cloud configured via mouse/keyboard and supportive of adaptive or ADA compliant interactions for all employees.
GT.128	The system shall allow the system administrator to rename field labels.	**Desired**	**S**	Workday allows for the relabeling of many fields across the solution via configuration. This does not extend to all fields in the solution; however, the system is extremely flexible and configurable. We also allow for the creation of "custom objects" where a specific field is required by the organization in addition to the many thousands of delivered fields in Workday.
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**	
	Workflow			

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.133	The system shall initiate and track workflow and approval processes.	**Critical**	**S**	The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within the Workday service to connect people, applications, and services. The Business Process Framework is at the heart of Workday application functionality where all transaction-related changes to data originate and are processed. The Business Process Framework is more than just a process definition configuration tool. It also provides a robust run-time engine that evaluates process definitions, roles, steps, and condition rules to determine the routing logic for each event. In this way, it ensures that all business-related events are routed to the right resources at the right time while providing a comprehensive, perpetual audit trail of all changes made during the life of the event. Business processes are at the core of Workday functionality. Process flows that typically would require programming by skilled IT staff in other solutions are instead accomplished via configuration in Workday business process definitions. Customers can make these changes without complex programming, therefore the delays and costs that are typical of process changes are eliminated. Configurable conditional logic makes it easy to scale processes globally and provides the flexibility to

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.134	The system shall allow systems administrators to assign different levels of approval for the same user.	**Critical**	**S**	Workday's role-based security framework supports this.
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**	**S**	

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.137	The system shall provide workflow functionality in all proposed system modules.	**Critical**	**S**	The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within Workday to connect people, applications, and services. The Business Process Framework is at the heart of Workday application functionality where all transaction-related changes to data originate and are processed. The Business Process Framework is more than just a process definition configuration tool. It also provides a robust run-time engine that evaluates process definitions, roles, steps, and condition rules to determine the routing logic for each event. In this way, it ensures that all business-related events are routed to the right resources at the right time, while providing a comprehensive, perpetual audit trail of all changes made during the life of the event. Business processes are at the core of Workday functionality. Process flows that typically would require programming by skilled IT staff in other solutions are instead accomplished via configuration in Workday business process definitions. Customers can make these changes without complex programming, eliminating the delays and costs that are typical of process changes. Configurable conditional logic makes it easy to scale processes globally and provides the flexibility to create separate

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
The system shall set workflow rules by:				
GT.138	User;	**Critical**	**S**	** Clarification Note of our Vendor Response - We have responded to this functional requirement as "S" - based on within proposed Workday Solution we believe our Business Process Framework will provide the City considerably better, broader and more flexible Workflow capabilities. We welcome the opportunity to demonstrate this differentiated capability to the City. Specifically - Workday does not assign Workflows to a specific person. Workflow themselves are assigned to a role, which then links to one or more persons. The reason for this is if you were to have a user leave, those business process would still go to that person and not their roles. You can always reassign a workflow to someone for approval, but the configuration of the workflow as whole will be role
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.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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	The business processes are very configurable to roles, organization, or leveraging conditional logic. As long as the condition you are wanting to route the processes by is an available field in Workday, there could be conditional content to support the routing of that process.
GT.148	The system shall allow temporary availability status changes of users (e.g., unavailable due to vacation time).	**Critical**	**S**	Workday delivers a delegation framework for all functional areas. This allows the delegation of creation and/or approval of any transaction. Anyone who may be assigned an action (e.g., approval) may delegate their responsibility with effective dates or on an ad hoc basis. This delegation goes through an approval process of your choice.
GT.149	The system shall re-route workflow assignments based on availability triggered by user unavailable status.	**Critical**	**S**	Workday delivers a delegation framework for all functional areas. This allows the delegation of creation and/or approval of any transaction. Anyone who may be assigned an action (e.g., approval) may delegate their responsibility with effective dates or on an ad hoc basis. This delegation goes through an approval process of your choice.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.150	The system shall re-route workflow assignments based on availability triggered by City-defined periods of no response.	**Critical**	**S**	Workday provides you with the ability to manage multiple levels of approvals within our business process framework. Approvals can be routed within an organization-based hierarchy, or specified as Manager, Matrix Manager, Project Manager, or Management Chain as far as needed within the management chain, in addition to other security roles maintained in Workday. The Workday Business Process Framework is used to manage the flow of *all* the business transactions across the Workday service. Workday delivers more than 800+ optimized business processes that provide a baseline for Workday customers. Workday customers have control over the configuration of every business process for any organizational unit with a complete history and audit trail. The Workday Business Process Framework provides the following capabilities: ● Create a single global process shared by every part of a customer's organization, or create and use a different version of a process configuration for different parts of the organization ● Route work to dynamic security groups representing users, roles, locations and many other security facets ● View any process definition in a real-time visual swim lane mode

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.151	The system shall notify a system admin of unsuccessful workflow processes.	**Critical**	**S**	Workday provides a Business Process dashboard where administrators can monitor workflows.
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**	~~The Business Process Framework provides the option to send notifications for each step in a business process.~~
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**	The Workday Business Process Framework provides a read-only diagram of business process definitions. Customers can use this graphical view to communicate and confirm designs and to confirm workflow changes. Business processes are graphically represented by a classic workflow swim lane diagram. Each lane in the diagram is defined by the role responsible for performing the steps displayed in that lane. Customers can label each step, but not the color or shape of the steps within
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**	No. Workday allows the generation of email notifications to approvers. Due to security reasons, an email notification will include a link directly to the transaction within Workday for ease of use. This process will authenticate the user (or navigate via the
Reporting and Dashboards				

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.156	The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).	**Critical**	**S**	The partner working with the City can build any type of dashboard needed by the City. EIS dashboards can be created and restricted access to these dashboards can be setup to allow only certain groups or individuals access to this data. Workday provides a single reporting framework with the service for reporting and analytics. Workday does not require additional bolt-on business intelligence tools, ETL tools, or data warehouses. Because Workday's reporting goes against the same set of in-memory data objects and singular security model, every report or dashboard is 100% real-time by definition. Additionally, every report is actionable, unlike a separate business intelligence tool that cannot take action in the online system directly. Workdays native reporting tools provide the ability to display the report data in various visual formats (KPI, Dashboards, n-box, matrix etc.). These are available securely on mobile devices such as a smart phone or tablet for easy access and actionable data access. In addition, Workday supports several chart types including area, bar, bubble, column, gauge, line, pie, and scatter charts for a graphical representation of the data for analysis. These graphical capabilities are pre-configured to be available as options at run time

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.157	The system shall customize the information presented on the EIS by user.	**Critical**	**S**	
GT.158	The system shall customize the information presented on the EIS by group of users.	**Critical**	**S**	
GT.159	The system shall display information on the EIS in real-time.	**Critical**	**S**	Workday is one singular application for all aspects of Human Capital Management and Finance. The transactions and analytics engine is an all-in-one solution. As a result, all reports, dashboards, and scorecards can update in real time to display accurate information. The only exception to this is when customers create reports to return over-time, trending, or as of period
GT.160	The system shall provide a library of standard reports (i.e., "canned" reports).	**Critical**	**S**	Workday provides thousands of packaged reports that are delivered with the Workday service. These reports are accessible as related tasks in context or from menus.
GT.161	The system shall allow a user to modify existing reports, with appropriate security permissions.	**Critical**	**S**	Most Workday delivered reports can be copied and modified to suit the customer's needs.

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.162	The system shall provide an integrated report writer.	**Desired**	**S**	Workday provides a single reporting framework for all reporting and analytics across all functional areas. The Workday report writer runs as a natural part of the Workday user interface. This allows both casual report writers and more advanced users to safely create reports and analytics according to their security profiles. Customers can create or copy reports and configure that report including adding additional data objects and fields, sort, filter, group, format, set the output type, schedule, etc. Within the Workday service, a business user can easily create ad hoc reports. All reports in Workday are drillable into the detail. Additionally, with one click, reports can be transformed visually into drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the user's security. Beyond our traditional report writer, Workday provides two other reporting experiences for ad hoc analysis: ● **Worksheets:** provides an excel-like experience for ad-hoc analysis and collaboration between multiple workers if needed. ● **Discovery Boards:** Provides a drag and drop experience for data analysis similar to that of power

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.163	The system shall provide an integrated report writer that has a consistent look and feel across all proposed system modules.	**Desired**	**S**	Workday provides a single reporting framework with the service for reporting and analytics, unified within our solution. Workday does not require additional bolt-on business intelligence tools, ETL tools, or data warehouses. Because Workday's reporting goes against the same set of in-memory data objects and singular security model, every report or dashboard is 100% real-time by definition. Additionally, every report is actionable, unlike a separate business intelligence tool that cannot take action in the online system directly. Workday's report writer is designed to be used by any and all users of the service including managers and employees. Reports can be shared to different security groups without the need to email reports. Reports can also be web service-
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**	All data elements in Workday, including those custom and calculated fields that you will create can be reported on.

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The system shall import and export data from (or to) standard file formats including but not limited to:				
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**	Workday provides a single reporting framework for all reporting and analytics. New reports can easily be created by a business user. Workday delivered reports can be copied and modified to suit your needs based on security rights. The reporting framework is provided with the Workday service at no additional cost.
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**	Within Workday, a business user can easily create ad hoc reports. All reports created are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security.
GT.167	The system has the ability to save favorite reports in a menu or pick-list by individual user.	**Critical**	**S**	Menus will be delivered to users based on their security settings/privileges. Users can save favorites and configure their own navigation within the Workday User Interface.
GT.168	The system shall allow generated reports to be viewed on screen prior to	**Critical**	**S**	Reports can be viewed within the Workday interface
GT.169	The system shall allow reports to be generated that are searchable.	**Critical**	**S**	This is standard functionality with the Workday reporting framework

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.170	The system shall configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).	**Desired**	**S**	With Workday's delivered reporting framework, users can schedule reports to be automatically run at a user-defined frequency and then delivered to appropriate recipients within Workday or via e-mail. Report output can be static (PDF, Excel) or dynamic with various graphical display options (charts, matrix, nBox, etc.)
GT.171	The system shall allow reports to be generated that have "drill-down" capabilities.	**Critical**	**S**	With Workday, all users across the organization can find ready-to-use standard reports out of the box,
GT.172	The system shall print graphs and charts for presentation style reports.	**Critical**	**S**	users can clone those reports and tweak them as
Mobile Devices				

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.173	The system shall provide a user interface that is fully accessible from mobile devices.	**Desired**		building and using our applications. Mobile access is simply another aspect of UI Services, included and supported as part of the subscription, without needing additional implementation. Workday offers a single native mobile application (for iOS and Android devices) and responsive browser-enabled mobile user interface at no additional charge. Workday's highly rated native mobile app enables these high-value features: ● Biometric – Fast Login – touch & face ID ● Push Notifications (actionable, workflow automation) ● Geo-fencing (e.g. location-based time check in/out) ● Camera (OCR invoice/receipts, profile pics, doc uploads, barcode scan, candidate referral) ● Calendar & Contacts Integration Our mobile experience is consistent with the web and responsive to the target device. Each client's user experience is optimized based on touch and form factors, so users don't have to pinch and zoom to find fields, cards, or buttons designed for the real estate of a desktop browser. Because the Workday mobile solution is simply an extension

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
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	Yes, the system is mobile-first with fully responsive design, HTML5, in addition to a single mobile application for both Android and Apple devices.
GT.175	The system shall provide an iOS app for use on both iPhones and iPads.	**Desired**	S	Workday provides a responsive native mobile solution for:

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**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.176	The system shall provide an Android app for use on Android phones and tablets.	**Desired**	S	Workday provides a responsive native mobile solution for: ● iPhones and iPads with our native iOS app "Workday for iOS". ● Android smartphones and tablets with our native Android app "Workday for Android". ● In addition to these mobile native applications, Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, Microsoft Edge, etc. Workday's native mobile applications deliver access to most employee and manager self-service tasks, as well as administrative tasks, dashboards, and reporting. Workday's single security model means that there is no separate security configuration required for mobile access. And for the native mobile apps, users can use a PIN or biometrics to sign in to the app which contributes to a higher user adoption. Also, there aren't separate mobile applications for different functional areas. An internet connection (and authentication) is required to access Workday from a mobile device, and no business data is stored on the device itself.

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	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**	Workday has a single data model, removing the need for integration between functions (or what would be considered "modules" in other systems). Within the Workday application, there are only two points of entry—one for users and one for external systems integrations. As a single platform, there is no integration required between different functional areas. Functional areas such as accounts receivable, accounts payable, fixed assets, capital projects, cash transactions, expenses, procurement, payroll, grants all provide this by default.
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**	Financial reporting time periods are fully configurable within Workday to support various different period slices of data within the same reporting structure, allowing the same report to be run for a given fiscal period, multiple periods, summary periods, etc.
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**	Financial reporting time periods are fully configurable within Workday to support various different period slices of data within the same reporting structure, allowing the same report to be run for a given fiscal period, multiple periods, summary periods, etc.
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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
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**	Workday retains all balances and activity within inactive accounts to ensure the completeness of historical financial reporting which uses accounts that may currently be inactive. This ensures that financial reporting integrity is retained even as account structure needs change over time.
GL.8	The system shall automatically roll forward balances for balance sheet accounts at year end for a soft close.	**Critical**	**S**	Workday provides an automated fiscal year close and balance roll-forward functionality which closes the P&L to retained earnings and generates beginning balances for balance sheet accounts.
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	**Critical**	**S**	
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.	**Desired**	**S**	Accounting date selection is a user entered field for journals regardless of the status of fiscal periods and years, with system generated notices and warnings to users if they have selected a date that relates to a closed fiscal period or year.
GL.11	The system shall limit account inquiry access to the balance/summary level.	**Desired**	**S**	Security permissions control both which accounts an
GL.12	The system shall restrict GL posting (i.e., live or batch) by account number with appropriate security permissions.	**Critical**	**S**	Ledger account security segments can be used to support restricted posting by roles.
GL.13	The system shall flag an account as inactive based on a specified effective date.	**Critical**	**S**	
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.	**Critical**	**S**	Chart of account ranges are utilized within the ledger account hierarchies to provide flexibility in rolling up the chart of accounts for financial statement presentation. Workday also provides functionality for data input mapping which provides wildcarding and ranged values when loading large datasets but are not leveraged for user input where a journal preparer will be expected to select an account as part of the entry process.
GL.15	The system shall perform automatic posting of recurring journal entries with appropriate security permissions.	**Desired**	**S**	Workday provides secured access to tasks to configure and generate entries based on recurring journal templates, including rules for review, approval, recurrence, attachments, and other relevant data associated with the recurring journal. The template will also include an audit trail of all historic journals created related to that template.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.16	The system shall flag a journal entry as a reversing journal entry and identify the new journal entry number and date.	**Critical**	**S**	Workday provides a reversing journal flag which can be used when creating an entry that generates a reversing entry automatically and links the two journals. By default a reversing journal is set to reverse on the first day of the next fiscal period, but this default can be easily overridden for an alternate reversal date provided by the user.
GL.17	The system shall perform automatic reversals of month-end accruals at the beginning of the next period.	**Desired**	**S**	All reversing entries default the reversal journal to the first day of the next available period, including various system generated accruals. For accruals that are not system generated by instead are user generated, the reversing journal flag should be indicated to ensure appropriate reversal. Journal sources can be used to help ensure this feature is used, for example requiring that any journal type of "accrual journal" must have the reversal flagged before it can be submitted ensuring that reversals are not erroneously omitted.
GL.18	The system shall allow users to retrieve GL related information a minimum of ten years old.	**Desired**	**S**	Workday provides the ability to store historical transactions up to the desired period as part of your data conversion strategy. Additional data conversion strategies will be discussed for consideration as part of the overall evaluation as additional data storage options are available that may simplify the data conversion for historical balances and activities depending on the required audit support needs.
GL.19	The system shall perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).	**Critical**	**S**	
GL.20	The system shall allow the produced reports to be editable by a user for formatting and final edits.	**Critical**	**S**	
GL.21	The system shall track pooled cash by fund for a singular bank account.	**Critical**	**S**	
GL.22	The system shall track multiple pooled cash by fund for multiple bank accounts.	**Critical**	**S**	
GL.23	The system shall provide a pick-list of reasons for rejecting general ledger transactions.	**Desired**	**N**	Standard send-back and denial of business process transactions are accompanied by a free entry reason field rather than a drop down pick-list of reasons.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.24	The system shall display user defined reasons for rejecting general ledger transactions.	**Desired**	**S**	Yes in concept. Standard send-back and denial of business process transactions are accompanied by a free entry reason field rather than a drop down pick-list of reasons. Custom Validations help users identify transaction issues within a business process. These validations can be applied to processes and tasks to: ● Display warning/error messages when a transaction meets certain conditions ● Prevent workers from submitting invalid transactions until they resolve an error ● Alert transaction approvers to conditions that need more careful review
GL.25	The system shall provide at least 13 periods, including one for audit adjustments (period 13).	**Critical**	**S**	Workday provides the ability to create a ledger account period with the status of adjustments only which allows the booking of audit adjustments without reopening the period for journals or other transaction types (only journals with the adjustment box flagged which can be further restricted above and beyond standard journals). Workday also supports the concept of multiple book codes which are used in transaction recording and reporting which can be used to create an audit adjustments book specifically to contain the out of period adjustments made again without risk of opening the operating book to potential erroneous entry and providing a more controlled manner of making adjusting entry. These mechanisms provide the functionality of a 13th period
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.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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.27	The system shall attach documentation to an account based on account access permissions.	**Desired**	**S**	Workday supports both documentation at the account level, providing documents and documentation of the policies, procedures, and other items related to a ledger account. A specific entry to that ledger account also supports documentation and attachments justifying the entry that can be made accessible to users with access to those system attachments (assuming they have access to the journal entries in question).
GL.28	The system shall enter comments at account set up based on account access permissions.	**Desired**	**S**	Workday supports the storage of additional fields related to data elements such as the account to provide context, and also provides the ability to associate a policy, procedure, and other information related to a ledger account.
GL.29	The system shall add user date and time comments per GL account.	**Desired**	**S**	Workday audits, date and timestamps all system transactions, any changes made in the review process, and will also include a stamp for the approval of any transaction.
GL.30	The system shall add user date and time comments per GL account transaction.	**Desired**	**S**	Workday audits, date and timestamps all changes.
GL.31	The system shall capture comments added for audit trail purposes.	**Desired**	**S**	Comments that are provided as part of the creation of a journal or as part of the review are retained as part of the audit trail of that transaction along with the date and timestamp, user stamps, etc.
Chart of Accounts				
GT.32	The system shall provide a single chart of accounts file that is referenced by all other proposed system modules.	**Critical**	**S**	Workday is a fully unified system - all sub processes reference the centrally defined Chart
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**	Within Workday's design all chart of account elements are immediately and automatically available for use with any other new chart element such as fund, department, or other organizations unless specifically excluded through configured relationships and exclusions.
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**	All accounts include both a numeric value and a description field that can both be searched or utilized
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**	Not currently available and not currently planned for releases before October 2025. This is a feature on the Workday roadmap for releases after that period and is an intended enhancement.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
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**	Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to look up any data in Workday as of any date, and have a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, with no need to archive it. You can use it, report on it or delete it if you choose to do so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.
GT.38	The system shall track monthly fund balances for distribution of interest.	**Desired**	**S**	Fund balances can be tracked as a standard financial function and utilizing Workday reporting functionality. The Fund is a standard dimension including budgetary controls and balancing functionality to support a fully balanced balance sheet for all funds utilized by the county.
GT.39	The system shall support 10 or more alphanumeric segments in the current chart of accounts.	**Desired**	**S**	Workday does not put a system limitation on the number of characters in any chart of account segment

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GT.40	The system shall identify the Annual Comprehensive Financial Report (ACFR) reporting category and subcategory by account.	**Desired**	**S**	**Workday comes delivered with over 100 standard dimensions to assist with the classification with standardized and structured reporting elements such as categories and subcategories needed to support ACFR reporting and the ability to add 25 further custom dimensions based on City of Superior's needs including the ability for those dimensions to be hierarchical and to have date effective hierarchies and multiple versions of those hierarchies. This supports additional chart elements that may not be delivered by Workday.**
GT.41	The system shall capture cost centers for transactions for departments to track activity within a single GL account.	**Desired**	**S**	**Workday comes delivered with over 100 standard dimensions (including cost center) and the ability to add 25 further custom dimensions based on the county's needs including the ability for those dimensions to be hierarchical and to have date effective hierarchies and multiple versions of those hierarchies. This supports additional chart elements that may not be delivered by Workday.**
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**	Certain segments can be reported on a specific effective date but some of them will show up in reports with the most recent value, however, virtually all changes that are made to segments have an audit trail that will show when it was changed and who changed it so you will always have visibility in to the changes that are made.
GT.44	The system shall support at least a 30-character long description field for each segment of the COA.	**Critical**	**S**	The naming and labelling of dimensions in Workday is not subject to any character limit, and supporting information on the dimension such as description fields are likewise not subject to character limits.
GT.45	The system shall support at least a 15-character short description field for each segment of the COA.	**Critical**		The naming and labelling of dimensions in Workday is not subject to any character limit, and supporting information on the dimension such as description fields are likewise not subject to character limits.
Journal Entries				

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.46	The system shall import and export journal entries using MS Excel spreadsheets and other user-defined formats.	**Critical**	**S**	Workday provides a standard import template for journals that can include multiple journals, and leverage any of the dimensions utilized in the county chart of accounts.
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**	Workday provides the ability to define the journal entry workflow to enable review rights to update and edit imported data. This is configurable by City of Superior and will determine which users have the right to edit data and which workflows this right will apply to.
GL.48	The system shall post statistical or non-financial data.	**Desired**	**S**	Supported. With Workday, you can define statistics. You can enter or import these statistics, Workday statistical functionality enables you to record budget statistics and use them for plan versus actual reporting as well as for an allocation basis.
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**	Workday puts no system limitation on the availability of historical journal detail data and no data is archived or purged unless initiated by the county, ensuring compliance with the county's data retention policies.
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**	Other standard closing functions such as the transfer of P&L activity to current and historical retained earnings are standard parts of Workday's account processing and require no user intervention or rules to accomplish. Workday provides account transfer functionality using allocations to systematically transfer account based on user rules and can be run on demand based on a fiscal period's activity.
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**	**S**	Periods can be set to allow only ' adjustment postings' in the closed period as needed. Very flexible and can be very restrictive.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
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**	
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**	
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**	All journals are automatically assigned a system sequence to ensure unbroken record controls are maintained regardless of the journal source (user entry vs. recurrence vs. upload).
Reporting				
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**	Workday delivers the ability to create financial reports for statutory reporting, tracking financial operations performance, and generating comparison and consolidation reports. Accounting "workpaper" reports such as trial balance, ledger detail, account analysis, and reconciliations provide analysis and control. Consolidated profit and loss (P&L), balance sheet, and cash flow statements meet financial statement needs in base and reporting currencies. User-defined, real-time query provides insight whenever and wherever it's needed.
GL.67	The system shall provide a library of "canned" reports to be used by City staff with limited parameter entry.	**Critical**	**S**	Workday delivers standard reports out of the box; users can clone those reports and tweak them as necessary. Reports can be exported into Excel or as PDF. Reports can also be built as web services for ease of integration with other systems if needed (e.g., csv, json, xml format).
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**	**C**	This can be accomplished using Microsoft Connect. Additional services will apply (not included). Learn how Tulsa County accomplished this here.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.69	The system shall generate reports to assist the City with completing and filing mandatory State tax forms.	**Critical**	**S**	Workday supports year-end forms for W2, W2C, T4, T4A, T4A-RCA, RL1, RL2, NR4 and P60 and worksite
GL.70	The system shall export to various formats to create a custom designed ACFR document.	**Critical**	**C**	Workday can export information to create your ACFR document. Additional services to support this are not included. learn more about how Tulsa County accomplished this here: https://bit.ly/Tulsapushbutton
GL.71	The system shall generate information for multiple periods and or multiple fiscal years in one query.	**Critical**	**S**	All financial reports have the ability to present results for multiple fiscal years within a single report. User parameters can also be utilized to focus the resulting report on a specific year or date window to assist in review and close activities as needed.
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**	All reports in Workday are interactive and drillable. Most inquiry/query functions can be accomplished by creating the appropriate report to retrieve the relevant data.
GL.73	The system shall support user defined queries and allow these queries to create reports.	**Critical**	**S**	All reports in Workday are interactive and drillable. All fields related to the journal such as the originating business document, any of the chart of account fields, information in the date and memos, etc. can be used as part of the report setup, the parameters and filters users can utilize for query, etc. User querying in Workday is simplified through the use of parameterized reports which use simplified prompting rather than requiring users to know SQL or other reporting languages in order to generate data queries from Workday's ledger. This helps to democratize reporting and data access for financial users and other consumers of City of Superior's financial data.
GL.74	The system shall set unique security permissions for each system-generated report.	**Critical**	**S**	Report settings are provided for each report with standardized data access provided based on overall security configuration and the data sources used for a particular report, with the ability to then layer additional security on a report definition to restrict access to specific user roles, segments of the organization, or even named individuals. This security is dynamically applied.
GL.75	The system shall export all system-generated reports to .xlsx or .csv format.	**Critical**	**S**	
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**	

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
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**	Workday supports the scheduling of report runs to provide runs during non-business hours. Workday's transactional and reporting functionality is all based on an in-memory database providing a highly performant reporting environment for users reducing the need to rely on scheduling or reports for performance reasons.
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**		Workday's reports are all designed to be run through live web reporting to display on screen and provide drill-down based on all ledger dimensions to transaction detail. Where necessary a report or drill-down can be exported to excel or PDF if the capability has been enabled in Workday. As previously noted, Workday also makes all financial data available for drag and drop report writing in Excel utilizing a direct plug-in to the ledger making live and interactive, drillable reports in Excel as needed.
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**	All financial reporting utilizes user specified effective dates so accounts can be applied to hierarchies as needed over time to support reporting over multiple years/periods with appropriate sets of accounts and statuses.
GL.83	The system shall generate a General Ledger Audit Report based on permissions.	**Desired**	**S**	All Workday transactions are subject to audit with a
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**	Workday provides standard financial statements with the ability to prompt on time range for the relevant standard or comparative statements. Additionally, these standard reports can be copied and adjusted to support specific views or comparisons desired by the county. Finally, Office Connect for financial reporting provides an excel user interface for reporting across periods, actual and budget, and supports pixel perfect reporting in a familiar experience.

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.86	The system shall print graphs and charts for presentation style reports.	**Critical**	**S**	With Workday, all users across the organization can find, analyze, and take action directly on real-time data in the Workday service, based on their security access. Business intelligence is built directly into the Workday platform, without the need for bolt-on business intelligence solutions. Workday provides thousands of delivered reports with the service that are available in the browser, as well as on mobile devices that support iOS and Android platforms. Given the appropriate security rights, any user has the ability to create custom reports, analytics, scorecards, and dashboards using a simple web-based report framework. Workday also offers the ability to build data visualization reports by drag-and-drop to analyze the data in real time. This visualization experience is truly ad-hoc, with reports building at the speed of thought. Live report data may also be leveraged in Workday Worksheets, an Excel-like tool built directly into Workday. This allows for further analysis and modeling of existing data, and adds the benefit of being connected to live data from any Workday report. Users can perform multi-dimensional drill-down on data with charting and filtering capabilities, then take action directly from the report on any object. For example, if you see the name of a person on a report, you can click on that name and take action on the person. Similarly, if you see a number on a report, you can click on that number and see the underlying detail that made up that number as well as slice and dice
GL.87	The system shall export graphs and charts for presentation style reports to common desktop publishing applications.	**Desired**	**S**	Workday standard reports provide a visualization function that can be downloaded as images and PDFs, while office Connect for financial reporting provides the ability to leverage the Microsoft suite in accessing data from the ledger and producing connected visualizations for consumption outside of the web reporting of Workday.
GL.88	The system shall report by pay period for personnel expense (i.e.,1 of the 26).	**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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
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**	Workday provides the ability to define for each ledger account a policy, purpose, and procedure for its use and reconciliation. These are all reportable allowing a single consolidated document which can be printed or viewed through web reporting.
GL.91	The system shall perform wildcard searches by GL transaction fields.	**Critical**	**S**	Workday supports the use of parameterized reports using a filter and prompt methodology. This approach allows the definition of filtering approaches including "contains" which utilizes a substring to then wildcard search free text fields. This works for any text field such as field name or free form input providing flexible data inquiry. Workday also natively supports partial string data searches as part of the global search function above and beyond inquiry for journal details.
The system, at a minimum, shall produce the following reports (current and previous years and for multi-year funds where applicable):				
GL.92	The system shall print a summary explanation report of every GL account and its description.	**Critical**	**S**	**Workday provides the ability to define for each ledger account a policy, purpose, and procedure for its use and reconciliation. These are all reportable allowing a single consolidated document which can be printed or viewed through web reporting.**
GL.93	Inception to date, for total expenditures for all City projects across multiple fiscal years by project type;	**Critical**	**S**	Project financial reporting includes both fiscal and project life views to support reporting related to expenditures within a specific fiscal period or across project lifetime.
GL.94	Expenditures relative to budget;	**Critical**	**S**	Workday tracks and reports as standard both budgeted and actual values for all financial statements components allowing tracking of expenditures relative to budget with numerous lenses (i.e. for a project, for a department, for a category of spend, etc.).
GL.95	Revenues relative to budget;	**Critical**	**S**	Workday tracks and reports as standard both budgeted and actual values for all financial statements components allowing tracking of revenues relative to budget with numerous lenses (i.e. for a project, for a department, for a category of revenues, etc.).

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.96	Year-to-date expenditures;	**Critical**	**S**	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.97	Year-to-date revenues;	**Critical**	**S**	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.98	Month-to-date expenditures;	**Desired**	**S**	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.99	Month-to-date revenues;	**Critical**	**S**	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.100	Budget to actual by all budget line items;	**Critical**	**S**	Workday tracks and reports as standard both budgeted and actual values for all financial statements, providing coverage of all budget line items.
GL.101	Multiple budget types to actual (e.g., actual to versions of budget);	**Critical**	**S**	Workday supports the creation of different plan definitions supporting multiple budget versions, and supporting various iterations such as a baseline budget vs. rolling forecast. Multiple budget versions can also be provided in reporting so that actuals, a baseline budget, and updated forecast can all be shown, compared, and analyzed in a single reporting view.
GL.102	Open encumbrance report;	**Critical**	**S**	Workday's reporting includes the ability to view and include/exclude transaction ledgers which include commitment accounting entries, allowing all standard multi-dimensional reporting to be applied to open commitments and encumbrances similar to all other reporting. This supports reporting on a pre and post encumbrance reporting basis for areas of interest such as Project financial
GL.103	Pre-encumbrance report;	**Desired**	**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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.104	Comparison of expenditures by month;	**Critical**	**S**	Workday fully supports comparative reporting including multiple periods or versions (Actual to Budget, Pre vs. Post Encumbrance, etc.) of all financial data.
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**	You can manage project costs from project tagged transactions, to the association of those transactions with capital assets in the project, to capitalization of those project cost into depreciable business assets. Project assets are buckets that are specific to each capital project, which capture separate, ongoing costs of a capital project that is in progress. You can associate multiple projects assets with a project to track cost over the life of a project. When all costs are in from transactions tagged to the capital project, you can convert each project asset to a business asset to realize cost and start depreciation. Each asset may have a different depreciation schedule. Review of the project transactions for expense or capitalization can occur within the project itself, or Workday also delivers a project Workbench to make it easy to review and capitalize transactions for various projects and project assets in one place. You can also automatically assign capital project transactions to project assets, eliminating the manual effort of managing capital project transactions. Supported transaction types for capitalization within projects include time and labor, expenses, supplier invoices, and manual journals. Using capital project WIP exclusion rules, you can automate the expensing of cost below your cost threshold to simplify and

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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.111	Comparison of revenues and expenditures by month;	**Critical**	**S**	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.112	Comparison of revenues and expenditures by quarter;	**Critical**	**S**	
GL.113	Summary and detail trial balance at any budget level;	**Critical**	**S**	All Workday reporting is based on a roll-up of the detailed trial balance data and can be presented in summary to end users based on the required dimensions or presentation preferences (ledger account roll-ups, organization roll-ups, etc.) for both actual and budget data.
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**	Workday's ledger provides cash position reporting which can be utilized to track the cash associated with any bank account and the association of those bank accounts with particular components of the county's operations such as department, fund, or other organizations. This data can be provided in both summary and detailed formats depending on the user needs and report structure.
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.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**	**S**	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
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**	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.127	Consolidated Financial Statements.	**Critical**	**S**	Workday's General Ledger provides support for standard financial statement consolidation principles including the elimination of inter-company and inter-fund activities, as well as other ownership elimination concepts typically applicable in corporate consolidations. These eliminations are used to provide consolidated financial reports (including the income statement, balance sheet, cash flows, and equity) without double counting activity between units of the consolidated financial reports. In addition to supporting consolidated financial views, the use of selection criteria in report runs ensures that stand-alone financials can also be produced for all reporting units.

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Budgeting – Operating, Personnel, Capital

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	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**	Yes, the budgeting module can use the same chart of accounts as the rest of the system. You also have flexibility to modify the budgeting system to include things that may not be in the chart of accounts if needed.
BD.2	The system shall create all budgets by user-defined period.	**Desired**	**S**	Workday Adaptive Planning can be configured to create budgets by any period of time, daily / monthly / quarterly / annually
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**	Workday Adaptive Planning is flexible and scalable to allow you to model for your budget/forecast based upon your unique requirements.
BD.5	The system shall store a minimum of seven years budget-to-actual results at any account level.	**Desired**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Standard functionality within Workday Adaptive Planning.
BD.7	The system shall provide salary and benefit information by employee, for budgeting purposes.	**Critical**	**S**	Workday Adaptive Planning can plan and model your employee data at whatever level of detail necessary for budget purposes.
BD.8	The system shall create and enforce the budget at any segment of the City's chart of accounts.	**Critical**	**S**	
BD.9	The system shall budget at any level with budgetary control at the line item level based on user-defined criteria.	**Critical**	**S**	Controls can be configured at any defined level.
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**	Standard functionality within Workday Adaptive Planning.
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**	Workday Adaptive Planning allows you to roll budget memos / text fields over to the next working fiscal year budget.
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**	Standard functionality within Workday Adaptive Planning.
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**	Workday Adaptive Planning allows you to analyze budget variances based upon dollars and percentages of available budget for an account or group of account.
BD.16	The system shall provide budgetary control at the department level to control spending based on City-defined criteria.	**Critical**	**S**	
The system shall provide a City-defined budget dashboard view of key indicators, including but not limited to:				

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.17	Budget to actual;	**Critical**	**S**	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted and more.
BD.18	Project completion;	**Critical**	**S**	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted, project completions, and more.
BD.19	Fund;	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.20	Department;	**Critical**	**S**	
BD.21	Division;	**Desired**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.22	Account code;	**Critical**	**S**	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted, departments, sub-departments, account codes, and more.
BD.23	Project;	**Critical**	**S**	
BD.24	Grant;	**Critical**	**S**	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, grants, restricted and unrestricted, departments, sub-departments, account codes, sub-account codes, and more.

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.25	Sub-Entries (transactions);	**Critical**	**S**	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted, departments, sub-departments, account codes, sub-account codes, sub-entries, and more.
BD.26	Current year-to-date compared to previous year-to-date;	**Critical**	**S**	Standard functionality within Workday Adaptive Planning
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**	Standard functionality within Workday Adaptive Planning
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**	Standard functionality within Workday Adaptive Planning
BD.29	Other, City-defined.	**Desired**	**S**	
The system shall add attachments at the detail level of the budget, including but not limited to:				
BD.30	MS Word;	**Critical**	**S**	Workday Adaptive Planning provides the capability to add attachments including word docs., excel files, pdf files, etc. at the process task level or be uploaded into a reports directory. Links to file directories may also be added to text fields within your planning models.
BD.31	MS Excel;	**Critical**	**S**	Workday Adaptive Planning provides the capability to add attachments including word docs., excel files, pdf files, etc. at the process task level or be uploaded into a reports directory. Links to file directories may also be added to text fields within your planning models.

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.32	PDF; and	**Critical**	**S**	Workday Adaptive Planning provides the capability to add attachments including word docs., excel files, pdf files, etc. at the process task level or be uploaded into a reports directory. Links to file directories may also be added to text fields within your planning models.
BD.33	Other, City-defined.	**Critical**	**S**	
	Budget Preparation			
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**	**Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning.**
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**	**Standard functionality within Workday Adaptive Planning**
BD.39	The system shall associate a start and end date with a supplemental budget request.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
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**	
The system shall load budget amounts based on one or more of the following ranges or subset of ranges:				
BD.41	Zero balances in all accounts;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.42	Current year's original budget;	**Critical**	**S**	**Yes, you determine the starting point and basis for your new budget and which prior version you wish to utilize as a starting point.**
BD.43	Current year's amended budget; and	**Critical**	**S**	**Workday Adaptive Planning enables the organization to load data in any fashion required including current years budget amendment.**
BD.44	Other, City-defined.	**Critical**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**Standard functionality within Workday Adaptive Planning**
BD.46	The system shall create replacement and maintenance budgets based on an items useful life, annual maintenance, and annual replacement contributions.	**Desired**	**S**	**Standard functionality within Workday Adaptive Planning**
BD.47	The system shall automate budget information to expedite budget offers and avoid human error.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning
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**	**Standard functionality within Workday Adaptive Planning**
BD.49	The system shall allow new budgets to be created from historical financial information or past budgets.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
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**	
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	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning.**
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**	**Standard functionality within Workday Adaptive Planning**
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	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.62	The system shall present, track, and maintain, various budget statuses including: Revised, Adopted, Requested, and Approved.	**Critical**	**S**	**Our customers create versions for each of the statuses listed.**
The system shall store the following information when a budget supplement (transfer/amendment) is made:				
BD.63	Type of change;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.64	Reason for change;	**Critical**	**S**	**Standard functionality withing Workday Adaptive Planning. Our models allow for comments and narratives.**
BD.65	Original requestor of change;	**Critical**	**S**	**Standard functionality withing Workday Adaptive Planning.**
BD.66	Approvers of change;	**Critical**	**S**	**Standard functionality withing Workday Adaptive Planning.**
BD.67	Tracking of all historical changes;	**Critical**	**S**	**There is a full audit trail of the change, who made it, and when.**
BD.68	User making change;	**Desired**	**S**	**Yes, included in the audit trail records.**
BD.69	Date and time of change requested;	**Desired**	**S**	**Workday Adaptive Planning provides the capability to store the information when a budget supplement (transfer/amendment) is made including type of change, reason for change, requestor of change, Approver of change, who made the change and multiple other types of information. The audit trail captures quite a bit of this information (time and date stamped) including all historical changes.**
BD.70	Date, ordinance number, and language of City Council approval;	**Desired**	**S**	
BD.71	Comments/notes;	**Desired**	**S**	**Comments and notes are available in various areas of planning including budget task notes, report notes, report line notes, cell notes and text fields.**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.72	Scanned and attached documentation; and	**Desired**	**S**	**Workday Adaptive Planning has the ability to store information when a capital budget adjustment/amendment is made. This includes information such documents associated with change. The Audit Trail and anything specified in the change template should capture most of the information.**
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**	
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**	**Standard functionality within Workday Adaptive Planning.**
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**	**integrated with Workday HCM (the proposed payroll application) which**
BD.79	The system shall provide payroll and benefit information by position or by employee for budgeting purposes.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning.**
BD.83	The system shall generate payroll forecasts by pay or step plan for budgeting purposes.	**Critical**	**S**	**Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning.**
BD.85	They system shall budget for vacant positions, including premium earnings, benefits, and other pays.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.86	The system shall recalculate position budget forecasts based on employment actions and salary/benefit changes with appropriate review and approvals.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.87	The system shall allow for changes to and deletions of a position.	**Desired**	**S**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning.**
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**	**Standard functionality within Workday Adaptive Planning**
BD.91	The system shall make mass changes on employee data based on reorganizations (reassign departments or divisions).	**Desired**	**S**	
BD.92	The system shall add or delete mass employee (FTE) to departments or divisions based upon user-defined need.	**Desired**	**S**	**Workday delivers the ability to mass generate hire/termination transactions in a couple of ways. First, transactions can be mass generated from transactions staged on a spreadsheet. Once the data is on the spreadsheet, the data can be loaded into Workday and transactions mass generated. Second, Workdays Mass Operation Management functionality can be used to generate transactions for large groups of workers based upon a report that pulls the workers. The workers contained in the report would then be able to be acted on. This would be most appropriate for termination of existing employees en mass.**

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**	**Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables both the ability to 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.**
The system shall track the following position information:				
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**	**Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to track position information including job classification code and title.**
BD.98	Date filled;	**Critical**	**S**	
BD.99	Date vacated;	**Critical**	**S**	
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**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.104	Funding Source Codes;	**Critical**	**S**	**Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to track position information including Funding Source Codes.**
BD.105	FLSA Status;	**Critical**	**S**	**This is tracked on the job profile that is associated to the position.**
BD.106	EEO Function;	**Desired**	**S**	**This is tracked on the job profile that is associated to the position.**
BD.107	EEO Category;	**Desired**	**S**	**This is tracked on the job profile that is associated to the position.**
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**	**S**	**Adaptive Planning and will be**
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				
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**	**Standard functionality within Workday Adaptive Planning.**
BD.117	The system shall allow capital budgets to be created from historical financial information or past budgets.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning**
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**	**Standard functionality within Workday Adaptive Planning.**
The system shall identify a capital budget request based on the following:				

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.120	Project ID;	**Critical**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Project ID.**
BD.121	Project number;	**Critical**	**S**	
BD.122	Project name;	**Critical**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Project Name.**
BD.123	Project type (user-defined);	**Critical**	**S**	
BD.124	Asset type (user-defined);	**Critical**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Asset Type.**
BD.125	Project phases;	**Desired**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Project Phases.**
BD.126	Anticipated project start and end dates;	**Critical**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Project Start and/or End Date.**
BD.127	Funding source(s);	**Critical**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Funding Source.**
BD.128	Budget Year; and	**Critical**	**S**	**Workday Adaptive Planning has the ability to identify a capital budget request based on Budget Year.**
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**	**Standard functionality within Workday Adaptive Planning**
BD.131	The system shall budget for revenue sources in the capital budget.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
BD.132	The system shall allow for multiple funding sources for multi-year funds.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
BD.133	The system shall track budget, expenditures, and funding sources for grants and multi-year funds.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
The system shall store the following information when a capital budget adjustment/amendment is made:				
BD.134	Type of change;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.135	Reason for change;	**Critical**	**S**	**Standard functionality withing Workday Adaptive Planning. Our models allow for comments and narratives.**
BD.136	Original requestor of change;	**Critical**	**S**	**Standard functionality withing Workday Adaptive Planning.**
BD.137	Approvers of change;	**Critical**	**S**	**Standard functionality withing Workday Adaptive Planning.**
BD.138	Tracking of all historical changes;	**Critical**	**S**	**There is a full audit trail of the change, who made it, and when.**
BD.139	User making change;	**Desired**	**S**	**Yes, included in the audit trail records.**
BD.140	Date and time of change;	**Desired**	**S**	**Workday Adaptive Planning has the ability to store information when a capital budget adjustment/amendment is made. This includes information such as the Time and Date of Change. The Audit Trail and anything specified in the change template should capture most of the information.**
BD.141	Comments/notes;	**Critical**	**S**	**Comments and notes are available in various areas of planning including budget task notes, report notes, report line notes, cell notes and text fields.**
BD.142	Scanned and attached documentation; and	**Critical**	**S**	**Workday Adaptive Planning has the ability to store information when a capital budget adjustment/amendment is made. This includes information such documents associated with change. The Audit Trail and anything specified in the change template should capture most of the information.**
BD.143	Other, City-defined.	**Critical**	**S**	
BD.144	The system shall consolidate a report that provides details for capital projects.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**

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**	**Standard functionality within Workday Adaptive Planning with bi-directional import / export capabilities.**
	Forecasting			
BD.146	The system shall provide a budget model or framework for forecasting purposes.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning**
The system shall provide budget trending and forecasting capabilities including:				
BD.147	Straight line projection;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.148	Trend analysis;	**Critical**	**S**	**Workday Adaptive Planning has the ability to provide budget trending and forecasting capabilities with its built in Forecasting component that leverages several Forecasting algorithms to assist with the Forecast process. This includes trend analysis.**
BD.149	Percentage based on last year actual;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.150	Percentage based on last year budgeted;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.151	Monthly budget based on prior year actual trend data for a particular month;	**Desired**	**S**	**Workday Adaptive Planning has the ability to provide budget trending and forecasting capabilities with its built in Forecasting component that leverages several Forecasting algorithms to assist with the Forecast process. This includes monthly budget based on prior year actual trend data for a particular month.**
BD.152	Last year actual for the remainder of the current fiscal year;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.153	Any segment in the chart of accounts;	**Critical**	**S**	
BD.154	Current year's amended budget;	**Critical**	**S**	**Yes, you determine the starting point and basis for your new budget and which prior version you wish to utilize as a starting point.**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.155	Previous year's budget;	**Critical**	**S**	**Yes, you determine the starting point and basis for your new budget and which prior version you wish to utilize as a starting point.**
BD.156	Previous year's actual (with the ability to select which year and period);	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
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**	**Standard functionality within Workday Adaptive Planning**
BD.158	Estimated to expend of the current year budget;	**Critical**	**S**	**Yes, the solution allows you to develop virtually any combination of periods and use them to project remaining periods. You will need to configure the calculations/formulas that compute these values, but the system can easily provide this functionality.**
BD.159	Any previous year budget or actual with percentage increase;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.160	Any previous year budget or actual with percentage decrease;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
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**	**the ability to distribute and budget by period (i.e., seasonal budget.).**
BD.164	Other, City-defined.	**Desired**	**S**	
The system shall provide salary and benefit forecasting capabilities based on the integration with the payroll application including:				
BD.165	Number of positions;	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.166	Number of pay periods;	**Critical**	**S**	**HCM data and all it's components may be used for planning. Our models are flexible and be configured to meet specific payroll projection requirements of your organization.**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.167	Multiple types of pay;	**Critical**	**S**	**Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to provide salary and benefit forecasting capabilities based on the integration with the payroll application including multiple types of pay.**
BD.168	Current salary ranges;	**Critical**	**S**	**Yes, assumptions are often created by grade and step and ranges may be associated with each.**
BD.169	Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases);	**Critical**	**S**	**Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to provide salary and benefit forecasting capabilities based on the integration with the payroll application including Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases).**
BD.170	Mid-year pay adjustments that apply universally (e.g., Cost of Living Adjustment increases);	**Critical**	**S**	**Fully supported and these projections may go as far into the future as desired. You utilize assumptions for cost of living adjustments and how these drivers are used for various projections for multiple time frames.**
BD.171	Overtime;	**Critical**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.172	Longevity;	**Critical**	**S**	**Fully supported and these projections may go as far into the future as desired. You utilize assumptions for types of pay and how these drivers are used for various projections for multiple time frames including longevity pay.**
BD.173	Holiday pay days;	**Desired**	**S**	**Standard functionality within Workday Adaptive Planning.**
BD.174	Shift differential;	**Critical**	**S**	**Fully supported and these projections may go as far into the future as desired. You utilize assumptions for types of pay and how these drivers are used for various projections for multiple time frames.**
BD.175	Lead pay; and	**Critical**	**S**	**Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to provide salary and benefit forecasting capabilities based on the integration with the payroll application including lead pay.**
BD.176	Other, City-defined.	**Critical**	**S**	
BD.177	The system shall allow budget forecasts/models to be named.	**Desired**	**S**	**Standard functionality within Workday Adaptive Planning.**
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	**Critical**	**S**	**Adaptive Planning.**
BD.180	The system shall provide long-term forecasting capabilities for a minimum of 5 years in the future.	**Desired**	**S**	**Standard functionality within Workday Adaptive Planning and can be as far out as 99yrs.**
BD.181	The system shall allow for the generation of “what if” scenarios for revenue, and expense forecasting.	**Critical**	**S**	**Standard functionality within Workday Adaptive Planning.**

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
Reporting				
BD.182	The system shall provide budget dashboards.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
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**	Standard functionality within Workday Adaptive Planning.
BD.185	The system shall export budget data to MS Excel.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning with our Microsoft OfficeConnect functionality within Excel / Word / PowerPoint
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**	Standard functionality within Workday Adaptive Planning.
BD.187	The system shall produce ADA compliant budget documentation.	**Desired**	**S**	Workday Adaptive Planning has the ability to produce ADA compliant budget documentation.
BD.188	The system shall track and report on adjustments made to the budget during the year.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.189	The system shall report on budgets at any level of the chart of account structure.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
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**	Standard functionality within Workday Adaptive Planning.
BD.191	The system shall query for specific words in budget line items.	**Desired**	**S**	Standard functionality within Workday Adaptive Planning.
BD.192	The system shall allow "wildcard" searches for a portion of a word.	**Desired**	**S**	Workday supports type ahead search; slightly different than 'wild card' searches, but with similar or improved results.
BD.193	The system shall allow "drill-down" from any line item in the budget.	**Desired**	**S**	Standard functionality within Workday Adaptive Planning.
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**	Standard functionality within Workday Adaptive Planning.
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**	Standard functionality within Workday Adaptive Planning.

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**	Standard functionality within Workday Adaptive Planning.
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**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Capital Asset Accounting

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
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**	**Users will select certain Spend Categories/Commodity Codes at the time of purchase, payment, or creation of an Asset. The spend category/commodity code selected will drive the accounting to the appropriate ledger account, based on the posting rules put in place by Outagamie County. This prevents confusion for the end user and automates accounting, reducing errors and the need for manual corrections.**
CA.3	The system shall allow a review of asset journal entries prior to posting to the general ledger.	**Critical**	**S**	**Workday has delivered business processes supporting Fixed Asset approvals of transfers, disposals, additions, and adjustments. The Business Process Framework (BPF) is a powerful and easy-to-use set of tools to enables customers to configure and subsequently maintain core process flows within Workday**

Indicator	Definition	Instruction		
S	**Standard:** 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.4	The system shall transfer the CIP cost in order to create a general ledger journal entry based on asset type.	**Desired**	**S**	**Workday gives you greater visibility into project costs with project capitalization. A streamlined process lets you manage project costs from acquisition through to identification of assets within the project, and finally to capitalization of these assets. Workday also automates the WIP/CIP and other accounting entries along the way. This enables you to identify your project costs and delay recognition of these expenses by recording them as long-term assets. Any transactions tagged to the project before the change from noncapital to capital is not available for review. Once changed to a capital project, it cannot revert to a noncapital project. Capital projects have unique accounting. Invoices tagged with a project-related Worktag place a debit on a Work in Progress account and a credit on the payables. At the stage where the project is complete, the spend category identified in the Project Assets will use the account posting rules and debit the appropriate asset account. The credit is to the Work in**
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**	**S**	
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**	
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**	**Fixed Assets begin to be processed at time of receipt or invoicing based on the Spend Category assigned to the requisition/PO. Workday leverages a business process to route possible assets to an asset accountant for review and registration. This happens in real-time as an invoice or a receipt is created as opposed to batched processes at end of the period.**

Indicator	Definition	Instruction		
S	**Standard:** 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.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**	**Workday recognizes an item as an asset based on a Spend Category/Commodity code, which is selected by the end user. During deployment, you will determine which Spend Categories or Commodity Codes they want to "Track" and therefore, will create an asset record. As part of the process, a task can be initiated to "Review Trackable Item", which will allow the appropriate users to review the designation and determine whether they want to track those items or not**
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**	**S**	**Users with the proper security can configure the dollar thresholds and other attributes that would identify a purchase as a fixed item. These thresholds would be part of the business process rules set up by Outagamie County and would automatically apply to the transaction. This removes the burden of the individuals making incorrect decisions and provides Outagamie County with the agility of achieving a more streamlined process**
CA.12	The system shall declassify or un-declare a capital asset.	**Desired**	**S**	
CA.13	The system shall transfer data from the purchase order to the capital asset record.	**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**	**S**	
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**	**This would typically be done via a custom report to pull the relevant data or through the use of a custom field. Additional discovery required to validate cost to implement.**
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**	**Because all reports in Workday are built from the source data, users can drill down to the lowest level of granularity from any report or analytic. For example, assets, dimensions, movements, disposals etc.**

Indicator	Definition	Instruction		
S	**Standard:** 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.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**	**Whether the business asset is a cell phone, cell phone plan, laptop, building, WebEx account, or product inventory, Workday allows you to invoke inventory management activities and controls such as stock, issue, and return for assets with the same level of physical tracking traditionally available only in Fixed Asset systems. This includes the ability to track items such as security badges that have no individually trackable cost but for which physical tracking is crucial. You can also assign custody and responsibility, creating a reportable link between the issued business asset and the receiving worker.**
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**	**S**	**Workday was founded with integration as a core design principle because connectivity to your systems should be simple. Workday leverages the Workday Integration Cloud, an integration and complete middleware platform with a core Enterprise Service Bus. It is provided with the Workday service as a component of the architecture at no additional cost. This comprehensive integration platform enables customers and partners to build and deploy integrations to the Workday Cloud without the need for on-premise middleware.**
CA.26	The system shall attach multiple file types to an asset record.	**Desired**	**S**	
Asset Entry and Tracking				

Indicator	Definition	Instruction		
S	**Standard:** 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.27	The system shall allow for either parent/child method of tracking or standard tracking.	**Desired**	**S**	**Workday supports Composite Assets which are comprised of disparate, related assets. The assets are grouped as components and registered (optionally) as a single asset. You can then track and account for the composite asset with a single, depreciable lifespan. Composite assets don't depreciate themselves, but contain assets depreciating on independent schedules. Think of a Composite Asset like an Asset hierarchy - it's the "parent" of other asset** **There are 2 types of composite assets in Workday: Discrete composite assets are grouped but each asset component maintains its own costs, lifecycle events, and depreciation. Non-discrete composite assets are grouped assets that all maintain the same life-cycle events. Each asset that is part of the non-discrete composite assets exists in reference only.** **Workday also supports Pooled assets, these are a group of similar tangible items that you register as a single asset in Workday. These assets are useful for tracking multiple low-value assets. Assets that become part of a pool can come from purchase orders, invoices, receipts, or suppliers**
CA.28	The system shall allow for unlimited different active parent/child asset pairings.	**Desired**	**S**	
CA.29	The system shall support an unlimited quantity of assets.	**Critical**	**S**	**Discovery may be needed on the volumes.**
CA.30	The system shall provide controls for maintaining unique system generated capital asset tag numbers with barcodes.	**Desired**	**S**	**Workday can integrate with third party Asset Barcoding solutions (assumes the City has a third party tool in place)**
CA.31	The system shall support the scanning of asset barcodes for physical inventory/assets (e.g., light bar on a police cruiser) purposes.	**Desired**	**S**	**Workday can integrate with existing EAM or third party Asset Barcoding solutions. Pricing for barcoding is not included in our proposal.**
CA.32	The system shall detect duplicate serial numbers in the same asset type.	**Desired**	**N**	Workday's robust reporting capabilities could potentially help identify duplicate fields but duplicate detection would not occur at the point of serial number entry on the asset record at time of registration. The reporting would be after-the-fact management.
CA.33	The system shall indicate a parent and/or child asset as "disposed."	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.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.	**Desired**	**N**	**There is not direct function in Workday to "dispose" of all child assets in mass when the parent is disposed. If the parent and child assets are all capitalized together as a "pooled" asset they can all be disposed at once. But if the child assets are "composites" of the larger asset - they must be disposed of individually.**
CA.35	The system shall manage linked assets.	**Desired**	**S**	**Users can relate assets to one another so that you can track them together. The relationship is bidirectional and has no accounting impact; each asset displays as related on the other assets. The assets must be in the same organization.**
CA.36	The system shall track assets for legally separate component units (e.g., economic development corporation).	**Critical**	**S**	
The system shall accommodate the following asset disposal processes:				
CA.37	Public Auction;	**Critical**	**S**	**In all cases of disposal - Workday provides the ability to tag an asset with a method of disposal. Customers can configure the various methods of disposal that can be tagged to an asset.**
CA.38	Sale;	**Critical**	**S**	
CA.39	Donate;	**Critical**	**S**	
CA.40	Junk process;	**Critical**	**S**	
CA.41	Transfer process;	**Critical**	**S**	
CA.42	Parts tear-down;	**Critical**	**S**	
CA.43	Trade-in;	**Critical**	**S**	
CA.44	Fire/flood;	**Critical**	**S**	
CA.45	Vehicle accident;	**Critical**	**S**	
CA.46	Recycle/Salvage;	**Critical**	**S**	
CA.47	Lost; and	**Critical**	**S**	
CA.48	Other user-defined criteria.	**Critical**	**S**	
CA.49	The system shall customize workflow routines for each asset disposal process listed above.	**Desired**	**S**	
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.).	**Desired**	**S**	
CA.51	The system shall automatically assign unique asset numbers.	**Critical**	**S**	
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).	**Desired**	**S**	**Workday enables you to copy an existing asset to create a new asset, eliminating manual entry of asset details during registration.**

Indicator	Definition	Instruction		
S	**Standard:** 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.53	The system shall store at least 9 templates for use when entering new assets.	**Desired**	**S**	**Workday enables you to post financial transactions to multiple accounting books for a single asset using a flexible rules-based engine to automate the process. This functionality posts journals for asset lifecycle events to one or more accounting books from operational transactions, depreciates each book independently, and allows you to restrict registered assets and/or lifecycle events to specific books. With Workday, users are not required to copy newly created assets to other books. Based on the rules defined, Workday will automatically create the assets in the appropriate books.**
CA.54	The system shall set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).	**Critical**	**S**	
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**	**via Integration Framework**
Depreciation				
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**	**The system can project future depreciation for all assets as a standard feature. Outagamie County could add "proposed" assets into the system on a summary basis to accommodate calculation of future depreciation.**
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**	

Indicator	Definition	Instruction		
S	**Standard:** 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.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**	**In service date or issued date is what drives depreciation. When either of these are changed, Workday will recalculate depreciation as needed.**
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**	
CA.76	The system shall archive retired and/or sold assets on a scheduled or user-defined basis.	**Critical**	**S**	**These assets can be flagged with a particular asset status for easy identification and separation from your active assets. Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system, to no detriment to the performance capabilities of the system. This also eliminates the need for traditional data archiving and/or restoring procedures as the system will accommodate all historical data flagged with various states.**
Reporting and Querying				
CA.77	The system shall support full text search of all fields.	**Critical**	**S**	
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.	**Critical**	**S**	
CA.79	The system shall report capital asset expenditures against a capital budget.	**Desired**	**S**	
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.	**Critical**	**S**	
CA.81	The system shall report on disposal date and value.	**Critical**	**S**	
CA.82	The system shall output listings of assets by any system-defined field, such as location, category, department, and value.	**Critical**	**S**	
CA.83	The system shall run reports of asset items assigned to employee, departments, division, and by date range.	**Desired**	**S**	
CA.84	The system shall report on assets based on funding source.	**Desired**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.85	The system shall generate reports on period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code.	**Critical**	**S**	
CA.86	The system shall report on assets for legally separate component units.	**Critical**	**S**	
CA.87	The system shall create depreciation reports and other types, both canned and ad-hoc.	**Critical**	**S**	**Workday has over 300 delivered reports but also gives you the ability to create custom reports.**
CA.88	The system shall provide GASB and ACFR compliant reports.	**Critical**	**S**	**Workday provides the ability to generate the required reports using information from Workday, but does not provide the reports out of the box and will be set up as part of the implementation.**
CA.89	The system shall generate valuation report on all of the City's capital assets.	**Critical**	**S**	
CA.90	The system shall report on actions taken on an asset to track its full location and assignment history.	**Critical**	**S**	
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.	**Critical**	**S**	
CA.92	The system shall export reports to multiple file formats including .PDF, .XLSX, and .CSV.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Purchasing

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	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**	Workday supports 15 characters in the PO.
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**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	You can configure purchase order types to categorize purchase orders according to your procurement and sourcing needs. You can also use purchase order types to: ● Source purchase orders from matching requisition types; ● Report on purchase orders; ● Create custom validations; ● Display, on the printed (.PDF) Purchase Order, supplier-facing language and instructions including Shipping Terms, Shipping Instructions, Comments, and Messages.
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**		
PU.9	The system shall establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget	**Desired**	**S**	
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**	With appropriate approval authority and permissions, users may bypass the requisition process.
PU.11	The system shall flag all emergency purchases until supporting information for the records is updated.	**Desired**	**S**	This could be accomplished by creating a condition rule on the business process or putting the supplier and/or supplier invoice on hold.
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**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.15	The system shall provide electronic notification of needed approval actions.	**Critical**	**S**	Customers have complete control over the configuration of notifications for business processes, integrations and alerts, including the ability to set up notifications which may be delivered to users within the Workday application itself; via email; and (when the Workday Mobile App is used), via the alert/notification frameworks available on iOS and Android mobile devices.
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**	Requisition and purchase order events are standard business processes in Workday. Like any business process, they are easily configurable (without coding) to meet your specific requirements. Any business process can go through a number/hierarchy of approvals, if and when required conditions are met. Depending on amount, person submitting request, cost center involved, Worktags (business dimensions) assigned to the transaction, it can go for an approval to a different person(s). To help the approver with a decision, Workday provides a configurable set of reports for review. Reports like total amount spend on requisitions in given time period, list of business assets assigned to a requester, etc. can be presented before the approve/ reject/ add approver decision is made. Approval is not the only option available as part of the business process. A process can request a user to take action, complete a job or checklist, run an integration or a report, review documents, complete
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**	Users with security approval have the ability to define rules to route requisitions to specific buyers based on attributes captured on the requisition (supplier, supplier group, spend category, etc.).

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.22	The system shall enforce purchasing competition thresholds (e.g., $25,000 requires a formal RFP/Bid process).	**Critical**	**S**	Custom validation is enabled for contracts, contract amendments, alternate contracts, billing schedules (including templates), requisitions, purchase orders, revenue recognition schedules (including templates), receipts, receipts adjustments. Customers can add specific business activity related validations on these documents in their tenant. Note that these validations would be in addition to the existing system validations provided out of the box. Validations make it easier for you to enforce your business specific standards or policies and reduce manual auditing processes.
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**	
PU.25	The system has ability to encumber funds when a requisition or PO is entered.	**Desired**	**S**	Workday provides various ledgers to accommodate pre-encumbrances, encumbrances, and actuals.
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**	
Requisitions				
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**	Documents can be attached to a requisition
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**	Workday can be configured to generate distinct IDs in numeric order for the business objects of each company. You can override the default ID definition for a specific company. If you don't specify an ID definition, Workday generates its own internal ID codes

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.36	The system shall track and report on pre-encumbered funds related to a PO or requisition.	**Desired**	**S**	
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**	**S**	
PU.45	The system shall export the requisition(s), including any supporting documentation, to PDF as needed for all system users.	**Desired**	**S**	
The system shall maintain the following data points in the requisition process:				
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**	
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**	Requires a custom worktag to 'track' Work Orders. - Workday does not have a Work Order Management feature. If needed we can integrate with 3rd party work order systems.
PU.65	Contract Number;	**Desired**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.66	Bid Number;	**Desired**	**S**	This would require Workday Strategic Sourcing proposed as optional.
PU.67	Labor Costs;	**Desired**	**S**	
PU.68	Freight/shipping charges;	**Desired**	**S**	
PU.69	Other, user-defined fields; and	**Desired**	**S**	Workday allows customers to configure additional data fields which store inputs associated with business documents like a requisition.
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**	**S**	Workday strategic sourcing (proposed as optional) will allow customers to leverage the bid award to generate a requisition for purchasing.
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**	Detailed quote and bid information can be captured in Workday Strategic Sourcing (quoted as optional).
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**	**S**	
PU.79	The system shall indicate the debarment status of a vendor.	**Desired**	**S**	
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**	**S**	This can be managed via reporting and analytics embedded within business process workflow steps as the new requisition is processed.
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**	
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**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	Standard functionality.
PU.91	The system shall reprint Purchase Orders, with indication that it is a duplicate/reprint/copy.	**Critical**	**S**	Workday has the ability to choose multiple templates that will enable us to choose differing printing templates based upon the parameters of the type of printing that is needed.
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**	
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**	Workday can capture Work Order Number in a custom field but Workday is not a work order solution. We can integrate with 3rd party work order solutions to help support this requirement.
PU.94	The system shall allow each item on a purchase order to have multiple funding sources.	**Critical**	**S**	
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**	Can we do this with Workday Procurement? SS is not currently
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**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	There is a system feature to mass close open purchase orders and requisitions if needed.
PU.106	The system shall allow for the payment of sub-vendors.	**Desired**	**S**	Can we do this with Workday Procurement? SS is not currently included. Workday allows for the configuration of supplier hierarchies with the ability to pay, track, and report on payments across each level of the hierarchy.
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**	**S**	
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**	Workday supports robust detailed item level descriptions. Unlike traditional business system applications which often limit item descriptions to 30 - 60 characters, Workday supports very large (wide) item description fields. Workday currently supports text values up to 1MB for comments and reference identifiers including descriptions.
PU.111	The system shall include the City's terms and conditions on purchase orders.	**Critical**	**S**	
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**	**S**	
PU.115	The system shall accommodate retainage at dollar or percentage value.	**Critical**	**S**	Retainage is indicated on the supplier contract and can be configured as a percentage of each invoice against that contract.
PU.116	The system shall automatically adjust retainage as the PO changes.	**Desired**	**S**	
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**	We can create purchase orders upon approval of the requisition. You also have the option to run on a schedule in order to consolidate multiple requisitions to fewer purchase orders.
PU.118	The system shall allow users to view and approve POs from mobile devices.	**Desired**	**S**	
	Purchasing Cards (P-Cards)			

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.119	The system shall track expenditures against purchasing cards issued to employees in real-time, including creating encumbrances.	**Critical**	**S**	
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**	**Workday can accept whatever level is provided from the purchasing card provider.**
PU.125	The system shall associate purchasing card transactions with a particular project or job (work order) number within the system.	**Critical**	**S**	**May require a custom worktag.**
PU.126	The system shall support purchasing card transactions associated with staff travel, and designate the expenditures as travel.	**Critical**	**S**	**This will be supported via travel/expense card. We can support both Procurement Card and Expense Card.**
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**	Standard functionality.
Receiving				
PU.129	The system shall allow delivery information to be entered by requisitions and shown on the purchase order.	**Desired**	**S**	
PU.130	The system shall provide a web-based receiving process for all items received at decentralized receiving areas.	**Desired**	**S**	
The system shall record the following receiving information upon receipt of goods:				
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**	Return is a separate, yet connected step, to the step of receiving.
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**	Comments and notes are available in various areas of planning including budget task notes, report notes, report line notes, cell notes and text fields.
PU.138	Invoice number;	**Critical**	**S**	
PU.139	Damaged; and	**Critical**	**S**	Workday allows documentation of the damage (attachments) during the receiving step.
PU.140	Other, user-defined fields.	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	
PU.145	The system shall support partial receiving based on dollar amount.	**Desired**	**S**	
PU.146	The system shall allow items to be marked as damaged or incorrect at the time of receiving and cancel remaining balance.	**Desired**	**S**	Cancellation of the remaining order is separate from the receipt step, in which damaged/incorrect items can be noted. However, since processes are interconnected within Workday, it would link up as a related step as part of the audit trail.
PU.147	The system shall electronically scan and attach packing slips and associated documentation to purchase orders.	**Critical**	**N**	Bar code scanning would require a a third party integration that can be handled through integration. Workday does not supply bar-code scanning but attachments can be made.
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**	
Bid Management				
PU.149	The system shall provide a public-facing bid management portal for soliciting bids and proposals.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.150	The system shall convert a requisition to a bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.151	The system shall support sealed bids/proposals.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.152	The system shall support sealed bids/proposals which are only opened/viewable upon bid closing (submittal deadline).	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.153	The system shall provide user defined bid types (i.e., RFP, RFQ, RFI, Quote, etc.).	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as
PU.154	The system shall define bid specific due dates and criteria.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.155	The system shall maintain a bid calendar view.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.156	The system shall provide user defined contract terms and condition types with the ability to override, with appropriate security permissions.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.157	The system shall allow bids to be downloaded from the bid system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.158	The system has the ability for the City to create a bid checklist to manage the bid process.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.159	The system shall create a tabulation of bids received.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.160	The system shall allow registered vendors to access and view a summary description of bid documents and specifications online.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
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**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.162	The system shall time stamp when the bid was submitted by the bidder.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.163	The system shall allow City staff to flag a bid as an electronic or manual (paper copies accepted) bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.164	The system shall allow bidders to complete forms electronically in the system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.165	The system shall accept electronic signatures from vendors on forms in the system through dual authentication.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.166	The system shall produce notification letters to unsuccessful bidders.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.167	The system shall post addenda and automatically notify all registered bidders (who downloaded the bid) related to bids in the system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
	The system shall allow vendors to electronically acknowledge addenda.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.168	The system has the ability for staff to input results of bid award.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.169	The system has the ability for staff to input current status of bid (i.e., under evaluation etc.).	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.170	The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.171	The system has the ability for users and vendors to flag confidential documents.	**Desired**	**N**	
PU.172	The system has the ability for bidders to login and check status of bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.173	The system provides the ability for automatic notifications of bid opportunities, addenda, tabulations, and bid awards.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions. Notifications will be sent to members of the bid team for the items listed including updated statuses, milestones and approval workflows. Notifications related to invitation and event timeline are sent automatically to suppliers. Additional communication is available through the message center.
PU.174	The system provides the ability for City staff to be notified when questions have been submitted by vendors online.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.175	The system shall allow vendors to ask questions and receive notification of answers posted in Q&A docs online.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.176	The system shall tabulate cost based on established criteria.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.177	The system shall save bids/proposals in progress.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.178	The system shall post addenda and automatically notify registered bidders (who downloaded the bid) related to bids in the system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.179	The system has the ability for the staff to designate the way the totals will be calculated when creating the bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.180	The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions. Workday supports role-based access. Such access can determine who has access to which bids and who does not. This will apply to the ability to download a document from that bid. Confidential bids would be private events and not posted to the public bid site. Confidential contracts can also be toggled to hide from the public view.
PU.182	The system shall track system generated correspondence.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.183	The system shall maintain a database of historic bid tabulations.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.184	The system shall tabulate resulting bid evaluation scores.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.185	The system shall retain the bid records in the system for a minimum of 7 years.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
The system shall accommodate competing bid summaries that include the following information:				
PU.186	Vendor Information (e.g., name, address, contact, phone, email);	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.187	Submission date;	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.188	Descriptive item text;	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.189	Dollar amount;	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.190	Comments/notes; and	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.191	Other, user-defined.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
Contract Management				

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.192	The system shall maintain contract information (including but not limited to vendor, description, contract values, and dates).	**Critical**	**S**	
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**	Standard functionality.
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**	Standard functionality.
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**	**S**	Requires Strategic Sourcing which is quoted as optional or integration to your existing bid system.
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**	Workday recommends evaluating Workday Evisort for Contract Lifecycle Management quoted as optional.
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**	Custom objects may need to be configured to capture various data elements. Alternatively Workday recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
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**	Custom objects may need to be configured to capture various data elements. Alternatively Workday recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
PU.208	The system shall track certificate of insurance expiration dates.	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.209	The system shall notify internal staff and the vendor of the expired certificate of insurance.	**Desired**	**S**	You can configure reports to quickly identify all upcoming expiring items and initiate the proper update workflows.
PU.210	The system shall search by contract number, project file number, CIP number, purchase order number, or contract name.	**Critical**	**S**	
PU.211	The system shall track insurance information for vendors.	**Critical**	**S**	
PU.212	The system provides the ability to allow a user to establish City-defined contract types with appropriate security permissions.	**Desired**	**S**	Workday also recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
PU.213	The system shall attach vendor contracts and agreements (e.g., leases, development agreements, and inter-governmental agreements).	**Critical**	**S**	Standard functionality. Workday also recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
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**	
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**	**S**	Retainages can be calculated and tracked as invoices are processed against the contract. Workday does not track incentives at this time. Alternatively Workday recommends evaluating Evisort Contract Lifecycle Management quoted as optional for additional options to meet this requirement.
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**	**S**	
PU.222	The system shall support the workflow process for change orders with digital signature approval.	**Critical**	**S**	Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.
PU.223	The system shall accommodate change orders to open contracts with workflow approval.	**Critical**	**S**	Change orders are managed through supplier contracts in Workday Procurement
PU.224	The system shall provide workflow functionality to support the change order	**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**	Standard functionality.
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**	Standard functionality.
PU.228	The system shall generate a report of all open purchase orders with user-defined filter criteria.	**Desired**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	Standard functionality. Leveraging supplier groups, customers can configure local vendor preferences.
PU.233	The system shall track and report on standard bid items and their average costs.	**Critical**	**C**	Can we do this with Workday Procurement? We are
PU.234	The system shall produce a system generated report of bidder history.	**Critical**	**S**	**Strategic Sourcing Required**
PU.235	The system shall report bid information associated with a project.	**Critical**	**S**	**Strategic Sourcing Required**

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	**Can we do this with Workday Procurement? We are not currently including SS Reports make it easy to access the information needed in one view at any time through business intelligence and visualization integrations. Workday simplifies the reporting process, making it easier to understand, inform, act, and even support recommendations with defensible data. Workday's real-time Reports provide the visibility needed to drive truly strategic transformation across the entire enterprise.** **Reports help organizations:** **● Provide greater visibility into savings and spend by sharing reports and views** **● Establish better control of business operations and sourcing** **● Manage the sourcing group more strategically** **● Evaluate performance and progress for events, milestones, suppliers, and sourcing team members** **● Drill into sourcing data to extract insights** **● Stay agile and keep ahead of the competition** **● Monitor and analyze supplier quality** **● Report across entire supplier base** **● Highlight the impact Sourcing brings to the enterprise** **● Report on project timelines and milestones** **● Integrate with pre-built connectors to PowerBI and Tableau**
PU.237	The system shall track and report on user defined contract milestones.	**Desired**	**S**	Workday recommends evaluating our Contract Life Cycle Management (Evisort) solution, quoted as optional

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.238	The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).	**Critical**	**S**	Workday provides a single reporting framework with the service for reporting and analytics. Workday does not require additional bolt-on business intelligence tools, ETL tools, or data warehouses. Because Workday's reporting goes against the same set of in-memory data objects and singular security model, every report or dashboard is 100% real-time by definition. Additionally, every report is actionable, unlike a separate business intelligence tool that cannot take action in the online system directly. Workdays native reporting tools provide the ability to display the report data in various visual formats (KPI, Dashboards, n-box, matrix etc.). These are available securely on mobile devices such as a smart phone or tablet for easy access and actionable data access. In addition, Workday supports several chart types including area, bar, bubble, column, gauge, line, pie, and scatter charts for a graphical representation of the data for analysis. These graphical capabilities are pre-configured to be available as options at run time even while being defaulted by the report owner at design
PU.239	The system shall allow the system administrator to report on audit logs.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Accounts Receivable, Billing and Cash Receipts

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
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, Billing, and Cash Receipts all leverage the same structure, data, workflow, and context as other functionality such as general ledger, AP, purchasing,
AR.3	The system shall identify each transaction by a reference number that is sequentially generated automatically.	**Critical**	**S**	All transactions are given a system generated transaction number and reference that are unique,
AR.4	The system shall allow direct entry of invoices, cash receipts, or adjustment transactions.	**Critical**	**S**	User entry tasks are provided for invoice entry, cash receipt, invoice adjustment, cash application, and
AR.5	The system shall allow inter-department receivables (bills) to be processed.	**Critical**	**S**	Workday supports the automation of Inter-Company due to due from transaction processing.Inter-departmental billing requires establishment of a department as a customer.
AR.6	The system shall allow inter-department receivables (bills) to be processed that cross funds.	**Critical**	**S**	Workday supports the automation of Inter-Company due to due from transaction processing.Inter-departmental billing requires establishment of a department as a customer.
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**	Workday provides automatic balancing between customer accounts and underlying invoices within the application to ensure appropriate balancing. Standard reconciliation reports provide additional supporting

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.10	The system shall report any exceptions when it automatically balances the accounts receivable master file.	**Critical**	**S**	Workday's standard reporting includes reconciliation and exception reports for customer summary to
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**	The Workday platform does not have subledgers, all functional areas post to the general ledger in real time, eliminating timing issues in reconciliation. Workday does not "strip away" and summarize data. All the detailed data for each transaction is drillable as part of the summarized totals.
AR.12	The system shall provide for decentralized data entry of billing information and an electronic approval process for submission of bills.	**Critical**	**S**	Access to the billing function is provided by security access ensuring the appropriate members of the organization who need to be able to create bills have access to that appropriate functionality. All billing transactions are subject to a business process workflow that provides for an electronic submission approval chain for all bills, as well as electronic evidence of all steps and actions taken by users in the process of creating, approving, or adjusting any bills.
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**		Cash management provides the ability to manage exception items and provides rule sets that can be applied around first notice items. This includes creation of ledger entries for new fees and interest recognized, and can create bank transaction templates for other requisite charges.
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**	Workday supports the concept of customer contracts and billing schedules for recurring billings. The schedule determines if the billing is done on a monthly basis (and which day of the week to recur), quarterly, annual, or some other basis. These can also be made fully custom with respect to the amounts and timing of the billings, tied into milestones for a project completion or delivery, etc.
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**	Workday provides a customer refund transaction type directly as part of the customer setup without having to create an AP transaction and related Supplier record
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**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Workday automatically generates and assigns a unique system ID to customers to ensure the
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**	Workday provides the ability to supplement the system generated ID with a suer entry ID as needed. Additionally, fields such as the customer category, customer group, customer hierarchy, and others provide ways for users to segment the customers for various control, reporting, and audit purposes.
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**	
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**	Workday provides the ability to easily report on customer activity and incorporate any of these reporting views as part of the customer primary record for easy access, or to be run as a related report, ensuring that these essential views are available to users without additional action.
AR.42	Bad check status;	**Desired**	**S**	
AR.43	Statement cycle;	**Desired**	**S**	
AR.44	Link to vendor file;	**Desired**	**S**	
AR.45	Deposit amount and date;	**Desired**	**S**	
AR.46	Notes/comments;	**Desired**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	The Customer Profile directly displays historical customer transactions and provides a direct link to query screens to apply a filtered view of customer activity. From the Customer Profile users can run
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**	Management of customer statuses is a standard part of the customer profile creation and maintenance, and is subject to a business process ensuring that any adjustments receive appropriate review and approval. All such changes to status are part of the audit trail of the customer documenting the change in status, who initiated the change in status, and any comments or supporting documents.
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**	**S**	Because all customer transactions are reportable, this can be accomplished through creation of a custom report associated with the customer that is available and reportable to the counter clerk when a customer record is pulled up to streamline the processing of customer payments.
The system shall maintain a contact log to record conversations and correspondence with customers and maintain, at a minimum, the following information:				
AR.56	Contact person;	**Desired**	**S**	Workday provides the ability to track notes in order to log interactions with customers, including a date and time stamp of that interaction and notes on any discussion points, commitments, or items needed for the record.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.57	Date and time of contact;	**Desired**	**S**	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance
AR.58	Means of contact (e.g., phone, mail, email, etc.);	**Desired**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.59	Nature of the contact; and	**Desired**	**S**	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.60	Information collected as a result of contact.	**Desired**	**S**	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance
AR.61	The system shall set up customers using categories and sub categories.	**Critical**	**S**	Workday provides standard fields including the customer category, customer group, and customer hierarchy that provide a simple way of putting customers into appropriate categories and sub-categories. These standard fields can be used in control processes, reporting, and control the users who have access to customer data.
AR.62	The system shall allow users to access and search for customer information easily.	**Critical**	**S**	Workday standard reporting supports simplified user access to data within the application without requiring
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**	Customer statements and invoices are standard customer documents and Workday provides the ability to define the document format, structure, and
AR.64	The system shall allow for City defined miscellaneous billings.	**Critical**	**S**	Billing elements and costing distribution codes are fully configurable by the city for both one off billings performed through a formal invoicing or through a cash sale and collection.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Workday supports the concept of consolidated billing which can combine multiple independent invoices for a consolidated presentation to customers. The creation of a consolidated/combined billing also then supports the simplification of cash application processes as settlement of the consolidated bill will be deemed as a cash application and settlement of the individual invoices that were billed together. This also allows for simpler interactions with customers where invoices from different departments can be presented together for a net billing from the city.
AR.66	The system shall manage separate billing cycles by department, receivable, and customer type.	**Critical**	**S**	For any standing arrangements reflected through a customer contract or billing schedule, all billing cycle information (timing, credit terms, invoice format, etc.) are controlled by the billing schedule allowing for each arrangement to be managed separately. For miscellaneous or ad hoc invoicing activities, the billing cycle and presentation information defaults from the standard customer settings but can be overridden allowing for differences depending on the services or department involved.
AR.67	The system shall allocate payments based upon a user-defined criteria.	**Critical**	**S**	Payment and collections activities are managed by city policies and procedures. Workday reporting can be configured to display priority outstanding balances for collection based on the desired approach of the city.
AR.68	The system shall prioritize allocation of payments based upon a user-defined criteria.	**Critical**	**S**	Payment and collections activities are managed by county policies and procedures. Workday reporting

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.69	The system shall automatically bill recurring invoices based on user-defined billing schedules.	**Desired**	**S**	Workday provides a mass generation function for invoices that are associated with billing schedules on an approved recurring invoice arrangement as defined on the customer contract. This takes the information established on the user defined billing schedule and will evaluate each schedule to determine if the next installment should be picked up and generated as an invoice document within Workday. All such auto-generated documents can be subject to a business process and review before being distributed to customers, or can be fully automated to send when generated, depending on the controls process desired by City of Superior. These can also be configured differently by contract and recurrence so it is not an all or nothing determination.
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**	Workday provides web services for all business transactions including invoicing to allow ingestion of third party invoices within Workday. By integrating as
AR.71	The system shall allow the viewing of all outstanding invoices when applying payments to a customer account.	**Critical**	**S**	Standard in Workday. In addition to providing a view to outstanding customer receivable balances and transactions when applying cash, Workday provides cash application insights which is a cash application recommendation engine for invoices where cash application could not be resolved by automated rules.
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**	Customer payments can be put on account or applied to outstanding balances. On account balances can be
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**	Customer on account balances can be subsequently applied to customer invoices as part of the automation rules if the appropriate data is available for payment application.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	The format of the PDF and presentation is fully configurable by the city with the ability to have different invoice presentations depending on the customer, customer category, invoicing department, etc. The format being utilized can be set based on defaults on the customer, selections made for a billing schedule, or on the individual invoice itself. This invoice PDF print can be provided to a customer directly or e-mailed depending on the document delivery preferences set on the customer profile. The PDF that is generated is retained within Workday as part of the invoice record for audit and document retention purposes and is never deleted or purged by Workday so is retained until the city's document retention policies call for a purge of the invoice record.
AR.75	The system shall allow batch entry of the same charge to multiple customers.	**Critical**	**S**	Workday's web services allow uploads of multiple invoices or charges at once so users can create a batch of charges either through direct user entry on the web application or through an upload of a spreadsheet template depending on the volume and desired experience of entering a batch of charges. The spreadsheet upload is optimized for high volume uploads while the user entry screens are optimized for lower volume quick entry tasks.
AR.76	The system shall default City-defined fields upon batch entry (e.g., payment type code, customer type, cash account, etc.).	**Critical**	**S**	Defaults are set at various stages, starting first with the settings for a given customer, then with the settings for a given customer contract or arrangement, with the ability to then set preferences for an individual document. This allows flexibility to override defaults where appropriate for a specific charge but to generally rely on defaults set for the customer.
AR.77	The system shall send invoices that are informational only. (e.g., example given in kind services for grants).	**Desired**	**S**	A zero $ line can be included on an invoice with other $ based lines.
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**	Workday does not limit the number of fields available in free entry fields such as comments or descriptions.
Delinquency Tracking				
AR.79	The system shall support collections in compliance with State of Wisconsin laws.	**Critical**	**S**	Workday's collection process is fully configurable and
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**	Workday's AR aging supports both summary and detailed views, providing aging at an invoice level for
AR.81	The system shall generate accounts receivable aging reports for both summary by customer and detail within customer by invoice.	**Desired**	**S**	Both summary and detailed customer receivables aging reports are standard reports in Workday.

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**	All invoice attributes, including those associated with both the GL coding and the attributes of the customer such as categories or groups are available for use in the accounts receivable aging report as ways of presenting the information and as drill-down dimensions.
AR.83	The system shall provide user-defined calculations for the allowance of un-collectable accounts.	**Desired**	**N**	Workday does not deliver a standardized calculation methodology for the allowance of un-collectable accounts. Users can provide manual journals based on allowance policies or implement custom processing logic using Workday reporting and journal loads to assist in automating the process of allowance accruals, or full automation through the use of report extracts and Workday studio. Invoice level write-offs are provided for bad debts expenses
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**	Workday does not deliver a standardized calculation methodology for the allowance of un-collectable accounts. Users can provide manual journals based on allowance policies or implement custom processing logic using Workday reporting and journal loads to assist in automating the process of allowance accruals, or full automation through the use of report extracts and Workday studio. Invoice level write-offs are provided for bad debts expenses
AR.85	The system shall produce a listing of late customer accounts, where "late" can be user defined.	**Desired**	**S**	Workday's standard reports for customer and invoice inquiry can be copied and modified to adjust filters and prompts to show all customers with outstanding and late payments surfacing any customer or invoices that are X number of days overdue. The value for X can be provided as a user input providing flexibility in both the report definition and how it is used across City of Superior
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**	Workday's standard late fee framework includes both a fixed fee component (standard fixed cost such as administrative charges) and interest expenses (calculated as a % of the overdue balance). As noted previously, these can be global policies, applied to specific categories of customers, or be customer specific.
AR.87	The system shall set finance charge rates dependent on type of service being billed.	**Desired**	**S**	Workday's standard late fee framework includes both a fixed fee component (standard fixed cost such as
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**	Workday's standard aging reports provide the ability to define additional aging buckets as required.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Access to configuration of interest and late fees is provided by security settings within Workday, and leverages the ability to compute and apply invoice level fees and interest for overdue invoices. These rules are applied at the customer level and can be based on global policies and overrides for specific categories of customers.
AR.90	The system shall reverse finance charges with appropriate security permissions and workflow.	**Desired**	**S**	Invoice and Finance charges are generated as a specific type of billing and invoice which can be cancelled subject to review and approval like any other workday business process, and subject to security settings.
AR.91	The system shall generate a deposit report including customer name, deposit amount, deposit date, and customer number.	**Critical**	**S**	Supported with Workday standard reporting on customer payments and customer deposits.
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**	Workday provides the ability to schedule the creation and distribution of customer statements providing a
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**	Workday supports the ability to apply multiple payments against multiple outstanding invoices and bills. Any mismatched amounts can be placed on account or refunded as appropriate.
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**	Workday's standard functionality for recording miscellaneous cash receipts is the cash sale task which includes standard GL dimensions such as the revenue category or sales item dimensions which provide pre-defined charge codes for users to select and which will also drive the accounting rules applied.
AR.95	The system shall produce a cash receipt when bills are paid in person at any City location.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.96	The system shall produce a system generated unique receipt reference number.	**Critical**	**T**	Through integration with your existing cashiering
AR.97	The system shall produce a receipt when bills are paid (regardless of the payment method).	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.98	The system shall support online (web-based) payments.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.99	The system shall view account or outstanding balances.	**Critical**	**S**	Account activity and outstanding balances are all reportable utilizing standard functionality in Workday.
AR.100	The system shall import returned check detail from electronic bank files.	**Desired**	**S**	Workday provides the ability to upload electronic bank files with transaction and statement detail.
AR.101	The system shall differentiate between a voided and a reversal transaction type.	**Critical**	**S**	standardized coding so if the electronic statements

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
The system shall maintain returned check detail, including (but not limited to) the following:				
AR.102	Check number;	**Critical**	**S**	Workday provides functionality for check returns and tracks payment information as part of the return record including a return date, a return code, any customer transactions and dates to which the payment was applied, and tracking of the associated customer, company, original document, status, etc. The original payment retains all original information including the check number and any other recorded reference information.
AR.103	Customer number;	**Critical**	**S**	see comment for AR.107
AR.104	Payer Name;	**Critical**	**S**	see comment for AR.107
AR.105	Address detail;	**Critical**	**S**	see comment for AR.107
AR.106	Date of original transaction;	**Critical**	**S**	see comment for AR.107
AR.107	Penalty and/or fee;	**Critical**	**S**	Workday handle interest and late fees by generating a separate invoice record to record the financing charges so any payment applied to the financing invoice is inherently covering the interest and fee component of an invoice.
AR.108	Remittance amount;	**Critical**	**S**	see comment for AR.107
AR.109	Remittance date;	**Critical**	**S**	see comment for AR.107
AR.110	Original receipt number;	**Critical**	**C**	Partner to respond.
AR.111	Date of return;	**Critical**	**S**	see comment for AR.107
AR.112	Reason for return;	**Critical**	**S**	see comment for AR.107
AR.113	Comment field; and	**Critical**	**S**	see comment for AR.107
AR.114	Other, user-defined variables.	**Critical**	**S**	see comment for AR.107
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**	Our proposal assumes integration with your existing cashiering system or Teller cashiering included in in proposal.
AR.116	The system shall schedule the posting of third-party payment transactions (e.g., lockbox payments).	**Desired**	**S**	Cash application rules can be run on a scheduled basis or be event driven (i.e. run after lockbox has been run).
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**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
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**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.119	The system shall accommodate deposits into at least 10 different bank accounts at least 3 different banking institutions.	**Critical**	**S**	Workday supports the creation of deposits with various different customer payments which can be recorded at different banks and banking institutions as needed.
Reconciliation				
AR.120	The system shall reconcile with bank statements.	**Critical**	**S**	Operational transaction to bank statement reconciliation is a standard within Workday. The Bank Statement Reconciliation framework provides the ability to define matching rules between Workday operational transactions impacting cash and the bank statement on a 1:1, 1:M, M:1, and M:M basis utilizing reference dimensions on the operational and bank transaction to effectuate the match, with the ability to utilize tolerances in the matching as well. Additional functionality provides recommendations for matches where rules have not been applied utilizing optimized matching and data automations.
AR.121	The system shall interface with banks to process bank drafting and ACH transactions.	**Desired**	**S**	Workday provides standardized web services and banking connectors to support the electronic receipt
AR.122	The system shall provide an automated reconciliation tool for revenue receipts.	**Desired**	**S**	See comment for AR.120
AR.123	The system shall provide an automated reconciliation tool for ACH and bank draft transactions.	**Desired**	**S**	See comment for AR.120
AR.124	The system shall generate daily cash reports for balancing by payment type.	**Critical**	**S**	Workday provides the ability to generate cash position reporting including transaction details for payments in and out for the cash inflows and outflows.
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**	All transactions within Workday are reportable allowing the utilization of parameters and filters to show only exceptional transactions that meet specific criteria. This provides robust detective controls for sensitive transaction types.
AR.126	The system shall generate a daily report that reflects all adjustment activity.	**Desired**	**S**	See comment for AR.125
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**	See comment for AR.125
AR.128	The system shall import credit/debit card transaction reconciliation files for the purposes of bank reconciliation.	**Critical**	**S**	Workday can be integrated with payment processors providing credit/debit card transaction details from providers such as Stripe, Cybersource, and each of the various payment networks.
AR.129	The system shall perform reconciliation of transaction data with credit card company data.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
Cash Drawer Close-Out				

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**T**	system or Teller cashiering (partner product for cashiering included in proposal).
AR.131	The system shall allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.132	The system shall allow authorized users to consolidate cash drawers and close out as a single batch.	**Desired**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
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**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.134	The system shall combine individual payment batch deposit details into a single consolidated deposit.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
The system shall maintain deposit detail, including (but not limited to) the following:				
AR.135	Deposit total;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.136	Total by tender type;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.137	Date;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.138	Bank account number;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.139	By fund, and	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.140	Other, user-defined fields.	**Critical**	**S**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.141	The system shall generate a hard-copy, user-defined deposit slip.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
AR.142	The system shall generate a hard-copy, user-defined deposit report.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
Reporting				

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**	Workday standard report provides visibility to all accounts receivable activity through the ledger in standard transactional views and can be accessed via user queries with parameterized filters and search criteria. Reports can be copied and adjusted as needed for specific views or lenses to the data as appropriate.
AR.144	The system shall print an accounts receivable exception report listing all accounts with credit balances.	**Desired**	**S**	See comment for AR.143
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**	See comment for AR.143
The system shall generate accounts receivable and cash receipts reports or allow on-screen inquiry by any field, including but not limited to:				
AR.146	Name;	**Critical**	**S**	See comment for AR.143
AR.147	Tender type;	**Critical**	**S**	See comment for AR.143
AR.148	Type of activity (charge code);	**Critical**	**S**	See comment for AR.143
AR.149	Invoice number;	**Critical**	**S**	See comment for AR.143
AR.150	Accounting code information;	**Critical**	**S**	See comment for AR.143
AR.151	Amount owed;	**Critical**	**S**	See comment for AR.143
AR.152	Dates;	**Critical**	**S**	See comment for AR.143
AR.153	Customer number;	**Critical**	**S**	Partner to respond.
AR.154	Check number; and	**Critical**	**S**	See comment for AR.143
AR.155	Other, user-defined.	**Critical**	**S**	See comment for AR.143
AR.156	The system shall print customer payment history based on user-defined criteria.	**Critical**	**S**	See comment for AR.143
AR.157	The system shall allow queries against all receivable files.	**Critical**	**S**	See comment for AR.143
AR.158	The system shall print a batch listing showing every item in a particular batch upon request.	**Critical**	**S**	See comment for AR.143. Assumes batching instance refers to inbound interface
AR.159	The system shall display individual transactions and groups of transactions based on the criteria entered by the user.	**Critical**	**S**	See comment for AR.143
AR.160	The system shall generate an aging report by charge code.	**Desired**	**S**	See comment for AR.143

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.161	The system shall create ad hoc AR reports.	**Desired**	**S**	Within Workday, a business user can easily create ad hoc reports. All reports are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security. Reports may be easily copied for quick modification, and live report data may also be leveraged in Worksheets, an Excel-like tool built directly into Workday. This allows for further analysis and modeling and adds the benefit of being connected to live data from any Workday report. In addition, with discovery boards, a business user can easily create reports using a drag-drop experience. This visualization board experience is truly ad-hoc with reports building at the speed of thought. The business user is restricted to data within their organization and role. Discovery boards can leverage data from financials, human capital management, or external 3rd party information. Discovery Boards provide: ● **Agility:** Quickly pivot and stay ahead of the curve by performing real-time ad-hoc reporting and analysis on live Workday transactions. ● **Insight:** Answer key operational questions with an intuitive drag-and-drop UI and access to details and dimensionality directly form system of record. ● **Collaboration:** Empower teams to collaborate and share insight with edit or view-only access, governed by a single security model.
AR.162	The system shall produce transaction reports listing all recorded payments.	**Critical**	**S**	See comment for AR.143

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Accounts Payable

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
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**	Workday enables you to track and view 1099 data for suppliers. You can set up 1099 categories and then
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**	**S**	quantity and price variances; business processes can be leveraged to manage and request
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**	**S**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.11	The system shall import purchasing card transaction detail.	**Critical**	**S**	
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**	Supported. Workday will automatically generate positive pay files for transmission to banks or financial institutions as part of the payment process. Positive pay can be enabled at the bank account level. Workday also supports the creation of positive pay file for third-party outsourced checks. A task and business process batch/job step enables the direct creation of the positive pay file for outsourced checks payment.
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**	Workday supports robust detailed item level descriptions. Unlike traditional business system applications which often limit item descriptions to 30 - 60 characters, Workday supports very large (wide) item description fields. Workday currently supports text values up to 1MB for comments and reference identifiers including descriptions.
AP.21	The system shall support a maximum of a 250 character Long description field.	**Critical**	**S**	Workday supports robust detailed item level descriptions. Unlike traditional business system applications which often limit item descriptions to 30 - 60 characters, Workday supports very large (wide) item description fields. Workday currently supports text values up to 1MB for comments and reference identifiers including descriptions.
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**	**S**	While Workday does not deliver a percentage based calculation for supplier invoices against a contract, a

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	
AP.33	The system shall automatically split invoices to different accounts based on user-defined rules.	**Critical**	**S**	Invoices can be split based upon quantity or dollar amount. Workday also has an allocation engine that will allow further allocation of costs to final cost objectives once invoice has been approved/paid.
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**	While Workday allows for the ability to create user-defined payment terms (i.e., 2% 10, net 30) that are automatically applied against invoices, the system does not automate interest calculations for late payments to suppliers. However, by combining contract terms, payment tracking, manual calculations, and invoice adjustments, you can ensure that suppliers are paid accurately and on time, including any applicable interest.
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**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Supported. By leveraging OCR and email ingestion capabilities, Workday can create supplier invoices for the AP team to review alongside the source document to ensure proper ingestion of email attachments.
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**	**S**	Although Workday will not necessarily print a test check with a "void" watermark, you will have the ability to test your check printouts, by printing sample checks or advices on your own paper and printers to verify.
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**		**Partner to respond.**
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**	**S**	
AP.59	The system shall print check register which indicates cleared and/or outstanding checks.	**Critical**	**S**	
AP.60	The system shall generate a refund check for revenue refunds through a voucher process with approval path.	**Desired**	**S**	There is a customer refund process that is outside of the Accounts Payable process. Both utilize the single settlement/payment engine within Workday

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.61	The system shall handle the conversion of outstanding checks to unclaimed property transactions.	**Critical**	**S**	Workday provides a way to search for uncleared checks, mark them as escheated, and create the accounting to move the entry out of cash and into unclaimed property. It also handles the voiding of check numbers (if needed) and removing of escheated payments from reconciliation. You can escheat manual or check payments that are uncashed or unclaimed, except for intercompany items and inbound customer payments. Workday gives you the option to void uncashed checks that are part of the escheatment process. And this information can be exported to be available for outside the system if necessary.
AP.62	The system shall provide a file of the unclaimed property transactions to the State of Wisconsin.	**Critical**	**S**	Users have the ability to report on escheated checks.
AP.63	The system shall handle the associated accounting transactions for unclaimed property.	**Critical**	**S**	
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**	
The system shall provide a vendor file that supports the following fields:				
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**	Stored either in the always on audit trail of the vendor record, or as alternate names that can be used by searches in any transaction.
AP.69	Misc. vendor indicator;	**Critical**	**S**	This can be supported leveraging custom objects.
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**	Workday custom objects may be utilized to capture metrics related to vendor performance.
AP.78	Vendor certifications (i.e., MWMB, HUB, etc.);		**S**	Vendor certifications can be stored as an attachment on the supplier record itself.

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.79	Flag vendors that are not in City-defined compliance;	**Desired**	**S**	
AP.80	User-defined special condition codes for vendor flags;		**S**	This can be supported through the use of a custom object.
AP.81	Foreign addresses;	**Critical**	**S**	
AP.82	User defined Vendor withholding for taxes;		**S**	Standard functionality.
AP.83	Vendor retainage based on purchase order; and	**Critical**	**S**	
AP.84	Indicator for international vendors.		**S**	
AP.85	The system shall verify new vendors information upon entry.	**Critical**	**S**	The Workday Supplier Portal allows suppliers to: ● view their purchase orders, invoices, payments and remittances ● acknowledge purchase orders ● submit invoices for purchase orders via "PO-flip" ● submit invoice requests for non-PO invoices ● propose changes to their catalogs (change prices, add new items, remove items) ● review and maintain contact details, bank details, remittance details, and supplier classifications All supplier-submitted documents and changes to supplier data can be routed for approval or review to the appropriate individuals within your organization before being accepted.
AP.86	The system shall track vendor information such as Certificate of Insurance (COI) and other changes.	**Desired**	**S**	Supported. COI and other fields are tracked at the vendor record and are available to be reported on.
AP.87	The system shall flag a vendor that has an outstanding bill or balance with the	**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**	**N**	Vendor/Supplier ID's are system assigned and cannot be edited. However, customers can determine formatting masks of the IDs.
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**	Workday does not provide a Supplier Merge feature. However, Parent/Child relationships can be used to "merge" duplicate vendors.
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**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	
AP.98	The system shall allow vendors to maintain City defined information through a vendor self-service web portal.	**Desired**	**S**	The Workday Supplier Portal allows suppliers to: ● view their purchase orders, invoices, payments and remittances ● acknowledge purchase orders ● submit invoices for purchase orders via "PO-flip" ● submit invoice requests for non-PO invoices ● propose changes to their catalogs (change prices, add new items, remove items) ● review and maintain contact details, bank details, remittance details, and supplier classifications All supplier-submitted documents and changes to supplier data can be routed for approval or review to the appropriate individuals within your organization before being accepted.
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**	Supported.
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**	Workday not only provides access audit logs, but all transaction audit logs are fully enabled at all times. View Only Audit logs are enabled by default, giving you access to items a given user has viewed within Workday. Workday uses nondestructive updates, which means data is never overwritten. This enables clients to download a complete audit history of any value for their own records without using any third-party tools.
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**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Workday secures information to the field level. Security permissions are delivered out of the box, but are easily configurable. Workday leverages role-based and user-based security, as well as security based on many other attributes, such as segment, organization, location, and several others. This gives customers the ability to control at the field level, as well as the report level if desired.
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**	
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**	Within Workday, users can flag specific vendors/suppliers that require one check per invoice. Also, the system has the ability to 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.
AP.110	The system shall calculate and track retainage for contractor or subcontractor invoices.	**Critical**	**S**	
AP.111	The system shall override a flag on a vendor to change the payment type.	**Desired**	**S**	Supported. Supplier statuses can be used to flag vendors for whatever reason. That can then be tracked and reported on to ensure resolution.
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**	**S**	Supported. Workday enables you to retain a percentage of a supplier invoice from payment and then release retention through the life of the PO or Supplier Contract, with automated accounting entries throughout and supporting reports. Workday tracks the retention balances on your purchase orders or supplier contracts and updates your retention balances.
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**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	Requires Workday Expenses, quoted as optional
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**	Requires Workday Expenses, quoted as optional
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**	Requires Workday Expenses, quoted as optional
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**	Requires Workday Expenses, quoted as optional
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**	**S**	Requires Workday Expenses, quoted as optional. Per Diem Rates are supported and can be enabled/disabled by business unit/region. Per diem rates can be mass uploaded. There are not any per diem rate integrations available out of the box.
AP.123	The system shall allow an end-user to attach separate receipts related to each travel or other expense line item.	**Critical**	**S**	Requires Workday Expenses, quoted as optional
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				
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**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.129	The system shall generate a report of 1099 vendors by tax category.	**Critical**	**S**	Workday uses a combination of worker data and pay component mapping to populate year-end forms. Workday maps some data on the year-end form. For 1099's, you use these mappings to track payment of: ● Supplier invoices to 1099 suppliers where lines have spend categories or spend category hierarchies that map to 1099 MISC categories. ● Ad hoc payments to 1099 suppliers where lines have spend categories or spend category hierarchies that map to 1099 MISC categories. ● Ad hoc bank transactions to 1099 suppliers where the transaction is a withdrawal, is flagged for inclusion in IRS 1099 MISC reporting. It has lines with spend categories or hierarchies that map to 1099 MISC categories. 1099 suppliers can include regular suppliers and independent contingent workers. Certain types of payments are reportable to the IRS as 1099 MISC payments. Workday reports in form 1099 MISC only the payments associated with a spend category or spend category hierarchy that maps to a 1099 MISC category. Workday tracks and classifies all other 1099 supplier payments as uncategorized. Workday does not create 1099's for contracted workers.
AP.130	The system shall generate an Expenditure Approval List.	**Critical**	**S**	
The system shall generate a report or allow on-screen inquiry of a variety of vendor information (outstanding checks, volume of checks, etc.):				
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**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	
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**	
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**	**S**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Project Accounting and Grant Management				
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**	Workday is a unified solution. Users will have access and visibility to detailed transactions and able to do analysis and run reports with "Real-Time" data. All projects tagged against a project will be included in the Project financial reporting with the actual cost for spend transactions (expenses and supplier invoices) carried in the ledger at actual cost, while additional ad hoc costs and time costing against a project can utilize a number of different methodologies. All such transactions are available in detail for both ledger and project financial reporting use cases.

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.3	The system shall support multi-year parent projects, at least 10 years in length.	**Desired**	**S**	Workday does not put a standard limit on project length as a system setting enabling longer multi-year projects. Budgets for a project can be set related to expected and budgeted spend attached to standard fiscal schedules or project lives. Additional project structures can be implemented such as a project hierarchy to represent the larger project to break down the work effort into smaller projects over the ten year period as well, providing flexibility depending on the project budgeting and control needs.
PG.4	The system shall support linked parent/child relationships for projects and sub-projects.	**Critical**	**S**	Workday provides a configurable project hierarchy with the ability to create as many levels as needed to represent the roll-up of projects by department, project parent-child relationships, or to represent various portfolios. These provide a variety of functional capabilities including shared reporting and administrative rights.
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**		Project tags and classifications are fully configurable to support grouping, reporting, and controls needed for various project types.
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**	**S**	
PG.9	The system shall allow a user to establish project templates for common project types.	**Desired**	**S**	You can create templates for projects, project plans, and contracts that
PG.10	The system shall store at least 99 project templates.	**Desired**	**S**	Project tags and classifications are fully configurable to support grouping, reporting, and controls needed for various project types.
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**	Supported. You can link Grants to Projects using Related Worktag features. Workday provides
PG.15	The system shall designate a project as a fixed cost or a variable cost.	**Desired**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**		Workday Projects include project budgeting and forecast functionality, including the use of project budget templates and builds based on both labor and
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**	All transaction workflows for both revenue and spend can incorporate review procedures for any project related transactions providing inline review of project related activities and ensuring that such review is not required or held until after the fact.
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**	**S**	Projects can be linked together in multiple ways including project hierarchies and optional hierarchies for various ways of rolling up projects, as well as project groups which provide additional flexibility in tagging projects to allow reporting of different project categories and groupings that do not associate with these hierarchies (any number of project groups can be associated with a single project, providing multiple ways to slice and report on the project portfolio). All Project reporting can group projects utilizing each of these components (hierarchy, optional hierarchy, and project groups)
Project Tracking and Closing				
PG.21	The system shall track city-defined project information (e.g., project schedule, budget).	**Critical**	**S**	Standard project setup includes a full work breakdown structure that can be expanded to additional levels and includes the ability to define timelines associated with various different project steps. This same structure is then used for assigning budget, and ultimately measuring the actual project expenditure over time.
PG.22	The system shall control project budgets by project expenses/revenues.	**Critical**	**S**	Workday provides dynamic budget calculations that incorporate revenues generated by a project as an offset to the project budget to ensure that as an asset generates returns for the county that it can in turn increase the operating budget of the asset accordingly, linking the returns to the permitted expenditures. This dynamic revenue control allows flexibility in your budgetary controls and designs.

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.23	The system shall store historical budget and actuals data for each year.	**Critical**	**S**	Workday permits the storage of budget versions against a project for audit and reporting purposes. Two primary budgets are available for reporting at any point in time including the forecast (current best estimate) as well as baseline (initial budget). Multiple versions of each is enabled and they can be utilized as the "primary" forecast or baseline to measure against.
PG.24	The system shall track retainage withheld on a project up to 100 percent.	**Critical**	**S**	
PG.25	They system shall identify retainage paid and unpaid on a specific project.	**Critical**	**S**	
PG.26	The system shall retrieve and apply labor rates from the payroll module that account for salaries and benefits.	**Critical**	**S**	Workday provides multiple methods that can be defined for a given project for labor costing purposes including actual payroll cost, standard costs, and fully burdened rates which incorporate a standard and mark-up for benefits and other supporting costs. These can be used for measuring cost on the project and creating capitalization of labor spend incurred.
PG.27	The system shall link to the federal labor rate table.	**Desired**	**S**	
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**	
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**	
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**	Multiple funding sources enable you to: ● Assign projects/grants to multiple funding sources. ● Reclassify expense transactions to specified funding sources. ● Restrict allocation of funds to funding sources using condition rules. ● Control the priority of funds you charge to a funding source on a funding source rule. ● Track expense transactions that you reclassified to a funding source.
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**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	The Projects dashboard is a configurable workspace that gives you quick, visual insight into the health of your projects. Authorized users can see both operational and financial data for your projects in real time. The dashboard also gives you direct access to frequently used project-related tasks and reports (including Workday-delivered reports, customer-built reports, or links to external reporting).
PG.37	The system shall flag capital vs. operational projects types and all associated expenditures.	**Desired**	**S**	Project settings indicate any projects that are capital in nature. Additional automation rules can be leveraged within the context of a capital project to write off otherwise non-capital spend that has been coded to a capital project providing additional control over capitalization policy beyond the use of a Project tag on transactions.
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**	**S**	Workday supports the incorporation of an overhead rate as part of a fully burdened cost rate for labor costs. Other allocated charges for a project that represent overhead for the county can be recorded against a project as journals or ad hoc project transactions which add to the overall cost pool to be capitalized and consume project budget.
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**	Workday by default retains all data within the application including Projects, Project Transactions, and other related fields without pushing data to archive or delete. Any purging of data is at customer discretion and in compliance with customer policies, not dictated by Workday as a data processor and service provider.

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.43	The system shall retain historical information for all projects for at least 30 years after the project close.	**Desired**	**S**	Workday by default retains all data within the application including Projects, Project Transactions, and other related fields without pushing data to archive or delete. Any purging of data is at customer discretion and in compliance with customer policies, not dictated by Workday as a data processor and service provider.
PG.44	The system shall close projects either partially or completely without losing the reporting history.	**Critical**	**S**	All project reportability is maintained regardless of project status. The status is used to control transaction entry and acts as a filter / selection field for reporting to help distinguish ongoing efforts from completed projects.
PG.45	The system shall allow the closing of multiple projects at the same time (i.e., related projects).	**Desired**	**S**	
PG.46	The system shall allow the closing of a "child" project without having to close the "parent" project, and vice versa.	**Critical**	**S**	Project hierarchies allow the independent tracking and maintenance of different projects ensuring that the parent and child efforts can be independently managed with different progress, timelines, budgets, statuses, etc. These can be controlled through primary or optional project hierarchies depending on the type of related controls and governance for the related efforts.
PG.47	The system shall re-open a closed project, with appropriate security permissions.	**Critical**	**S**	Project status and changes are governed by security permissions within Workday allowing privileged users
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**	**S**	
PG.51	The system shall report on resource time towards projects.	**Critical**	**S**	
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**	
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**	Commitment accounting supports transaction level encumbrances so Project and vendor level encumbrances driven by the individual purchase orders and commitments are natively available for reporting.
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**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	Alternatively, you can set up an auditor role for auditors to run reports to view all updates an individual made in the system.
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**	
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**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within Workday to connect people, applications, and services. For more information, see Datasheet Workday Business Process Framework.pdf
Grant Applications				
PG.78	The system shall attach documents to the grant applications.	**Critical**	**S**	Workday Grants Management allows attachments to the Grant/Award. Workday can also track the status of applications and once awarded Workday can attach the original application to the Grant/Award. Additional pre-award functionality is available through a partner. Additional information and pricing can be provided upon request.
PG.79	The system shall record information related to local approval dates (Council approving, approval date, etc.).	**Critical**	**S**	Workday Grants Management allows notes and attachments to the Grant/Award and can capture the grant approval date. Workday can also track the status of applications and once awarded Workday can attach the original application to the Grant/Award. Additional pre-award functionality is available through a partner. Additional information and pricing can be provided upon request.
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**	**S**	
PG.82	The system shall support configurable workflow routines to support the grant application process.	**Desired**	**S**	Workday's Business Process Framework provides flexibility to configure any workflow routine. Once the Grant is awarded and comes into Workday it can be routed for multiple levels or review and approval. Additional pre-award functionality is available through a third party.
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**	**S**	
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**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	**S**	
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**	
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**	**S**	
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**	**S**	
PG.109	The system shall allow restriction on grant expenditures to be overridden, with appropriate security permissions.	**Desired**	**S**	
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**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
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**	
PG.116	The system shall allow the transfer of grant funding between City departments.	**Desired**	**S**	
Grant Reimbursements				
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**	**S**	
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**	This may require a custom report. More information needed for pricing.
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**	**S**	
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**	
Grant Reporting				
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**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	
The system shall generate Reports, including but not limited to:				
PG.136	Five Year Consolidated Plan;	**Critical**	**S**	Data within Workday can be used to create a Five Year Consolidated Plan. A custom report can be developed as needed. Workday Planning is commonly used for budget preparation, forecasting, scenario modeling.
PG.137	Single Audit Report (SEFA);	**Critical**	**N**	Workday does plan to deliver a SEFA in the future. However, no time commitment is available at this time.
PG.138	SESA (State single audit);	**Critical**	**S**	Optional. Data within Workday can be used to provide and submit SESA required reporting. Formatting report setup may be required.
PG.139	Action Plan;	**Critical**	**S**	Data within Workday can be used to create an action plan
PG.140	Consolidated Annual Performance and Evaluation Report;	**Critical**	**S**	This requirement is supported with Office Connect.
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**	**S**	
PG.148	Pending approval grant funding;	**Critical**	**S**	Additional discovery required. May require custom objects or calculated fields on reports to accommodate.
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**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	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**	**S**	Workday uniquely provides a single source of truth across the whole workforce and candidate population
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**	**S**	Workday is a single platform, there is no integration required between different functional areas. Our proposal recommends continuing to use TimeClock
HRE.3	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Desired**	**S**	Workday has an always on audit, so you are able to see an audit trail at any given time.
HRE.4	The system shall establish workflow rules by department, employee group, or other user-defined criteria.	**Desired**	**S**	
The system shall provide workflow functionality to support Human Resources Management processes, including (but not limited to) the following:				
HRE.5	Personnel Actions;	**Critical**	**S**	
HRE.6	New Hire On-Boarding;	**Desired**	**S**	Workday onboarding includes automation of new-hire business processes, forms management, and checklists to ensure greater first day worker productivity, improved HR productivity, and greater visibility into the transitioning of new hires. In addition, you can incorporate onboarding steps for different types of internal movements (cross-boarding) such as a location change, promotion, or international assignment.

Indicator	Definition	Instruction		
S	**Standard:** 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.7	Employee Termination Activities;	**Critical**	**S**	Using Workday's business process framework, a termination process can include steps for approval, one-time payment, security access termination, company property collection, producing final paychecks, canceling benefits, depleting and paying out absence balances – just to name a few examples. The termination process can also be configured to send notifications to any user as part of that process.
HRE.8	Discipline;	**Desired**	**S**	
HRE.9	Grievances; and	**Desired**	**S**	
HRE.10	Performance Management.	**Desired**	**S**	**Talent Optimization** (proposed as optional) offers talent and performance functionality (goals, development plans, employee performance reviews, talent and performance calibration, feedback, check-ins, succession, mentors and connections, competency management, talent pools, and talent matrix reports).
The system shall maintain an Activity Log to record conversations and correspondence with employees and maintains, at a minimum, the following information:				
HRE.11	Contact person;	**Desired**	**S**	
HRE.12	Date and time of contact;	**Desired**	**S**	
HRE.13	Means of contact (e.g., phone, email, etc.);	**Desired**	**S**	Can be specified within the notes section.
HRE.14	Nature of the contact; and	**Desired**	**S**	Can be specified within the notes section.
HRE.15	Information collected as a result of contact.	**Desired**	**S**	Can be specified within the notes section.
HRE.16	The system shall track reasonable accommodation requests and interaction under the ADA.	**Desired**	**S**	Workday's Request Framework can be leveraged to create custom business processes like grievance tracking and ADA reasonable accommodation requests. Additional discovery required to determine the level of configuration effort required.

Indicator	Definition	Instruction		
S	**Standard:** 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.17	The system shall track reasonable accommodations provided under the ADA.	**Desired**	**S**	Workday's Request Framework can be leveraged to create custom business processes like grievance tracking and ADA reasonable accommodation requests. Additional discovery required to determine the level of configuration effort required.
HRE.18	The system shall create user modified letter templates to support the interactive process under the ADA.	**Desired**	**S**	Workday's Request Framework can be leveraged to create custom business processes like grievance tracking and ADA reasonable accommodation requests. Additional discovery required to determine the level of configuration effort required.
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**	**S**	Workday provides configurable processes that support this requirement.
HRE.20	The system shall limit user access to correspondence Activity Log items, as defined by user security/role.	**Critical**	**S**	Workday provides configurable processes that support this requirement.
Employee Central/Master File Data				
HRE.21	The system shall set up an employee master file for each employee.	**Critical**	**S**	
HRE.22	The system shall maintain all employee file change history (including pay, position, status, etc.).	**Critical**	**S**	All history is saved through our always on audit, so you will be able to maintain a file change history for your employees.
The system shall maintain employee master file for the following types of employees:				
HRE.23	Regular full-time and part-time employees;	**Critical**	**S**	
HRE.24	Temporary full-time and part-time employees;	**Critical**	**S**	
HRE.25	Elected officials;	**Critical**	**S**	
HRE.26	Seasonal employees (full-time and part-time);	**Critical**	**S**	
HRE.27	Retirees;	**Critical**	**S**	
HRE.28	Paid and unpaid interns; and	**Critical**	**S**	
HRE.29	Other user defined.	**Critical**	**S**	
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).	**Critical**	**S**	
HRE.33	The system shall maintain separate profiles for employees holding multiple positions.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.		
The system shall maintain and track at a minimum the following employee data, with effective dating, for each employee:				
HRE.34	Employee Number (Minimum 6 characters/digits);	**Critical**	**S**	
HRE.35	Employee status (active, inactive, on leave, etc.);	**Critical**	**S**	Inactive would equal terminated within Workday
HRE.36	Name (Last, First, Middle, Suffix);	**Critical**	**S**	
HRE.37	Preferred Name;	**Critical**	**S**	
HRE.38	Maiden/Former Name/Aliases/Nicknames;	**Desired**	**S**	
HRE.39	Sex;	**Critical**	**S**	
HRE.40	Gender;	**Critical**	**S**	
HRE.41	Preferred Pronoun(s);	**Desired**	**S**	
HRE.42	Race/Ethnicity;	**Critical**	**S**	
HRE.43	Social Security number;	**Critical**	**S**	
HRE.44	Date of Birth;	**Critical**	**S**	
HRE.45	Marital Status;	**Critical**	**S**	
HRE.46	If married, identify if spouse works for the City and spouse name;	**Desired**	**S**	Workday allows for custom fields to be created.
HRE.47	Relationship with other City employees;	**Desired**	**S**	Workday allows for custom fields to be created.
HRE.48	If relationship, employee name and position;	**Desired**	**S**	Workday allows for custom fields to be created.
HRE.49	Background check results (State, Federal), with access limited by security roles;	**Desired**	**S**	This data could be pulled in from a 3rd party
HRE.50	Badge Number (i.e., officer badge);	**Desired**	**S**	
HRE.51	Multiple Telephone Numbers;	**Desired**	**S**	
HRE.52	Multiple Addresses (including mailing address);	**Desired**	**S**	
HRE.53	Multiple E-Mail Addresses;	**Critical**	**S**	
HRE.54	Seniority Date;	**Critical**	**S**	
HRE.55	Hire/Rehire Date;	**Critical**	**S**	
HRE.56	Multiple Employee Event Dates (e.g., hire, full-time, etc.);	**Critical**	**S**	
HRE.57	Citizenship;	**Desired**	**S**	
HRE.58	Military Status and Branch;	**Desired**	**S**	
HRE.59	Veteran Status (user defined list of values);	**Desired**	**S**	
HRE.60	Retired (Y/N);	**Critical**	**S**	
HRE.61	W-4 and Indicators;	**Critical**	**S**	
HRE.62	Medical certification expiration date;	**Critical**	**S**	
HRE.63	Driver's License Class (multiple user defined);	**Critical**	**S**	
HRE.64	Driver's License Expiration Date;	**Critical**	**S**	
HRE.65	Driver's License Issue Date;	**Critical**	**S**	
HRE.66	Driver's License Number;	**Critical**	**S**	
HRE.67	Driver's License Restrictions;	**Critical**	**S**	
HRE.68	Driver's License State;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.69	Driver's License Endorsements;	**Critical**	**S**	
HRE.70	Multiple Emergency Contacts;	**Critical**	**S**	
HRE.71	Equipment issued to employees (e.g., phone, laptop, keys) and asset tag numbers where applicable;	**Desired**	**S**	
HRE.72	Certifications and Licenses;	**Desired**	**S**	
HRE.73	Immigration Status (I9);	**Critical**	**S**	
HRE.74	Work status expiration date (e.g., I9); and	**Critical**	**S**	
HRE.75	Other User Defined.	**Desired**	**S**	
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.).	**Critical**	**S**	
HRE.77	The system shall allow an unlimited number of employee file user-defined fields. Vendor to define any limitations in the comments field.	**Desired**	**S**	100 custom fields
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.	**Critical**	**S**	You have the ability to personalize what information is accessible to individuals based on role-based security.
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.	**Critical**	**S**	
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).	**Desired**	**S**	We would propose to demonstrate our native, standard functionality to accomodate what the City has outlined in this Functional Requirement. Workday can accommodate in a couple of different methods, which maintains overall security and compliance.
HRE.81	The system shall scan and store employee images (photos).	**Critical**	**S**	
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.).	**Critical**	**S**	Workday does not force the removal of records but we do allow you to purge required data if needed. Archiving data in Workday is not necessary for any type of storage requirement etc.
HRE.83	The system shall provide automated record purge functionality, based on City-defined criteria and record retention policies.	**Desired**	**S**	All Customer Data is held in production for the lifetime of the Customer Tenant. There is a purge feature within the service which customers can use to select records within given parameters such as functional area or agency and purge personally identifiable information associated with the records.
HRE.84	The system shall specifically mark records to prevent deletion based on standard record retention policies.	**Critical**	**S**	Workday retains all records submitted into the system and all transactional audits perpetually for the lifetime of the contract.
HRE.85	The system shall define multiple working titles for a position with effective dating (where changes require workflow approvals).	**Critical**	**S**	Out of the box, Workday supports a job title and business title associated with each position. If additional titles need to be captured, they can be stored in description or a user-defined field.

Indicator	Definition	Instruction		
S	**Standard:** 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.86	The system shall notify a supervisor/manager when a new employee file is created within their reporting organization/hierarchy.	**Desired**	**S**	These types of notifications or required actions are typically included steps in the various personnel action processes, such as hire, promotion, transfer, etc.
Job Classification Tables				
HRE.87	The system shall store job descriptions, with controls in place to limit edits, and to maintain historical job descriptions.	**Critical**	**S**	
The system shall track the following job classification information:				
HRE.88	Pay grade and step plan;	**Critical**	**S**	
HRE.89	Pay schedule;	**Critical**	**S**	
HRE.90	Position Type (classified, unclassified, reduced hours);	**Critical**	**S**	
HRE.91	Job Classification Code;	**Critical**	**S**	
HRE.92	Job Classification Title;	**Critical**	**S**	
HRE.93	Subject to shift work;	**Critical**	**S**	
HRE.94	Date established or approved;	**Critical**	**S**	
HRE.95	EEO Function;	**Critical**	**S**	This is tracked on the job profile that is associated to the position.
HRE.96	EEO Category;	**Critical**	**S**	This is tracked on the job profile that is associated to the position.
HRE.97	Management level;	**Critical**	**S**	
HRE.98	Workers Compensation code;	**Critical**	**S**	
HRE.99	Hazardous pay code;	**Desired**	**S**	
HRE.100	Employee category (e.g., overtime, comp time, straight time, or either, etc.);	**Critical**	**S**	
HRE.101	FLSA Status;	**Critical**	**S**	This is tracked on the job profile that is associated to the position.
HRE.102	Multiple safety sensitive position flags, per position (City drug testing eligibility and Department of Transportation (DOT) regulatory indicators); and	**Critical**	**S**	
HRE.103	Other user-defined.	**Desired**	**S**	
HRE.104	The system shall integrate or link job descriptions with HR system modules/functional areas (e.g., Recruiting, Performance Management, Compensation Management, ESS).	**Critical**	**S**	Workday is a single system, so these are already imbedded in the product.
HRE.105	The system shall maintain minimum qualifications for each position.	**Critical**	**S**	
HRE.106	The system shall turn off wage progression and turn it back on.	**Critical**	**S**	Workday can allow you to override a progression date for an employee and can prevent salary or other step increases if needs be.
Personnel Actions				
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).	**Critical**	**S**	
The system shall provide an electronic Personnel Action form that includes the following features:				

Indicator	Definition	Instruction		
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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):	**Desired**	**S**	
HRE.109	Integrated data (e.g., employee data populates when employee ID entered);	**Critical**	**S**	
HRE.110	Required fields;	**Critical**	**S**	
HRE.111	Multi-directional configurable workflow processing/approvals (e.g., department director approval may be required in some departments but not others);	**Desired**	**S**	Workday supports concurrent steps as well as steps with conditional logic, as well as the ability to send
HRE.112	Electronic signature;	**Desired**	**S**	Business Process Framework natively or via 3rd-party integration. Using native e-signature functionality, it can be required that employees legally sign that they have completed a task. For example, as part of the on-boarding process, a process step can route a document, e.g. employee handbook, to the on-boarding employee. Then the employee can be required to acknowledge that they have read and understood the document by checking a box or entering a written response. The text explaining this to the user is configurable to ensure that the context and implication of the signature is clear and can include or provide a link to relevant disclaimer condition statements. The Workday Business Process Framework also provides the ability to capture electronic signatures through 3rd-party packaged integrations with Adobe Sign and DocuSign. In this case, the Workday customer must have an existing relationship with one of these third-party vendors. Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.
HRE.113	Printable PA forms - completed and blank;	**Desired**	**S**	You have the ability to download forms in a printable format.
HRE.114	Includes generation of other forms/sub-forms associated with PA (e.g., military leave request form);	**Desired**	**S**	
HRE.115	Accommodates attachments; and	**Desired**	**S**	
HRE.116	PA description field containing at least 255 characters.	**Desired**	**S**	

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HRE.117	The system shall print a PA on more than one page, and not truncate fields or comments.	**Critical**	**S**	
HRE.118	The system shall copy an existing PA.	**Desired**	**S**	Will need to better understand this requirement, Workday uses a business process framework for processing transactions. There is the copy functionality in certain situations such as creating a job requisition, that can be done by copying an existing job requisition.
The system shall set up and establish rules, workflows, and track changes for the following Personnel Actions:				
HRE.119	New Hire;	**Critical**	**S**	
HRE.120	Position Changes (e.g., Transfer, Promotion);	**Critical**	**S**	
HRE.121	Rehire;	**Critical**	**S**	
HRE.122	Reclassification;	**Critical**	**S**	
HRE.123	Name changes;	**Critical**	**S**	
HRE.124	Various types of Retirement (user-defined);	**Critical**	**S**	
HRE.125	Various types of Separation/Terminations (voluntary, involuntary, Reduction in Force - user-defined);	**Critical**	**S**	
HRE.126	Various types of suspensions (user-defined);	**Critical**	**S**	
HRE.127	Multiple probationary periods (introductory period and others);	**Critical**	**S**	
HRE.128	Transition on/off Modified Duty and other types of injury;	**Critical**	**S**	
HRE.129	Demotion;	**Critical**	**S**	
HRE.130	Discipline;	**Critical**	**S**	
HRE.131	Multiple Longevity Types (e.g., duration of time in current position);	**Critical**	**S**	
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);	**Critical**	**S**	
HRE.133	Add pays not included in base both regular and one time payments (e.g., uniform allowances, bilingual pay, assignment pay);	**Critical**	**S**	
HRE.134	Changes to position status (e.g., inactivate/reactivate);	**Critical**	**S**	Workday allows you to freeze and unfreeze positions
HRE.135	Multiple types of service years;	**Critical**	**S**	
HRE.136	Standard hours change (e.g., 30-hr to 40-hr, 52-hr to 40-hr);	**Critical**	**S**	
HRE.137	Leaves (per user defined list - e.g., FMLA, military, LWOP, administrative leave); and	**Critical**	**S**	
HRE.138	Other user-defined.	**Desired**	**S**	

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HRE.139	The system shall prevent additional changes to an employee record if a personnel action is in workflow.	**Critical**	**S**	If the two personnel actions are the same, for example two compensation changes that could impact the other, Workday can notify the user that another compensation transaction is in flight.
HRE.140	The system shall make personnel actions effective in the middle of a pay period (per user defined business rules).	**Critical**	**S**	Workday is an effective dated system for all business processes. As such, a business process can use any date, current/past/future, for the effective date of the transaction to commence.
HRE.141	The system shall prompt a user to complete a personnel action when a position is vacated.	**Desired**	**S**	
HRE.142	The system shall establish and track expiration dates and notifications related to job status.	**Desired**	**S**	
HRE.143	The system shall display all personnel actions within a department to an approver with the appropriate security permissions.	**Critical**	**S**	
HRE.144	The system shall send an alert to a user when a temporary employee is near the end of his/her contract.	**Desired**	**S**	
HRE.145	The system shall track seasonal employee's working hours to determine benefit eligibility.	**Critical**		Requires integration with TimeClock Plus if Workday's timekeeping is not used.
HRE.146	The system shall maintain an audit log of all personnel-related transactions and activity.	**Critical**	**S**	
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.	**Critical**	**S**	
HRE.148	The system shall transfer an employee to a different department/division or payroll group without re-entering the entire employee file.	**Critical**	**S**	
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).	**Critical**	**S**	
HRE.150	The system shall automatically update an employee's accruals when a job change results in accrual plan changes.	**Critical**	**S**	
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).	**Desired**	**S**	Employee IDs are assigned automatically when new hire processes are completed.
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	**Critical**	**S**	

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HRE.153	The system shall provide a date-based personnel system that allows "personnel/employee actions" to be automatically triggered based upon effective dates.	**Critical**	**S**	
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).	**Desired**	**S**	
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).	**Desired**	**S**	
HRE.156	The system shall establish personnel action workflow rules by department, or employee group.	**Desired**	**S**	
HRE.157	The system shall establish personnel action workflow rules by personnel action reason/type.	**Desired**	**S**	
HRE.158	The system shall provide workflow for approval processes at multiple approval levels with date/time/ID stamp for electronic signature.	**Desired**	**S**	
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**	**S**	
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**	**S**	
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**	**S**	Workday business process framework allows for the automation of new-hire and termination business processes, forms management, and checklists. For onboarding, you can configure content such as new hire checklists, training, and pre-reading material to include relevant information for the worker, their new organization, and tasks that they need to complete before getting to work. The offboarding you can configure processes including sending checklists, exit interviews, inactivating user accounts, removing any additional security permissions and more
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**	**S**	
HRE.163	The system shall support user-defined onboarding/termination checklists.	**Desired**	**S**	
HRE.164	The system shall manually assign or automatically generate an employee number.	**Critical**	**S**	Employee IDs are assigned automatically when new
HRE.165	The system shall request and accept electronic credit and background checks from outside agencies.	**Desired**	**T**	Workday supports the ability to manually enter background check and screening results as part of the

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HRE.166	The system shall scan, link or upload and categorize/classify different types of documents and associate them with an employee.	**Critical**	**S**	Workday enables the attachment of any electronic document to an employee's record. All documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record.
HRE.167	The system shall provide a report of pending personnel actions.	**Critical**	**S**	
Performance Management				
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.	**Desired**	**S**	Included with Workday's Talent Optimization module.
HRE.169	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time.	**Critical**	**S**	
The system shall allow for the entry and maintenance of employee performance reviews (orientation period and on-going) on the following schedules:				
HRE.170	Due date (i.e., date of hire, promotion date, fiscal year-end);	**Critical**	**S**	
HRE.171	End of orientation/probation;	**Critical**	**S**	
HRE.172	Extended orientation/probation;	**Critical**	**S**	Workday's Employee Review Templates offer a comprehensive set of review types, including Disciplinary Actions, Individual Development Plans, Performance Improvement Plans, and Configurable Performance Review templates. You can define unlimited review templates for each type and configure eligibility rules to target specific employee populations. This ensures that each manager and employee is using the correct form when launching a review. Launching a review is an orchestrated task within Workday, which starts with configuring a template and defining the business process. Workday's business process is highly customizable to suit your specific business requirements. The process dictates the actions to perform, the order in which to perform them, who performs them, and when they must be completed. With Workday, you can streamline your review process and ensure that each review is conducted effectively and efficiently.
HRE.173	Training periods;	**Desired**	**S**	
HRE.174	Performance improvement plans; and	**Desired**	**S**	
HRE.175	Other user-defined event.	**Desired**	**S**	

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HRE.176	The system shall track multiple orientation (probation) periods and performance review schedules separately by position and employee.	**Critical**	**S**	
HRE.177	The system shall track orientation (probation) periods of differing lengths including initial, extended, department transfer, promotion, demotion and job code.	**Critical**	**S**	
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	**Desired**	**S**	
HRE.179	The system shall provide the user a view of prior evaluations and copy prior comments into the current evaluation.	**Desired**	**S**	
HRE.180	The system shall provide self-, peer- or "360" evaluation functionality.	**Critical**	**S**	
HRE.181	The system shall record a variety of performance ratings (e.g., alpha and numeric scales).	**Desired**	**S**	
HRE.182	The system shall perform a variety of performance rating analyses (e.g., by division, supervisor).	**Desired**	**S**	
HRE.183	The system shall allow a user to override performance ratings, based on permissions.	**Desired**	**S**	
HRE.184	The system shall allow the City to limit user visibility of performance ratings, based on user permissions and effective date.	**Critical**	**S**	Workday security can limit the visibility of performance ratings based on security role and permissions to view/modify data. If a user moves into a new role, security will update based on the effective rate of that role change.
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.	**Critical**	**S**	
HRE.186	The system shall accommodate review schedules and notify employees and supervisors of evaluation due dates.	**Critical**	**S**	
HRE.187	The system shall associate core competencies with a specific job or department.	**Desired**	**S**	
HRE.188	The system shall trigger e-mail notification to employees of upcoming self-evaluation due.	**Critical**	**S**	

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HRE.189	The system shall allow authorized users to override performance review dates.	**Critical**	**S**	Requires additional discovery. We are answering this as "S" based on how the Performance Review Business Process is accommodated within the Proposed Workday Solution. Specifically - Once the review is launched and the review dates entered, there's no way to edit those review period dates from a Business Process Compliance perspective. The City would need to delete and relaunch the review to change the dates. Some of the common reasons that we see for this capability is that the City may want to adjust the dates...an employee is on probation, the City is extending the probationary period, the employee was or is on leave, the employee was on a special assignment or transitional duty for workers comp, those types of things. In other systems it's a date that can be adjusted, where within the Proposed Workday Solution we treat this as eligibility on the review template to know when it should launch. We believe we can configure conditions into the review template eligibility so that the review will launch when it's supposed to.
HRE.190	The system shall accommodate multiple milestone dates in a performance review and development plan schedules (e.g., planning, quarterly, midterm, end-of-term).	**Desired**	**S**	You can build this into the review and steps of the business process.
HRE.191	The system shall trigger e-mail notification for an evaluation based on a user-definable amount of time prior to due date.	**Desired**	**S**	
HRE.192	The system shall electronically notify supervisor that a review or other performance management milestone is due or overdue.	**Critical**	**S**	
HRE.193	The system shall provide email notification to employee when evaluation has been completed and approved.	**Desired**	**S**	
HRE.194	The system shall provide supervisors with list of their employees and projected review date.	**Critical**	**S**	
HRE.195	The system shall integrate employee performance review documentation with employee development and training information (including employees' development plans and learning management assigned courses).	**Critical**	**S**	Workday learning management solution is quoted as optional if needed.
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).	**Desired**	**S**	
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.	**Desired**	**S**	
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.	**Desired**	**S**	
HRE.199	The system shall attach documents to the performance review.	**Desired**	**S**	

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HRE.200	The system shall allow employees to document their responses to performance reviews.	**Desired**	**S**	
HRE.201	The system shall allow employees to set and track goals for performance reviews.	**Desired**	**S**	
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-defined criteria (per user security).	**Desired**	**S**	Workday provides the ability to manage and assign goals in many different ways. Goals can be managed outside of the employee review process, commonly referred to as "Ad-hoc Goals," and they can also be managed inside of the employee review process, or both. Goals can be assigned by adding new or copying existing goals to an individual employee or group of employees, cascading organizational goals to a subset of employees, or self-created by the employee. As part of the performance review template configuration, you can determine what goals are automatically pulled and how those goals move from review to review throughout the year and from year to year. Mobile capabilities allow managers and employees to create, edit, and view goals from their mobile device. Once goals are entered, they are stored in an employee's goal plan, for easy ad-hoc goal management by the employee and the manager throughout the year. You can link both ad-hoc goals and goals within an employee review to Competencies, Development Items, and Feedback. This allows employees to indicate how their goal relates to their development. Competencies and their related target rating can be automatically assigned during staffing events (hire, transfer, promotion, etc.) based on pre-established definitions at the Job Family, Job Profile, Position and/or Management Level. Others can be added on an ad-hoc basis (roles to be determined by security). Workday delivers standard reports to provide analysis of employee competency rating as compared to the target defined.

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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).	**Desired**	**S**	Thee City can define next steps and actions with the business process framework. The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within the Workday service to connect people, applications, and services. The Business Process Framework is at the heart of Workday application functionality where all transaction-related changes to data originate and are processed. The Business Process Framework is more than just a process definition configuration tool. It also provides a robust run-time engine that evaluates process definitions, roles, steps, and condition rules to determine the routing logic for each event. In this way, it ensures that all business-related events are routed to the right resources at the right time, while providing a comprehensive, perpetual audit trail of all changes made during the life of the event.
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., probationary period end).	**Desired**	**S**	Workday can set a task for manager or supervisor to initiate a task after the completion of a review
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 on/off.	**Desired**	**S**	
HRE.206	The system shall generate a printable copy of employee performance reviews that is accessible to the employee.	**Desired**	**S**	
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-defined periods that may be shorter.	**Desired**	**S**	
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-defined periods that may be shorter.	**Desired**	**S**	
HRE.209	The system shall create cascading goals from the organization level down to the employee level.	**Desired**	**S**	
HRE.210	The system shall create City defined compliance reports.	**Desired**	**S**	The City will have the ability to create custom reports directly in Workday.
HRE.211	The system shall archive the performance management reports.	**Desired**	**S**	Reports can be made temporary, as well as deleted, if the user has security to do so.
Employee Relations				

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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**	**S**	
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**	**S**	
HRE.214	The system shall capture user-entered narrative for each step of the disciplinary process with appropriate security permissions.	**Critical**	**S**	
HRE.215	The system shall tie employee relations cases to the employee master file.	**Critical**	**S**	
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**	**S**	
HRE.217	The system shall allow a supervisor to view prior discipline action, with appropriate security permissions.	**Critical**	**S**	
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**	**S**	
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**	**S**	
The system shall capture disciplinary case data including the following fields:				
HRE.220	Multiple incident/category types (per user-defined list, with ability to select more than one for a single entry);	**Desired**	**S**	
HRE.221	Incident date/s;	**Desired**	**S**	
HRE.222	Incident number;	**Desired**	**S**	
HRE.223	Date action taken;	**Desired**	**S**	
HRE.224	Date City notified;	**Desired**	**S**	
HRE.225	Date Employee notified;	**Desired**	**S**	Yes, this could be tracked in the notes or documents on the safety incident case. Additionally, the City could configure custom objects for any field that they would to track that Workday does deliver standard.
HRE.226	Department;	**Desired**	**S**	
HRE.227	Supervisor;	**Desired**	**S**	
HRE.228	Related employees;	**Desired**	**S**	
HRE.229	Open comment field;	**Desired**	**S**	
HRE.230	Ability to attach documents;	**Desired**	**S**	
HRE.231	Action taken;	**Desired**	**S**	
HRE.232	Close date;	**Desired**	**S**	
HRE.233	Follow-up steps;	**Desired**	**S**	
HRE.234	Multiple Appeal steps with the associated date/s;	**Desired**	**S**	

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HRE.235	Multiple Appeal decisions with associated date/s;	**Desired**	**S**	Workday does not provide pre-configured functionality to track appeals in the system. However, you do have the ability to extend the Worker business object with custom fields. We have customers who have used custom objects and fields to track this information for functionality like grievance management. Many other customers leverage Workday's Request Framework .You can set up your own request types, such as appealing a workers compensation/safety incident case, and link different workflow to each request type.
HRE.236	Incident determination per appeal step (i.e., substantiated, unsubstantiated, undetermined);	**Desired**	**S**	Workday does not provide pre-configured functionality to track appeals in the system. However, you do have the ability to extend the Worker business object with custom fields. We have customers who have used custom objects and fields to track this information for functionality like grievance management. Many other customers leverage Workday's Request Framework .You can set up your own request types, such as appealing a workers compensation/safety incident case, and link different workflow to each request type.
HRE.237	Discipline determination;	**Desired**	**S**	
HRE.238	Current status (active, inactive, on leave, etc.);	**Desired**	**S**	
HRE.239	HR contact;	**Desired**	**S**	
HRE.240	Disciplinary action purge flag;	**Desired**	**S**	
HRE.241	Disciplinary action purge date; and	**Desired**	**S**	
HRE.242	Other user-defined fields.	**Desired**	**S**	
HRE.243	The system shall query incidents based on all fields.	**Desired**	**S**	
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**	**S**	This can easily be configured and automated with reporting, notifications and alerts.
HRE.245	The system shall archive files of disciplinary actions after a user-defined period.	**Desired**	**S**	Workday enables you to purge select personally identifiable information and all documents that are
HRE.246	The system shall maintain historical disciplinary action detail, including (but not limited to): employee, date, type of incident, follow-up action.	**Desired**	**S**	
HRE.247	The system shall calculate deadlines for the discipline process based on City-defined thresholds.	**Desired**	**S**	
HRE.248	The system shall classify disciplinary records as formal and informal, with the ability to report on only one of these types.	**Desired**	**S**	
The system shall record and track a multi-step grievance process, including the following information through multiple iterations:				
HRE.249	Grievance number;	**Desired**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.250	Date grievance occurred;	**Desired**	**S**	
HRE.251	Date grievance filed;	**Desired**	**S**	
HRE.252	Step 1 (2, 3, etc.) Scheduled Date for each step;	**Desired**	**S**	
HRE.253	Step 1 (2, 3, etc.) Decision Issued at each step (e.g., denied, upheld, reduced, settled, reversed);	**Desired**	**S**	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance
HRE.254	Date grievance closed;	**Desired**	**S**	See comment in HRE.253
HRE.255	Date declared inactive;	**Desired**	**S**	See comment in HRE.253
HRE.256	Hearing officer/Department Head (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.257	Mediator (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.258	Grievance committee members (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.259	Supervisor (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.260	Department head (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.261	City Manager (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.262	Prevailing party;	**Desired**	**C**	See comment in HRE.253
HRE.263	Outcome;	**Desired**	**S**	See comment in HRE.253
HRE.264	Cost of mediation;	**Desired**	**S**	See comment in HRE.253
HRE.265	Any other associated costs;	**Desired**	**S**	See comment in HRE.253
HRE.266	Total cost;	**Desired**	**S**	See comment in HRE.253
HRE.267	Unlimited notes and/or text entry; (freeform notes and text entry, vendor to notate any limitations that exist);	**Desired**	**S**	See comment in HRE.253
HRE.268	Related case number;	**Desired**	**S**	See comment in HRE.253

Indicator	Definition	Instruction		
S	**Standard:** 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.269	Ability to attach documents; and	**Desired**	**S**	See comment in HRE.253
HRE.270	Other user-defined.	**Desired**	**S**	See comment in HRE.253
HRE.271	The system shall track all activities associated with the management of the grievance.	**Desired**	**S**	See comment in HRE.253
HRE.272	The system shall archive files of grievances after a user-defined period.	**Desired**	**S**	**Workday Clarification on our Vendor Response: We have marked this Functional Requirement as "S" based on meeting the intent of this functional requirement. Specifically: Within the Proposed Workday Solution, based on compliance - the Solution does not doesn't "archive" information on a scheduled period/date. Rather, If the City's designated Workday SuperUser/Administrator, which has the appropriate security role/permissions - this role can archive to a separate document solution or purge the record.
Reporting and Querying				
HRE.273	The system shall provide a user-friendly ad-hoc reporting tool.	**Critical**	**S**	Within Workday, a business user can easily create ad hoc reports. All reports created are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security. Reports may be easily copied for quick modification, and live report data may also be leveraged in Workday Worksheets, an Excel-like tool built directly into Workday. This allows for further analysis and modeling of existing data and adds the benefit of being connected to live data from any Workday report.
HRE.274	The system shall create custom reports using an internal Report Writer.	**Critical**	**S**	Workday provides a single reporting framework for all reporting and analytics. New reports can easily be created by a business user. Workday delivered reports can be copied and modified to suit your needs based on security rights. The reporting framework is provided with the Workday service at no additional cost.

Indicator	Definition	Instruction		
S	**Standard:** 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.275	The system shall generate "canned" reports that users may run with limited options of input values.	**Critical**	**S**	Workday includes pre-built reports that come with the Workday system and are designed to address common reporting needs.
HRE.276	The system shall provide point-in-time (any user-specific date or date range) for various reporting.	**Critical**	**S**	All transactional and business process data is effective dated for point-in-time reporting. Reports can be built with date parameters, allowing the user to request a specific point in time or range of time at the time of running the report.
HRE.277	The system shall provide historical reporting (e.g., job history, etc.).	**Critical**	**S**	
HRE.278	The system shall schedule reports at a user-defined date/time and frequency.	**Critical**	**S**	
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**	**S**	Dashboard functionality is standard in Workday and a key differentiator for deploying key performance indicators out to the organization via the security model so that leaders only see the data relevant to their span of control. Workday provides over 100 dashboards with the full Workday solution. In addition, customers can create an unlimited number of custom dashboards. Organizations can easily add new default analytics, called Worklets to any dashboard. Individual users can then configure additional reports onto the dashboard.
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**	**S**	Workday provides organizations with the ability to maintain compliance. In some cases, Workday does not provide standard regulatory reports, but does provide the data to easily configure reports for assistance in managing regulatory requirements. Workday does provide standard templates for VETS-4212, EEO-1 through EEO-5 as required by the Equal Employment Opportunity Commission (EEOC), Government Reportable Safety Incidents (for OSHA reporting). However, Workday, as the data processor, offers these formats to enable you to compile data for these reports, but does not assume responsibility for your compliance to regulatory reporting requirements. The Workday Community is an excellent place to locate municipal / state report frameworks. Since all customers operate on the same version of Workday, these report frameworks can be imported into your tenant without the need to build them from scratch.

Indicator	Definition	Instruction		
S	**Standard:** 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.	**Critical**	**S**	Workday provides many pre-configured reports, which can assist you in managing regulatory requirements. You can also use Workday's robust report writing tool to create additional reports as needed. Custom reports can be created for unique needs of each organization and locale.
HRE.282	The system shall export data from reports into standard applications (including Excel) for spreadsheet comparison, graphing, etc.	**Critical**	**S**	Workday also comes with Office Connect and makes it easy to create reports in Microsoft Office. Connect your existing Excel reports to Workday or create new presentation-quality reports from a blank slate. With OfficeConnect, reports can be refreshed with a single click.
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.	**Critical**	**S**	
HRE.284	The system shall generate new hire reporting.	**Critical**	**S**	
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.	**Critical**	**S**	
HRE.286	The system shall alert when the funding of a grant will end that is currently funding a position.	**Desired**	**S**	
HRE.287	The system shall report on and project training costs.	**Desired**	**S**	Assumption is we would have the values in Workday
HRE.288	The system shall track and report current and historical benefit costs including (but not limited to): employer cost; employee cost; and total	**Critical**	**S**	
HRE.289	The system shall report compensation trends and costs.	**Desired**	**S**	
HRE.290	The system shall report on vacancy requirements.	**Desired**	**S**	
The system shall report total hours and cost of training by:				
HRE.291	Employee;	**Desired**	**S**	
HRE.292	Year;	**Desired**	**S**	
HRE.293	Department;	**Desired**	**S**	
HRE.294	Training Sessions;	**Desired**	**S**	
HRE.295	Cost to receive certification/license; and	**Desired**	**S**	
HRE.296	Other, user-defined.	**Desired**	**S**	
HRE.297	The system shall record and report on employee skills and competencies, including history.	**Desired**	**S**	
The system shall report all required and optional training, licenses, certifications, and other related reports by:				
HRE.298	Employee;	**Critical**	**S**	
HRE.299	Year;	**Critical**	**S**	
HRE.300	Department;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.301	Training Sessions;	**Critical**	**S**	
HRE.302	Training source (i.e., web-based external training); and	**Critical**	**S**	
HRE.303	Other, user-defined.	**Critical**	**S**	
The system shall generate the following performance measurement reports:				
HRE.304	Benefits to Revenue Cost (Total Cost of Benefits / Total Revenue of the City);	**Critical**	**S**	
HRE.305	Time to complete position control Requests (annual basis);	**Critical**	**S**	
HRE.306	Sworn Police Turnover on an Annual Basis (# of police turnover / # of total sworn police);	**Critical**	**S**	Workday provides many pre-configured reports, which can assist you in with your requirements. You can also use Workday's robust report writing tool to create additional reports as needed. Custom reports can be created for unique needs of each organization and locale.
HRE.307	Sworn Fire Turnover on an Annual Basis (# of fire turnover / # of total sworn fire);	**Critical**	**S**	Workday provides many pre-configured reports, which can assist you in with your requirements. You can also
HRE.308	Full-Time General Government Turnover - Annualized (Turnover of FT General Government Employees / # of FT General Government Employees);	**Desired**	**S**	
HRE.309	Number of Employees on a Performance Improvement Plan on Quarterly basis;	**Desired**	**S**	
HRE.310	Corrective Actions Administered on a quarterly basis;	**Desired**	**S**	
HRE.311	Employee Suspensions on a quarterly basis;	**Critical**	**S**	
HRE.312	Employees Terminated on a quarterly basis;	**Critical**	**S**	
HRE.313	Workers Comp Cost Incurred on a quarterly basis;	**Critical**	**S**	Worker's compensation claims and all associated reporting can be provided within Workday's core HCM functionality, as long as we are tracking the data fields you would need to create this report.
HRE.314	Liability Cases Cost Incurred (liability cases paid / total liability cases);	**Critical**	**S**	Workday does not have full Risk Management functionality to track and manage your liability cases but we can integrate with 3rd party systems. Alternatively, if you have the liability data on cases and costs incurred within Workday (Financials functionality) then you would be able to report on it.
HRE.315	Training Program Evaluation Overall Score (Overall ratings of training programs/5); and	**Critical**	**S**	
HRE.316	Lock editing an employee file for legal hold.	**Critical**	**S**	May need to better understand this requirement. There would be an option to move them into a confidential or custom org that would allow limited access to their recrod.

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	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**	**S**	Workday is a fully integrated system.
REC.2	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**S**	Workday provides non-destructive data updates for a complete audit trail of changes made to application data.
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	**Desired**	**S**	Workday Recruiting was built with a mobile-first approach and a 'responsive design', it detects not only the device (smart phone or tablet) but also the orientation of the device
The system shall generate electronic requisitions to fill vacancies, containing:				
REC.4	Department number;	**Critical**	**S**	
REC.5	Division;	**Critical**	**S**	
REC.6	Location;	**Critical**	**S**	
REC.7	Shift;	**Critical**	**S**	
REC.8	Position number;	**Critical**	**S**	
REC.9	Job/Position title;	**Critical**	**S**	
REC.10	Class code;	**Critical**	**S**	
REC.11	Status (full-time/part-time, permanent/temporary);	**Critical**	**S**	
REC.12	Reason for vacancy (e.g., promotion, transfer, termination, etc.);	**Critical**	**S**	
REC.13	Date vacancy created;	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.14	Date requisition created;	**Critical**	**S**	
REC.15	Date needed;	**Critical**	**S**	
REC.16	Closing date (date field);	**Critical**	**S**	
REC.17	Open until filled (Yes/No);	**Critical**	**S**	
REC.18	Pay grade;	**Critical**	**S**	
REC.19	Salary range (with no min or max limits i.e., not limited to the positions salary range);	**Critical**	**S**	
REC.20	Multiple budget account codes;	**Critical**	**S**	Workday allows you to include multiple budget account codes on a requisition. Costing Allocation, Distribution of Costs, & Account Codes are allowed to be tied to requisition.
REC.21	Recruitment type (general public, City only, department only);	**Critical**	**S**	Workday can handle this in a few different ways... one would be posting sites, so only post internally vs to the general public.
REC.22	Exempt/non-exempt status;	**Critical**	**S**	
REC.23	User-defined special requirements for the position (e.g., CDL);	**Critical**	**S**	You can include user-defined information within the requisition via the Job Description, Screening Questions, or Custom Fields (if you need to track/report on city-defined requirements in a more structured way, you can create custom fields on the requisition to capture this information).
REC.24	Multiple hiring officers/Division Director;	**Desired**	**S**	
REC.25	Contact name;	**Desired**	**S**	
REC.26	Contact phone;	**Desired**	**S**	
REC.27	Requisition status (close, re-open, or update requisition); and	**Desired**	**S**	
REC.28	Other user-defined fields.	**Desired**	**S**	Workday customers can extend the object model to accommodate their specific business requirements. For each extendable Workday business object, you can create custom objects with up to 100 active custom fields. These customer-created objects can be used by reports, integrations, conditional logic in business processes, and customer defined calculated fields. All customer created objects and configurations persist through each update, without the need to reconfigure them.
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**	**S**	
REC.30	The system shall allow for varying requisition numbers, including City-defined requisition numbers that are alphanumeric.	**Critical**	**S**	
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**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.32	The system shall allow users to copy information from a previously submitted requisition to a new one.	**Critical**	**S**	Users can easily duplicate previous requisitions when creating new job postings speeding the process. Additionally, customers can create job posting templates which define the look and content of a job posting. These can be designed to support city-specific data needs and/or different hire types.
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**	**S**	
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**	**S**	
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**	**S**	
REC.36	The system shall restrict user access to requisitions according to user-defined authorization rules.	**Desired**	**S**	
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**	**S**	
The system shall allow authorized users to view and sort all job requisitions on various fields, including (but not limited to):				
REC.38	Requisition number/ID;	**Critical**	**S**	
REC.39	Requisition creation date;	**Critical**	**S**	
REC.40	Requisition status (open/closed);	**Critical**	**S**	
REC.41	Filled requisitions; and	**Critical**	**S**	
REC.42	Other user-defined.	**Desired**	**S**	
REC.43	The system shall tie requisitions to job codes (or other City-defined codes), allowing for sorting/querying based on classification.	**Desired**	**S**	
REC.44	The system shall ensure appropriate approvals have been received on position requests.	**Critical**	**S**	
REC.45	The system shall set a user-defined job posting time period.	**Critical**	**S**	Job postings can be set to automatically post and un-post at specific dates. Notifications can be leveraged to notify a user if the job posting is set to expire. When a position has been filled, the job posting can be automatically removed. You can also automatically decline all candidates on a job requisition that are not hired when you close the job requisition. Given the right security, a user (e.g. recruiter) can always manually un-post or update a posting.
REC.46	The system shall permit authorized users to close or delete a requisition	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	
REC.48	The system shall automatically track "Date of last update," including name of user making the last saved update.	**Critical**	**S**	
REC.49	The system shall notify requestor when position has been approved and initiate other related events (e.g., recruitment process).	**Critical**	**S**	
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**	**S**	
REC.51	The system shall auto-populate job postings with job description data.	**Critical**	**S**	Our Job Profile Framework offers a unique foundation to provide consistency regarding job information across the organization. You can create and store relevant job information including job description, core capabilities, job duties, standard advertising content and sourcing strategy, remuneration data, competencies and skills, education, job evaluations and market salary data. This job profile then underpins positions and job requisitions, ensuring consistency and accurate information across role types. When creating a job requisition, the job description and all relevant data such as skills and compensation is automatically carried across without the need for duplication therefore making the process simple and quick for all parties involved. There is also the capability to edit the specific position requirements and/or job description details per recruitment if you wish. Workday also enables you to quickly create job descriptions using generative artificial intelligence (if
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**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.53	The system shall forward job postings to managers for review/updates/edits (via workflow).	**Critical**	**S**	The job posting requisition process is business process enabled. Customers control the routing, approval(s), notifications, etc. Approvers are dynamically added to the process based on business rules and conditions, such as supervisory organization, location, cost center, etc. Approvers are also dynamically updated, meaning that if someone changes roles, the approval will shift to the new person entering the role. As part of the business process framework, ad hoc approvers can also be added as part of the job posting requisition approval process.
REC.54	The system shall indicate job posting type (internal/external recruitment) and post as designated.	**Desired**	**S**	
REC.55	The system shall assign job postings to a specific recruiter or staff member(s) within HR.	**Critical**	**S**	
The system shall display the following information on the job posting:				
REC.56	Department;	**Critical**	**S**	
REC.57	Location;	**Critical**	**S**	
REC.58	Shift;	**Critical**	**S**	
REC.59	Job/Position title;	**Critical**	**S**	
REC.60	Job category (safety sensitive, CDL, etc.);	**Critical**	**S**	
REC.61	Status (full-time/part-time, permanent/temporary);	**Critical**	**S**	
REC.62	Open date;	**Critical**	**S**	
REC.63	Closing date (date field);	**Critical**	**S**	
REC.64	Open until filled (Yes/No);	**Critical**	**S**	
REC.65	Salary range;	**Critical**	**S**	
REC.66	Pay Grade;	**Critical**	**S**	
REC.67	Other user defined salary/pay field;	**Critical**	**S**	
REC.68	Exempt/non-exempt status;	**Critical**	**S**	
REC.69	User-defined special requirements for the position (e.g., CDL); and	**Critical**	**S**	
REC.70	Other user-defined fields.	**Desired**	**S**	
REC.71	The system shall future date job postings.	**Critical**	**S**	
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**	**S**	Workday will allow you to indicate the date to close the position, but it closes at the end of the day, i.e midnight

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	When creating the requisition, it is possible to indicate if one or several opening(s) are created. Additionally, Workday delivers support for Evergreen Requisitions which can be used for continuous candidate generation. Evergreen requisitions optimize candidate distribution and reduce the impact on reporting often caused by multi opening requisitions.
REC.74	The system shall automatically post job openings to City-defined external job posting websites.	**Critical**	**S**	Workday Recruiting provides the ability to easily post jobs directly to external career sites, including: ● Workday Recruiting configured external career sites (Workday provides unlimited external career sites to support both Employees and Contingent Workers and provides job alerts to notify candidates when new jobs become available). ● Workday Recruiting configured Agency Career sites (Workday provides unlimited external career sites to support Agency Candidates and support sourcing to your approved agencies directly within Workday, with agency consultants able to log into Workday itself, not a separate portal, to submit and monitor applications). ● Major External Job Boards (Workday provides delivered integration with many Job Boards and Job Aggregator partners, which provide an even wider range of external job sites).
Application Data				
REC.75	The system shall allow configuration of the applicant data that is captured by the City.	**Critical**	**S**	
The system shall maintain, at a minimum, the following applicant data:				
REC.76	Applicant Name;	**Critical**	**S**	
REC.77	Previous Name(s);	**Critical**	**S**	
REC.78	Date of application;	**Critical**	**S**	
REC.79	Time of application;	**Critical**	**S**	This is part of the audit trail
REC.80	Source of application information;	**Critical**	**S**	
REC.81	Address;	**Critical**	**S**	
REC.82	Phone number/s;	**Critical**	**S**	
REC.83	Email address/es;	**Critical**	**S**	
REC.84	Positions applied/referred for;	**Critical**	**S**	
REC.85	Ability to be legally employed in the USA (Y/N);	**Critical**	**S**	This would be part of a questionnaire that can be configured and included in the application
REC.86	Reference detail;	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.87	Verification that references can be called (specific to each reference);	**Critical**	**S**	
REC.88	Attached supporting documentation (consistent with general file formats);	**Critical**	**S**	Workday enables the attachment of any electronic document to an employee's record. Documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record.
REC.89	Previous employment information (e.g., previous salary, hours worked, title, dates of employment);	**Critical**	**S**	
REC.90	Previously employed by the City (Y/N);	**Critical**	**S**	
REC.91	Education;	**Critical**	**S**	
REC.92	Veteran Status or Military Service;	**Critical**	**S**	
REC.93	Certificates/licensure;	**Critical**	**S**	
REC.94	Driver's License Number, State issues, class;	**Critical**		
REC.95	Desired Salary;	**Critical**	**S**	
REC.96	Supplemental Questions (position specific);	**Critical**	**S**	
REC.97	Criminal History/Background;	**Desired**	**S**	
REC.98	Other skills; and	**Desired**	**S**	
REC.99	Other user-defined.	**Desired**	**S**	
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**	**S**	
The system shall track EEO and demographic data for use in statistical analysis and reporting, including but not limited to:				
REC.101	Race;	**Critical**	**S**	
REC.102	Ethnicity;	**Critical**	**S**	
REC.103	Sex;	**Critical**	**S**	
REC.104	Gender;	**Critical**	**S**	
REC.105	Age range (per user defined ranges);	**Desired**	**S**	
REC.106	Hiring Department;	**Critical**	**S**	
REC.107	Highest grade completed, and type of education completed;	**Critical**	**S**	
REC.108	GED; and	**Critical**	**S**	
REC.109	Other user-defined fields.	**Desired**	**S**	
REC.110	The system shall store EEO data separate from the applicant record.	**Critical**	**S**	Assumption this is for security.. Workday will allow you to define who can access specific information on the candidate record even though it's stored in the same area of the system
REC.111	The system shall restrict access to EEO data to authorized users as determined by City user profiles.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.112	The system shall populate EEO data by electronic submissions from applicant record and requisition data.	**Critical**	**S**	
REC.113	The system shall redact identifying information (Name, DOB, etc.) from an application prior to submission to a hiring manager.	**Critical**	**S**	Workday offers Candidate masking to hide information from managers until candidates reach a particular stage.
REC.114	The system shall track ADA requests with an applicant.	**Critical**	**S**	The Job Requisition Business process could include a Questionnaire step with a Condition Rule based on response to the Voluntary Disability question asked during the Job Application. This condition rule would then only send the questionnaire to candidates who indicated a disability. The question could ask about Accommodations and track the responses.
REC.115	The system shall notify defined users when an ADA accommodation request has been submitted.	**Critical**	**S**	The Job Requisition Business process could include a Questionnaire step with a Condition Rule based on response to the Voluntary Disability question asked during the Job Application. This condition rule would then only send the questionnaire to candidates who indicated a disability. The question could ask about Accommodations and track the responses.
REC.116	The system shall track ADA accommodations with an applicant.	**Critical**	**S**	The Job Requisition Business process could include a Questionnaire step with a Condition Rule based on response to the Voluntary Disability question asked during the Job Application. This condition rule would then only send the questionnaire to candidates who indicated a disability. The question could ask about Accommodations and track the responses.
REC.117	The system shall apply user-defined scoring criteria to any field in the application, including supplemental questions.	**Desired**	**S**	Scoring can be done through questionnaires and through assessments. Calculated fields can also be used to render a score.
REC.118	The system shall support EEO and ADA analysis.	**Critical**	**S**	
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**	**S**	
Online Employment Application				
REC.120	The system shall provide an online employment application interface.	**Critical**	**S**	
REC.121	The system shall support for online employment application from a mobile	**Critical**	**S**	
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**	**S**	
REC.123	The system shall restrict user-access through use of user-ID and password.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.124	The system shall administer password changes and revisions to support applicant needs.	**Critical**	**S**	The applicant is able to change their password and request a password change as well. An administrator does not have to intervene.
REC.125	The system shall allow an applicant user to manage password changes and revisions to support applicant needs.	**Critical**	**S**	The applicant is able to change their password and request a password change as well. An administrator does not have to intervene.
REC.126	The system shall store job postings and/or descriptions in an easily updated format.	**Critical**	**S**	
REC.127	The system shall maintain job posting and/or description history, including prior versions and active dates.	**Critical**	**S**	
REC.128	The system shall provide online completion of application on any Internet enabled computer through a web browser.	**Critical**	**S**	
REC.129	The system shall provide a view for internal and external users for job postings available to both groups.	**Critical**	**S**	
The system shall provide applicants with an interface with a variety of functions, including but not limited to:				
REC.130	Instructions for system use;	**Critical**	**S**	
REC.131	Create new employment application;	**Critical**	**S**	
REC.132	Print job posting;	**Critical**	**S**	
REC.133	Print application;	**Critical**	**S**	The applicant can print the screen or they can share the job posting via social media.
REC.134	Save application; and	**Critical**	**S**	
REC.135	Suspend/withdraw application (before/after closing date).	**Critical**	**S**	
REC.136	The system shall allow applicants to retrieve and print previously created/submitted applications.	**Critical**	**S**	
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**	**S**	
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**	**S**	Workday allows Job Application templates to be configured to define required components of an application including making Resume/cover Letter attachment Required.
REC.139	The system shall require multiple documents be uploaded for certain postings, as defined by a City user.	**Critical**	**S**	
REC.140	The system shall allow applicants to attach supplemental documentation in several formats (PDF, DOCX, XLSX, CSV, TXT).	**Critical**	**S**	
REC.141	The system shall perform OCR on resumes to populate fields based off of uploaded resumes.	**Desired**	**S**	Workday provides resume parsing to auto populate fields in the application.

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.142	The system shall allow applicants to save their own application data for future retrieval (using user-ID and password).	**Critical**	**S**	
REC.143	The system shall allow applicants to submit multiple applications without re-entering information.	**Critical**	**S**	
REC.144	The system shall allow applicants to update previously created and saved applications (based on user-defined status of application).	**Critical**	**S**	Candidates can reuse a previous application as the basis for a new application and can edit the information while applying for the new posting. At this time an applicant cannot edit an application for a particular posting once it has been submitted.
REC.145	The system shall allow applicants to review applications prior to submittal (e.g., preview mode).	**Critical**	**S**	
REC.146	The system shall designate mandatory fields in an application.	**Critical**	**S**	
REC.147	The system shall allow applicants to search posted jobs before and after submitting applications.	**Critical**	**S**	
REC.148	The system shall allow applicants to save information and return later to complete and/or update their application.	**Critical**	**S**	
REC.149	The system shall allow customized supplemental questions/sections option as determined by the City.	**Critical**	**S**	
REC.150	The system shall save configurable applications by positions. (e.g., Police applications require DOB, while other positions Citywide may not).	**Critical**	**S**	
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**	**S**	
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**	**S**	
REC.153	The system shall allow applicants to check the status of their application.	**Critical**	**S**	
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**	**S**	
REC.155	The system shall allow LinkedIn integration.	**Desired**	**S**	
REC.156	The system shall automatically notify applicants of upcoming job openings based on applicant's selection of job interest.	**Critical**	**S**	
Applicant Screening				

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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.	**Critical**	**S**	Workday can provide a questionnaire during the application process but does not provide questionnaires before the application process has started. Job postings outline the requirements of the position including required skills and competencies. Applicants who do not meet the requirements would then be able to be automatically dispositioned out and notified by email. What is nice about this process versus having a pre-application screening is that you have the applicants information and application in Workday where you can source candidates for other positions, if needed. Workday does provide questionnaires as part of the application process to gather additional candidate information to support candidate evaluation against the requirements of a position.
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 position, and providing an option to return to the job posting list or to continue with the completion of the application).	**Critical**	**S**	Workday will allow you to auto disposition candidates and send messages based on responses to questionnaires within the application process.
REC.159	The system shall track applicant screening events including but not limited to: written, oral, performance, physical agility, training, and experience ratings.	**Critical**	**S**	**Workday has deep questionnaire capability, including the ability to configure initial application forms for candidates, including a library of questions in multiple formats - drop-downs, free text, multiple choice and so on. Branching questions, scoring and rules are also supported. These questions can then be used in initial application forms, interview guides, reference checks and other forms across the employee lifecycle. Workday supports multiple types of these forms, including a generic application experience capturing key candidate data as well as job-specific forms to assist in capturing and screening applicant data. Resume parsing and pre-population from relevant online profiles (such as LinkedIn and Seek) is also supported. All responses are recorded and available in the candidate profile.**
REC.160	The system shall link pre-screen requirements to a job code.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.161	The system shall provide configurable applicant screening events based on requisition type in user-defined sequence.	**Critical**	**S**	
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).	**Critical**	**T**	**Workday integrates with 3rd party systems to provide this information. It can be done during the Candidate's application process or after the application has been completed.**
REC.163	The system shall allow a user-defined weight for each screening event.	**Critical**	**S**	
REC.164	The system shall allow a user-defined overall passing score or separate passing scores for various parts of the applicant screening event.	**Desired**	**S**	
REC.165	The system shall allow user-defined conditions for the application of flat rate or percentage point (e.g., extra points for veterans).	**Critical**	**S**	
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.	**Critical**	**S**	
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.	**Critical**	**S**	**More discussion may be needed to fully understand this requirement. Workday provides configuration options to meet civil service recruiting requirements.**
REC.168	The system shall interface with E-Verify (or other Federal immigration systems).	**Desired**	**S**	
REC.169	The system shall allow sorting of applications by any available application field for viewing/reviewing.	**Critical**	**S**	
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**	**S**	**Yes, this can be configured within the recruitment and viewed on the candidate grid. If a more ad hoc system is desired, reporting and worksheets can be used.**
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**	**S**	
REC.172	The system shall support various workflow approval routing for departments with openings to make them aware of qualified applicants.	**Desired**	**S**	
REC.173	The system shall inactivate and purge job postings after a user-defined period.	**Desired**	**S**	Job postings can be set to automatically post and un-post at specific dates. Notifications can be leveraged to notify a user if the job posting is set to expire. When a position has been filled, the job posting can be automatically removed. You can also automatically decline all candidates on a job requisition that are not hired when you close the job requisition. Given the right security, a user (e.g. recruiter) can always manually un-post or update a posting

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	A validation can be placed on the job application business process to validate any prior applications and dates of the applications.
REC.175	The system shall maintain an eligible application list for a City-defined period of time with the option for extension.	**Critical**	**S**	
REC.176	The system shall notify potential applicants when a new position is posted.	**Critical**	**S**	
Employment Application Tracking				
REC.177	The system shall store applicant records that are received in response to a specific job requisition.	**Critical**	**S**	
REC.178	The system shall perform application/resume routing via workflow.	**Desired**	**S**	
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 manager of schedule.	**Desired**	**S**	
REC.180	The system shall track interview results.	**Critical**	**S**	
The system shall define different application types and content for the following employee groups:				
REC.181	Regular Full-Time;	**Critical**	**S**	
REC.182	Regular Part-Time;	**Critical**	**S**	
REC.183	Seasonal;	**Critical**	**S**	
REC.184	Temporary or on call;	**Critical**	**S**	
REC.185	Sworn police;	**Critical**	**S**	
REC.186	Sworn fire;	**Critical**	**S**	
REC.187	Interns; and	**Critical**	**S**	
REC.188	Other user-defined.	**Desired**	**S**	
The system shall allow inquiry on applicant records, where users can track a variety of functions, including but not limited to:				
REC.189	Applications received to-date;	**Critical**	**S**	
REC.190	Pre-employment testing, including multiple tests;	**Critical**	**S**	
REC.191	Screening results;	**Critical**	**S**	
REC.192	Reason for screening failure (user-defined);	**Desired**	**S**	
REC.193	Applicants selected for interview;	**Desired**	**S**	
REC.194	(Pre)Interview Panel Members evaluations/input;	**Desired**	**S**	
REC.195	Number of applications applied for position;	**Critical**	**S**	
REC.196	Background check date complete;	**Desired**	**S**	
REC.197	Background completed by;	**Desired**	**S**	
REC.198	Reference check date complete;	**Desired**	**S**	
REC.199	Reference completed by;	**Desired**	**S**	
REC.200	Position numbers;	**Desired**	**S**	
REC.201	Requisition number;	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.202	Applicant first name;	**Critical**	**S**	
REC.203	Applicant last name;	**Critical**	**S**	
REC.204	Applicant prior name;	**Critical**	**S**	
REC.205	Applicant ID;	**Desired**	**S**	
REC.206	Applicant address (or City);	**Desired**	**S**	
REC.207	Department/division name;	**Desired**	**S**	
REC.208	Department/division number;	**Desired**	**S**	
REC.209	Job Code;	**Desired**	**S**	
REC.210	Job title;	**Desired**	**S**	
REC.211	Declined offer (reason for decline);	**Critical**	**S**	
REC.212	Selected for hire;	**Desired**	**S**	
REC.213	Number/types of positions applicant applied for; and	**Desired**	**S**	
REC.214	Any other field, including user-defined fields (e.g., driver's license, drug screening, criminal check).	**Desired**	**S**	Workday customers can extend the object model to accommodate their specific business requirements. For each extendable Workday business object, you can create custom objects with up to 100 active custom fields. These customer-created objects can be used by reports, integrations, conditional logic in business processes, and customer defined calculated fields.
REC.215	The system shall allow view of all records of a specific applicant.	**Critical**	**S**	
REC.216	The system shall track multiple position opportunities for a single applicant.	**Critical**	**S**	
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**	**S**	
REC.218	The system shall generate interview invitations.	**Desired**	**S**	Workday Recruiting supports communications for internal and external candidates, including task requests (e.g., self-scheduling interviews, accepting offers), job alerts, and referral-based job recommendations. Candidates receive notifications via Workday My Tasks, with optional push notifications to email. Workday Messaging enables SMS communication with external and internal candidates, with messages recorded in the Candidate Profile, Recruiting History Timeline and Activity Stream.

Applicant Tracking				
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**	**S**	Workday delivers reports for reporting on Self Scheduled events -- these reports are not in a "calendar" like view.
REC.220	The system shall generate or send calendar events, including MS Outlook, to update interview panel members calendars with scheduled interview events, with or without direct integration into MS Outlook (or other calendaring application).	**Desired**	**S**	
REC.221	The system shall track interview results.	**Desired**	**S**	
REC.222	The system shall reject unsuccessful applications en masse.	**Critical**	**S**	
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 pre-employment testing).	**Critical**	**S**	Within the Workday Recruiting Application - there is native functionality for recruiting type correspondence - negating any need to use 3rd Party Microsoft or Google productivity tools. Should the City desire to utilize the Microsoft Office tools - Workday provides our Office Connect extension which will allow Microsoft Applications (like WORD) to leverage Workday data
REC.224	The system shall generate multiple customizable offer (new hire) letters.	**Critical**	**S**	
REC.225	The system shall generate thank you letters to unsuccessful candidates from a menu of templates.	**Desired**	**S**	Appropriate letters can be automatically generated from the business process.
REC.226	The system shall send system-generated email notifications to unsuccessful candidates, with the ability for City users to edit notification content, with appropriate security permissions.	**Critical**	**S**	
REC.227	The system shall track the number of applicants that progressed through the screening process.	**Critical**	**S**	
REC.228	The system shall track the duration of time passed from the position posting date to hiring date.	**Critical**	**S**	
REC.229	The system shall track advertising source, location, and organizations for recruitment.	**Critical**	**S**	
REC.230	The system shall track cost of recruiting for specific job openings (e.g., newspaper costs, City staff time, temporary fill).	**Desired**	**S**	Workday Recruiting provides the ability to analyze the effectiveness of your recruiting activities and campaigns via delivered reports and dashboards. Workday also offers a configurable time to fill report, along with detailed drop-off analysis reports to identify where candidates are dropping off within the application process.
REC.231	The system shall accommodate continuous recruitment (e.g., Police recruitment).	**Critical**	**S**	
New Hire Processing and Onboarding				

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	Workday provides a streamlined hiring process from screening, assessment, background verification, offer, offer acceptance, pre-boarding, all the way to first day Onboarding within a single platform. By providing one source for data, Workday makes it easy for organizations to take advantage of automation, cross-functional touchpoints, and streamlined workflows to move quickly on your hiring objectives. This brings greater focus to the most important aspects of the business: helping your organization grow with the right talent in a sustainable and manageable way while ensuring compliance.
REC.233	The system shall provide an onboarding interface to allow new employees to complete new hire paperwork.	**Desired**	**S**	
REC.234	The system shall provide an onboarding interface that supports workflow and electronic signature capabilities.	**Desired**	**S**	
The system shall establish and track multiple methods of hiring via recruitment, including:				
REC.235	Selection from a certified list;	**Critical**	**S**	
REC.236	Reinstatement;	**Critical**	**S**	
REC.237	Rehire;	**Critical**	**S**	
REC.238	Transfer to a different department;	**Critical**	**S**	
REC.239	Promotion;	**Critical**	**S**	
REC.240	Demotion;	**Critical**	**S**	
REC.241	Grant related; and	**Desired**	**S**	
REC.242	Other, user-defined.	**Desired**	**S**	
REC.243	The system shall route completed new employee forms to appropriate departments, based upon multiple workflows.	**Desired**	**S**	
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**	**S**	
REC.245	The system shall override missing required checklist items with security permissions.	**Desired**	**S**	
REC.246	The system shall correct and make adjustments to forms based upon effective date and/or retroactively.	**Desired**	**S**	
REC.247	The system shall produce a user-defined pre-employment checklist of forms that must be completed electronically, manually, etc.	**Critical**	**S**	
REC.248	The system shall identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	**Desired**	**S**	
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**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.250	The system shall allow multiple departments to assign assets to an employee.	**Desired**	**S**	
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**	**S**	
REC.252	The system shall create a pre-set orientation check-list defined by department or job code.	**Desired**	**S**	
The system shall define different onboarding checklists for the following employee groups:				
REC.253	Regular Full-Time;	**Critical**	**S**	
REC.254	Regular Part-Time;	**Critical**	**S**	
REC.255	Seasonal;	**Critical**	**S**	
REC.256	Temporary or on call;	**Critical**	**S**	
REC.257	Sworn police;	**Critical**	**S**	
REC.258	Sworn fire;	**Critical**	**S**	
REC.259	Interns; and	**Critical**	**S**	
REC.260	Other user-defined.	**Desired**	**S**	
REC.261	The system shall define job change checklists for existing City employees.	**Desired**	**S**	
REC.262	The system shall define a job change checklist for existing City employees who change FLSA status	**Desired**	**S**	
REC.263	The system shall define the frequency of items within a checklist (e.g., annual training requirements vs. bi-annual training).	**Desired**	**S**	
REC.264	The system shall create a turnover rate report.	**Critical**	**S**	
REC.265	The system shall create a transfer rate report.	**Critical**	**S**	
REC.266	The system shall create a vacancy rate report.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Benefits Administration

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
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.	**Critical**	**S**	
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.	**Critical**	**S**	
BA.3	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**S**	
BA.4	The system shall configure benefits eligibility according to employee type.	**Critical**	**S**	
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).	**Desired**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.6	The system shall start and stop any deductions at any given time (including a future date).	**Critical**	**S**	Employee deductions are date driven based upon effective dates. The deduction will begin based upon the start date – End dates are optional. If there is no end date, it will deduct until you stop it. In addition to end dates, Workday also supports goal amounts which allow a deduction to continue until a certain amount has been reached. When mid-period changes are made, Workday is able to calculate the appropriate proration. This often becomes a manual entry with other vendors outside of Workday.
BA.7	The system shall suspend benefits and reinstate based upon City-defined criteria (e.g., military leave).	**Critical**		Workday has the ability to suspend benefits and reinstate them based on defined criteria, such as military leave. You can define benefit events and passive events to manage these situations. Benefit events are specific qualifying events that open the enrollment process or trigger a gain or loss of benefits. Passive events result from the passage of time rather than from specific changes to employee data. For example, a staffing event like a leave of absence could trigger the suspension of benefits, and the return from leave could trigger the reinstatement.
BA.8	The system shall restrict certain benefits-related entry based on City-defined characteristics (e.g., deductions of part-time employees).	**Critical**	**S**	
BA.9	The system shall capture and maintain Health, Dental, and other insurance ID numbers.	**Desired**	**S**	
BA.10	The system shall identify type of coverage (e.g., single, 2-person, family).	**Critical**	**S**	
BA.11	The system shall capture and maintain waiting period by CBA, MOU, MOA or other employee group type.	**Desired**	**S**	Workday can capture and maintain waiting periods by CBA, MOU, MOA, or other employee group types. You can define these waiting periods in enrollment event rules, specifying the conditions for each employee group. This allows you to manage different waiting periods for different groups of employees based on their specific agreements or classifications.
BA.12	The system shall establish multiple eligibility rules.	**Critical**	**S**	
BA.13	The system shall track benefits eligibility.	**Critical**	**S**	
BA.14	The system shall notify employees of benefit eligibility dates.	**Desired**	**S**	
BA.15	The system shall calculate premiums based on user-defined tables.	**Critical**	**S**	Workday allows you to calculate premiums based on user-defined tables. You can define various criteria, like age, salary, or employment status, to create different rate tables for calculating premiums. This gives you the flexibility to manage complex premium calculations based on your specific requirements.

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.16	The system shall allow user (with appropriate security) to override employee benefits and leave eligibility dates.	**Critical**	**S**	
The system shall track the following:				
BA.17	Coverage effective dates;	**Critical**	**S**	
BA.18	Coverage history;	**Critical**	**S**	
BA.19	Coverage at a point in time (i.e., three months for a specific year);	**Desired**	**S**	
BA.20	Name change history;	**Critical**	**S**	
BA.21	Dependent information;	**Critical**	**S**	
BA.22	Beneficiary information;	**Desired**	**S**	
BA.23	Years of service; and	**Critical**	**S**	Workday calculates length of service based on the worker's continuous service date, if applicable, or the original hire date. Customers can edit a worker's service dates and make updates to the continuous service date to accommodate breaks in service. Workday can also dynamically calculate years of service based on the numerous service dates can be maintained within Workday, including Hire Date, Original Hire Date, Continuous Service Date, Benefits Service Date, Company Service Date, Time Off Service Date, Retirement Eligibility Date, Expected Retirement Date, Seniority Date, Union Seniority Date, Severance Date, and Vesting Date. Any or all of these dates may be used in combination with custom calculations to determine length of service.
BA.24	Other, City-defined.	**Critical**	**S**	
The system shall maintain premium and deduction amounts for multiple benefit plans including but not limited to:				
BA.25	Health Insurance;	**Critical**	**S**	
BA.26	Dental Insurance;	**Critical**	**S**	
BA.27	Life Insurance;	**Critical**	**S**	
BA.28	Deferred compensation and defined benefit plans, including all retirement plans;	**Critical**	**S**	
BA.29	Flexible spending accounts for medical and child care reimbursement accounts;	**Critical**	**S**	
BA.30	Health Savings Accounts (H.S.A.s);	**Critical**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.31	Non-City benefit providers (e.g., Aflac); and	**Critical**	**S**	to define, manage and adjust benefits plans to meet your unique business requirements. Workday enables you to manage your organization's benefits elections by setting up benefits plans, providers and programs while also defining robust eligibility rules that automatically determine employees' qualifications for benefits plans, including: ● The ability to design and implement many US and global benefits plans and control the plans that are eligible to employees either statutorily or during open enrollment or life events ● A full spectrum of benefits coverage including health, insurance, spending accounts and defined contribution plans ● Provide expanded plan details for all plan types, giving additional plan information that helps employees make better decisions when making benefit elections. ● The ability to manage workers' elections using open enrollment and life event changes ● The business process and rules framework that allows for automatic initiation of benefit processes when the workers' benefit eligibility changes due to staffing events or other employee data changes
BA.32	Other, City-defined.	**Critical**	**S**	
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**	**S**	
BA.34	The system shall have two years open for benefits enrollments and closeouts.	**Critical**	**S**	
BA.35	The system shall establish the appropriate tax ramifications for the deferred compensation amounts.	**Critical**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.36	The system shall manually adjust benefit withholdings.	**Critical**	**S**	Response assumes that requirement refers to the system allowing for manual adjustments to benefits withholdings
BA.37	The system shall support pre and post tax payroll deductions and benefits.	**Critical**	**S**	
BA.38	The system shall automatically produce payroll deductions based on benefit plan enrollments.	**Critical**	**S**	
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**	**S**	
BA.40	The system shall automatically calculate long/short term disability premiums and deductions based on salary amounts.	**Desired**	**S**	
BA.41	The system shall maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.	**Critical**	**S**	
BA.42	The system shall integrate with the City's accounts payable and accounts receivable systems for the purpose of billing for benefits.	**Critical**		
BA.43	The system shall collect benefits in arrears.	**Critical**	**S**	
BA.44	The system shall support multiple types of donated leave banks.	**Desired**	**S**	Workday handles PTO donations in a blended manner. Using the Request Framework, employees can request to donate PTO time by designating a certain number of hours/days. Then an Administrator would remove those hours/days and put them into a special Time Off type called "PTO Bank" (or something similar). Then, using the Request Framework, employees can request donated PTO, and the Administrator can add those hours/days to an employee. Everything is audited and tracked within Workday.
BA.45	The system shall track full-time equivalent (FTE) employee information for compliance with Affordable Care Act regulations.	**Critical**	**S**	
BA.46	The system shall apply a stipend to premiums.	**Desired**	**S**	
BA.47	The system shall track and apply a stipend to premiums for retirees.	**Desired**	**S**	
Eligibility and Enrollment				
The system shall maintain benefit eligibility data including:				
BA.48	Length of service;	**Critical**	**S**	
BA.49	Age;	**Critical**	**S**	
BA.50	Marital status;	**Critical**	**S**	
BA.51	Dependent information for multiple dependents (including name, SSN, address, other contact information);	**Critical**	**S**	
BA.52	Spouse and Dependent Information - with the ability for contact information to be different for each party;	**Critical**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.53	Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually); and	**Critical**	**S**	
BA.54	Other, City-defined.	**Critical**	**S**	
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**	**S**	
BA.56	The system shall track multiple types of City-defined leave.	**Critical**	**S**	
BA.57	The system shall require a SSN when adding benefit(s) for dependent(s).	**Desired**	**S**	
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**	**S**	
BA.59	The system shall provide tracking for death of employees, retirees, or dependents.	**Desired**	**S**	
BA.60	The system shall allow mass updates of employee plan designation.	**Desired**	**S**	
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**	**S**	
BA.62	The system shall generate summary statements (e.g., benefits statement) by employee and employer contributions.	**Critical**	**S**	
BA.63	The system shall validate that the employee is eligible for the plan selected.	**Critical**	**S**	
BA.64	The system shall determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	**Critical**	**S**	
BA.65	The system shall create a computer-generated application packet for distribution (e.g., PDF).	**Critical**	**S**	Customers can elect to print to multiple formats, including PDF for data found within Workday.
BA.66	The system shall produce letters, emails, and other notifications to employees announcing open enrollment.	**Critical**	**S**	
BA.67	The system shall produce confirmation letters indicating the employee's current participation levels in all benefit plans.	**Desired**	**S**	
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**	**S**	Workday Benefits offers a streamlined employee enrollment workflow delivering a seamless experience from desktop to mobile. Employees

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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**	**S**	that we have designed to assist our users in completing tasks within Workday. Workday Assistant provides users with a simplified, conversational interface to interact with Workday's suite of applications using natural language. Customers can also enable voice interactions with the Workday Assistant on their mobile devices. In contrast with competing products, we built the Workday Assistant specifically to work with the Workday service, so customers don't require any separate products or technology to leverage its capabilities, and there is no additional charge for it. Examples of some of the capabilities which the Workday Assistant can provide are: ● Requesting time off ● Submitting expenses ● Employee Lookup ● Finding information relevant to a task, such as a recruiter looking for a worker's location to schedule an interview ● Logging a case in Workday Help (for customers who subscribe to this service) Workday continues to add significant new functionality, and support for additional languages, based on customer feedback and requests.
BA.70	The system shall produce benefits confirmation statements in multiple languages (e.g., English and Spanish).	**Desired**	**S**	
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**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.72	The system shall retroactively enroll employees in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	**Critical**	**S**	Workday's retroactive process can automatically recalculate prior period earnings in response to retroactive payroll input including bonuses, absence requests, compensation changes, deduction changes, benefit changes, leave of absence, tax authority changes and terminations.
BA.73	The system shall retroactively enroll dependents in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	**Critical**	**S**	
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**	**S**	Workday is an effective dated system for all business processes. As such, a business process
BA.75	The system shall identify court-ordered dependents.	**Desired**	**S**	
BA.76	The system shall restrict the removal of court-ordered dependent from an employee's benefits master (add/delete lock).	**Desired**	**S**	
BA.77	The system shall attach documentation to court-ordered dependent record.	**Desired**	**S**	
BA.78	The system shall compile, process, and electronically transfer enrollment information to vendors according to 834 Carrier Guidelines HIPPA Compliance.	**Critical**	**S**	integration or may have to be a custom built integration.
Reporting				
BA.79	The system shall create ad hoc reports and export them to third-party applications (e.g., Microsoft Excel, PDF).	**Critical**	**S**	
BA.80	The system shall report on benefit collection in arrears, including the employee and arrearage amount.	**Desired**	**S**	
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**	**S**	
BA.82	The system shall notify users of minimum and maximum amount for accruals.	**Desired**	**S**	
BA.83	The system shall create Form 1094 for transmittal to IRS.	**Critical**	**S**	
BA.84	The system shall electronically transmit Form 1094.	**Critical**	**S**	
BA.85	The system shall create Form 1095-C for distribution to employees.	**Critical**	**S**	
BA.86	The system shall automatically fill Form 1095-C accurately.	**Critical**	**S**	
BA.87	The system shall create Form 1095-C for transmittal to IRS.	**Critical**	**S**	When you have validated you are ready to submit 1094-C (http://www.irs.gov/pub/irs-pdf/f1094c.pdf) and 1095-C (http://www.irs.gov/pub/irs-pdf/f1095c.pdf) data to the IRS you will be able to transmit this information directly from Workday to the IRS via integration.
BA.88	The system shall provide a variety of ad hoc query and reporting capabilities when determining eligibility status.	**Critical**	**S**	
BA.89	The system shall provide a variety of ad hoc query and reporting capabilities when determining individuals with qualifying coverage.	**Critical**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.90	The system shall provide a variety of ad hoc query and reporting capabilities when researching disputes.	**Critical**	**S**	May need more information around what a "dispute" is in regards to researching. Everything in Workday is audited so if the transaction took place in Workday we can report on it
BA.91	The system shall report benefit trends and costs for employees.	**Desired**	**S**	
BA.92	The system shall report benefit trends and costs for retirees.	**Desired**	**S**	
BA.93	The system shall produce reports reflecting eligible employees not enrolled in benefit plans.	**Desired**	**S**	
BA.94	The system shall produce reports reflecting eligible retirees not enrolled in benefit plans.	**Desired**	**S**	
BA.95	The system shall produce billing notice for employees on leave of absence.	**Critical**	**C**	This is not standard functionality. Workday can display this on a report and run an integration to create the billing notices.
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**	**S**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: 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**	Our proposal assumes integration with TimeClock Plus. However, Workday also offers a Timekeeping module that is full integrated with the rest of the Workday platform. We are providing pricing for Workday Time as optional and including responses to the timekeeping requirements both from TimeClock Plus (your existing timekeeping provider) and Workday.
TE.2	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - This could be accomplished through integration with Workday. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Indicator	Definition	Instruction		
S	**Standard:** 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.5	Manual entry at a workstation;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.6	Batch entry at a work station;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.7	Mobile device;	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.8	File import from City defined time entry applications;	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.9	File import from Excel spreadsheet; and	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.10	The system shall enter and view time via a mobile app.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.11	The system shall display a complete list of error messages for an entry (i.e., not only the first error).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.12	The system shall allow corrections to be made to postings suspended due to validation errors.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.13	The system shall enforce full edit/validation rules for all updates with the appropriate security permissions.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.15	The system shall allow end users (with appropriate security permissions) to configure audit and entry rules to align with City business needs.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.16	The system shall handle schedule/department/job changes retroactive to reported time being entered prior to submission.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.17	The system shall display employee accrual balances on time entry screen to consolidate and simplify time entry.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.18	The system shall show accrual balances in real time in the employee timecard.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.19	The system shall provide the option to restrict entries by inactive/terminated employees.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.20	The system shall record employee's approval of a timesheet.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Indicator	Definition	Instruction		
S	**Standard:** 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.22	The system shall secure the timesheet data from any updates or changes after a designated sign-off.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.23	The system shall allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.25	The system shall provide notifications to employees, supervisors and timekeepers of any duplicate time entered in the system.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.26	The system has the ability for an employee to record time for multiple positions as a result of a mid-period transfer.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.28	The system shall restrict time reporting codes entered by employees to those selected for the employee individually or employee's group.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.29	The system shall restrict time reporting codes to be entered by staff with appropriate security permissions (e.g., FMLA, worker's comp).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.30	The system shall allow staff with appropriate security permissions to upload documentation in support of time entries (e.g., travel expense reimbursements).	**Desired**	**N**	**Timeclock Plus** - No - Documents can be uploaded to the employee file but not to the timecard. **Workday** - Workday allows for attachments to be included on Time Blocks.
TE.31	The system shall require online approval of time by managers.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.33	The system shall process and approve timesheets and time reports in a decentralized and electronic format.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.34	The system shall route (through workflow) timecards to multiple managers (including Finance Department) for review, edit, and approval (i.e., in instances	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.35	The system shall allow management review of timecards on the detail and summary levels.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.36	The system shall notify employees and/or a supervisor of rejected timecard (via workflow).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.37	The system shall provide reminders to employees to complete time entry.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Indicator	Definition	Instruction		
S	**Standard:** 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.38	The system shall notify approvers of timecards pending approval.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.42	The system shall allow employees to submit leave requests.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.43	The system shall validate leave requested or leave time entered by staff.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.44	The system shall notify employees of rejected leave requests.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.45	The system shall designate a back-up for leave request approval (e.g., when approving manager is not available).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.46	The system shall require electronic signatures for time approval.	**Critical**	**N**	**TimeClock Plus Response -** The employee and manager's approval is the electronic stamp, but there is no e-signature component. **Workday Response -** Standard
TE.47	The system shall allow approval of extra hours to occur prior to the work being performed.	**Desired**	**T**	**Timeclock Plus** - Standard **Workday** - You can enable workers to request overtime hours for themselves before they work them using the Overtime Requests task. You can also enable managers to request that the worker be available to work overtime in advance. The requested block displays on the worker's time entry calendar. Once the overtime request is approved, the worker must enter the actual time worked in order for Workday to calculate their hours and pass them to Payroll. Additionally, managers can run run the My Team's Overtime Requests report to verify that their budget covers the requested overtime and see if a worker requests or works excessive overtime before approving, denying, or returning the request.
TE.48	The system shall allow approval of extra hours to occur after the work has been performed.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

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TE.49	The system shall enforce requiring preapproval of extra hours to occur prior to when the work has been performed.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.50	The system shall allow employees to enter time on demand.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.51	The system shall allow employees to edit the current period time after manager approval, requiring the manager to reapprove any changes.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.52	The system shall allow managers to edit employee timecards in the current period without employee intervention.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.53	The system shall notify employees of any edits to their reported time.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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,	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
The system shall store time and attendance history data, including:				
TE.55	Employee name;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.56	Employee ID number;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.57	Work group;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.58	Dates;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.59	Time/leave, including time and type (e.g., overtime, vacation, etc.);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.60	Time entry location; and	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional) Time entry is tagged with the default work location of the employee, or the employee may change the location of the time block if they are working elsewhere.
TE.61	Manager approval history.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.62	The system shall store time and attendance history for a City-defined period of time with the ability to archive data.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.63	The system shall accommodate Fair Labor Standards Act (FLSA) laws based on the City's current pay codes.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.64	The system should adhere to all current and future local, State, and Federal laws.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

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TE.65	The system shall capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, and tasks.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.66	The system shall link labor distribution to Project Management, Grant Management, etc. including specific hours worked.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.67	The system shall validate labor distribution field values through an integrated link to the source module.	**Critical**	**T**	**TimeClock Plus** - This could be handled with an open API connection to Workday. Additional costs may apply. **Workday** - Standard
The system shall support multiple timesheet layouts that include:				
TE.68	Exempt view where only exception time (e.g., time off) is entered;	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.69	Hourly view where all hours worked are reported, but where hours worked are reported in time in/out format;	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.70	Hourly format where hours worked are reported in elapsed hours; and	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.71	Schedule-based view (e.g., by two-week pay period, 28-day cycle).	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** -Workday delivers a weekly and monthly time entry view but not a configurable schedule-based view; however, we provide configurable FLSA periods for payroll and time tracking purposes or this could be handled with integration to Aladtec.
TE.72	The system shall allow time to be entered based on City-defined rules including daily, weekly, and bi-weekly.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.73	The system shall default the schedule for time entry purposes.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.74	The system shall default the defined pay period for time entry.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.75	The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of accruals.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.77	The system shall limit use of time codes by employee status.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.78	The system shall allow entry for timecards for current plus at least 5 additional (future) pay periods.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.79	The system shall allow immediate time entry for employees newly entered into the employee master.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

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TE.80	The system shall configure the time entry hierarchy for approvals.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.81	The system has the ability for an employee to enter all time for all time worked and all time off.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.82	The system shall print a timecard from the system for manual time tracking.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.83	The system shall print a range of timecards by employee group, time period, or other user-defined criteria.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.84	The system shall provide assistance (e.g., FAQ, contextual assistance, etc.) for time entry to aid in the entry process.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.85	The system shall accommodate time-tracking for part time, contingent, contract and seasonal employees.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.89	The system shall charge time into project accounting on an hours by day basis to each project.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.92	The system has the ability for an employee to select favorites for projects and/or grants against which time was worked.	**Desired**	**N**	**TimeClock Plus** - Admin can set a default project/grant. **Workday** - Standard functionality with Workday projects and optional Timekeeping.
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**	**TimeClock Plus** - Sta dard. **Workday -** Standard functionality with Workday projects and optional Timekeeping.
Leave Time Accrual and Use				

Indicator	Definition	Instruction		
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TE.94	The system shall track all types of leaves in user-defined units (i.e., hours, days).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.95	The system shall account for all leave time at varying accrual rates.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
The system shall capture and track leave for multiple leave types, including:				
TE.96	Vacation (used and unused);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.97	Sick leave (used and unused);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.98	Sick leave - donations (vacation donated into a sick leave bank);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday -** These capabilities are provided through configuration. Depending on the specific requirements, some manual entry may be required.
TE.99	Compensatory time (used and unused);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.100	Workers' compensation;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.101	Injury leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.102	Holiday and floating holidays;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.103	Personal days;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.104	FMLA and medical leaves;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.105	Leave without pay (with and without benefits);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.106	Suspension;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.107	Military leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.108	Funeral/bereavement leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.109	Professional/educational leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.110	Administrative leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.111	Jury duty/witness duty;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.112	Short and long term disability;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

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TE.113	Transitional duty (e.g., light duty); and	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.114	Other user-defined.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.115	The system shall maintain leave accrual schedules, containing leave type and accrual rates.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.116	The system shall apply and track compensatory time for exempt employees that work more than 40 hours per week.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.118	The system shall configure leave accruals according to employee type and other user-defined groups including limits on time earned.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.120	The system shall accommodate partial leave accrual for part-time employees based on actual time worked.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.121	The system shall accrue sick time at the end of a user specified period (e.g., day, week, pay period, or month).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.122	The system shall capture and maintain breaks in service.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.123	The system shall track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.124	The system shall accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.125	The system shall set a maximum for cumulative (rollover) leave accruals.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.127	The system shall temporarily suspend leave accrual (e.g., during unpaid leave).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.129	The system shall project future balances based on debits and credits of leave	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard
TE.130	The system shall provide daily balances in real-time of available employee comp and leave time.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

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TE.132	The system shall calculate liability for unused earned leave at regular intervals and on demand.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.).	**Critical**	**T**	**Timeclock Plus** - This may require additional configuration. Additional discovery required for a quote. **Workday** - Standard.
TE.134	The system shall alert managers/supervisors on leave usage exceptions.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.135	The system shall override leave balances based on leave type with appropriate security permissions.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.136	The system shall add, edit, or delete leave events in current pay period with appropriate security permissions.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
Attendance Tracking				
TE.137	The system shall compare absence time with scheduled work time to detect absence conditions.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.138	The system shall process mass absences at the City, Department, Division or other user-defined level.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.139	The system shall track and detect certain absence conditions (undocumented leave or comp time used).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.140	The system shall flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.142	The system shall provide numerous canned reports related to all aspects of absence tracking.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.143	The system shall conduct ad-hoc queries of absence data, without the need to join table information.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
The system shall perform workflow functions for electronic leave request approval, including:				
TE.147	Request submittal;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

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TE.148	Manager(s)/Supervisor(s) review/decision;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.149	Request status monitoring;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.150	Notification of request approval/decline; and	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.151	Other user-defined.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.152	The system shall set limits and qualifying conditions on use of leave time.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.153	The system shall project an employee's leave balance, considering any future accruals and existing requests.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.156	The system shall notify user of attempt to submit leave request where accrued time is less than requested time.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
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.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.158	The system shall restrict or allow sick and vacation leave to be used only after it is earned.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.159	The system shall send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time/s is approaching.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.160	The system shall allow real-time access to accumulated sick and vacation time, based on access level of the user.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.161	The system shall view leave request in a calendar view format per work group.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
Scheduling				

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TE.162	The system shall provide a scheduling module that is integrated with the time/attendance module.	**Desired**	**T**	**TimeClock Plus - Aladtec** - Standard Functionality. Aladtec scheduling can be integrated with TimeClock Plus' timekeeping software, Workday Timekeeping, or directly into Workday payroll. Additional discovery required to provide a final recommendation on the best integration approach. **Workday** - Standard. Workday does have scheduling capabilities within our optional Timekeeping and Scheduling modules that can meet the needs of your less complex departments. For your proposal, our assumption is that the Fire Department will continue to use Aladtec scheduling integrated with Workday Payroll. We are also including optional pricing for Aladtec for Police Scheduling.
The system shall accommodate the following types of schedules:		**Desired**		
TE.163	Group schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.164	Individual schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.165	Rotation schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.166	Shift Schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.167	Post/location;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.168	On-call/standby;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard **Workday -** Workday does not currently incorporate on-call rules into our scheduling. Our proposal assumes you would meet this requirement through integration with Aladtec.
TE.169	Demand-based schedules; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.170	Other, user-defined.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.171	The system shall support a minimum of 100 schedules, including user-defined schedules.	**Critical**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall maintain the following tables for schedule creation:				
TE.172	Shift;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.173	Division;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.174	Rotation (number of days on and off);	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.175	Work positions;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.176	Work assignments;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.177	Work location;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.178	Collective Bargaining Unit;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.179	Leave types (sick, vacation, military, etc.); and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.180	Mandatory or non-mandatory fill position indicator.	**Desired**	**N**	
TE.181	The system shall accommodate unlimited schedule changes and adjustments on demand.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall maintain various defined shifts with the following characteristics and information:				
TE.182	Varying hours per shift;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.183	Start times and end times;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.184	Duration;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.185	Multiple shift patterns;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.186	Multiple employee roles;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.187	Required certifications of resources for the shift;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.188	Multiple locations;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.189	Multiple sub-locations; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.190	Multiple skill requirements.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.191	The system shall maintain at least 50 different shift configurations in the table of defined shifts.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.192	The system shall prohibit resources from being scheduled for a particular shift that do not meet prescribed requirements.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.193	The system shall override restrictions on employees being scheduled for a particular shift.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.194	The system shall assign the number of personnel required each day for defined positions.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.198	The system shall create calendars/rosters of projected absences.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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The system shall utilize department roles for automated staffing including the following characteristics and information:				
TE.199	Staffing minimums;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.200	Roster vacancies due to leave time; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.201	Insufficient "qualified" candidates (e.g., certifications, etc.).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Additional discovery required
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**	**N**	**Timeclock Plus - Aladtec** - Email and text capabilities are standard functionality. Telephone is not. **Workday Response -** Workday Scheduling proposed as optional sends notifications via email or mobile push when schedules are published or changed and when Open Shifts are posted. Workday scheduling does not have functionality to automatically contact employees via a roster. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.203	The system shall support the shift bid process for certain eligible groups of employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.204	The system shall support the time off bid process for certain eligible groups of employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.205	The system shall support the overtime bid process for certain eligible groups of employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.207	The system shall maintain a log of all employees who have been contacted.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.208	The system shall produce a list for each absence by rules and create the call log.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard **Workday Response -** No. Our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall support multiple notification methods including but not limited to:				
TE.209	Telephone (by type such as home, cell, etc.);	**Desired**	**N**	**Timeclock Plus - Aladtec** - No but Aladtec can text or email. **Workday Response -** Our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.210	Text Messaging/SMS; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.211	Email.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.212	The system shall accommodate work time trades between employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.213	The system shall allow time to be tracked using either AM/PM or military time.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.214	The system shall define split shift rotations.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.215	The system shall identify employee as unavailable for overtime for a given time period and specify reason.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** More discovery required. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.218	The system shall override workload restrictions.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.219	The system shall alert when minimum or maximum thresholds are not met.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.220	The system shall implement alternate schedules (e.g., ad-hoc schedules for circumstances of single occurrence).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.221	The system shall temporarily assign employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.222	The system shall view multiple schedules at once.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.223	The system shall publish and print an official/final schedule.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.224	The system shall preserve the schedule in the event the system is unavailable due to planned or unplanned downtime.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.225	The system shall identify an assignment that conflicts with a rule.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.226	The system shall define a mandatory-overtime backfill list based on prescribed business rules.	**Desired**	**T**	**Timeclock Plus (Aladtec) Response** - Standard Functionality. **Workday Response -** Not available at this time. Our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.227	The system shall alert a shift scheduler when assignment conflicts with a rule.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.228	The system shall schedule meals and breaks, as well as start and end times.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

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TE.230	The system shall support user-defined flex schedules (e.g., 50/30, 9/80, etc.).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.231	The system shall calculate overtime based on FLSA regulations.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.232	The system shall view and maintain all previous schedules.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.233	The system shall route an alert/notification when defined hour-limit is reached.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.234	The system shall populate entities for holidays and other closures in the schedule, system-wide.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.235	The system shall support varying types of scheduled weeks, including 48/60/72 hour weeks for public safety.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.236	The system shall accommodate department schedules with three shifts, and 24 hours per shift.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
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**	**Timeclock Plus (Aladtec) Response** - Standard Functionality. **Workday Response -** Standard functionality with Workday optional scheduling but our proposal assumes you will continue to use Aladtec for public safety scheduling.
Reporting & Querying				

Indicator	Definition	Instruction		
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TE.238	The system shall use a single data source for report generation.	**Critical**	**C**	**Timeclock Plus (Aladtec) Response** - Aladtec and Time Clock plus have separate reporting tools with Workday but time and schedule data can be imported directly to Workday to provide a single data source for report generation. Additional discovery required to validate implementation costs. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.239	The system shall generate "canned" reports that users may run with limited options of input values.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.240	The system shall generate user-defined reports on any time entry field and/or combination of fields.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.241	The system shall provide an ad-hoc reporting tool without the use of a third-party report writing tool.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.242	The system shall provide role-based security on running and viewing reports.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.243	The system shall import data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Desired**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.244	The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
The system shall generate reports on time worked by the following:				**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.245	Location;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.246	Department;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.247	Division;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.248	Team;	**Desired**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.

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TE.249	Task/Work Order;	**Desired**	**T**	**Timeclock Plus - Aladtec - Standard. Workday Response** Standard with Workday optional Time and Scheduling. - Assumes a custom Worktag / Accounting Dimension would be used to 'track' Work Orders / Time Entry association.
TE.250	Project/Grant;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.251	Job;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.252	Activity;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.253	Leave type;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.254	Hours paid by individual;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.255	Hours entered (by type);	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.256	Position;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.257	Event;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.258	Work group;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.259	Shift;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.260	Time errors;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.261	Overtime;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.

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TE.262	Employee status; and	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.263	Other user-defined.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.264	The system shall provide a report that details prior periods' adjustments and corrections.	**Desired**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
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.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.266	The system shall generate a year-to-date report (calendar or fiscal year) or user-defined period of time worked by employee.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.267	The system shall generate an electronic copy of any previous timecard.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
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.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
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.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	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**	**S**	Workday has a single data model, removing the need for integration between functions (or what would be considered "modules" in other systems).
PR.2	The system shall integrate the Payroll application with the General Ledger to make payroll journal entries.	**Critical**	**S**	Workday customers who are leveraging Workday HCM and Workday Financials will experience a seamless data flow between Payroll and the General Ledger, eliminating the need for an integration.
PR.3	The system shall integrate payroll with position tracking.	**Critical**	**S**	
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**	**S**	Terminated workers can continue to have access to Workday with a special role that would limit them to only having access to tasks applicable such as changing address, viewing tax forms, receiving COBRA benefits/open enrollment, etc... Separated employee history is maintained in Workday and does not get deleted. You can access all the employee history and upon re-hire the history will be maintained with the employee. You can also continue to pay the employee upon separation dependent on how you configure the system.

Indicator	Definition	Instruction		
S	**Standard:** 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.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**	**S**	
PR.7	The system shall maintain payroll history, including earnings, deductions, taxes and other related supporting information for an unlimited number of years.	**Critical**	**S**	
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.	**Critical**	**S**	
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).	**Critical**	**S**	
PR.10	The system shall allow payroll staff to view paystub and W-2 history of individual employees based on security permissions.	**Critical**	**S**	
PR.11	The system shall allow individual employees to view full paystub and W-2 history through an employee self-service portal (ESS).	**Critical**	**S**	
PR.12	The system shall provide for complete security and restrictions to access all payroll related data.	**Critical**	**S**	
PR.13	The system shall make mass changes to employee data for reorganization needs (reassign departments or divisions), with security permissions.	**Critical**		Workday provides Org Studio and Mass Actions so that you can collaboratively visualize, plan, and approve reorganizations and implement the changes within Workday. Org Studio provides a drag-and-drop interface that enables you to iterate through the planning stages with stakeholders using current organization charts and data. After stakeholders approve plans, Workday transfers your model and data to Worksheets, where you can refine and correct your plans and then implement your new structure as a mass action. Org Studio reduce manual processes and the need for external tools by enabling you to plan and implement changes within Workday.
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.	**Desired**	**S**	
PR.15	The system shall override the default supervisor assigned for workflow approvals to position control record modifications with appropriate security permissions.	**Critical**	**S**	
Pay Calendars and Groups				
PR.16	The system shall maintain a payroll calendar.	**Critical**	**S**	
PR.17	The system shall maintain an off-cycle payroll calendar.	**Desired**	**S**	
PR.18	The system shall maintain a holiday payroll calendar.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.19	The system shall accommodate pay period end date in one calendar year and pay check date in another calendar year.	**Critical**	**S**	
The system shall process payroll on optional user-selected frequencies, for example:				
PR.20	Bi-weekly;	**Critical**	**S**	
PR.21	On-demand (e.g., terminations, corrections); and	**Critical**	**S**	
PR.22	Other, user-defined.	**Desired**	**S**	
PR.23	The system shall produce a salaried, supplemental, and hourly payroll.	**Critical**	**S**	
PR.24	The system shall accommodate multiple payroll schedules.	**Critical**	**S**	
PR.25	The system shall specify employees to be paid by defined pay groups.	**Critical**	**S**	
PR.26	The system shall process multiple pay groups per cycle period.	**Critical**	**S**	
PR.27	The system shall accommodate various pay statuses (e.g., biweekly, monthly, hourly, fee, salaried, uncompensated, etc.).	**Critical**	**S**	
PR.28	The system shall support retro pay and deduction adjustments.	**Critical**	**S**	Workday's retroactive process can automatically recalculate prior period earnings in response to retroactive payroll input including bonuses, absence requests, compensation changes, deduction changes, benefit changes, leave of absence, tax authority changes and terminations. After you run the retro pay calculation process, the landing page for the first two reports displays the retro difference calculated for each prior period making it easy to see what makes up the total retro difference that will be forwarded to the next regular pay run. Workday will also display the retroactive pay periods and earning/deduction amount changes on separate lines on the payslip view. Additionally, Workday's retroactive process can automatically recalculate subsequent FLSA calculations.
PR.29	The system shall support multiple positions for individual employees.	**Critical**	**S**	
Tax Administration				
PR.30	The system shall allow for an extra withholding tax deduction in any amount at the option of the employee.	**Critical**	**S**	
PR.31	The system shall provide options to prevent Federal Tax and/or Medicare Tax from being withheld on an employee-by-employee basis.	**Critical**	**S**	
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.	**Critical**	**S**	
PR.33	The system shall calculate and store employee and employer contributions to State, Federal, Social Security, Medicare, and retirement.	**Critical**	**S**	
The system shall maintain separate taxable wages for the following:				
PR.34	Federal and State Income;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.35	Earned Income Tax Credit;	**Critical**	**S**	
PR.36	Social Security; and	**Critical**	**S**	
PR.37	Medicare and additional Medicare.	**Critical**	**S**	
PR.38	The vendor will ensure software is always updated to be compliant with all Federal taxing requirements.	**Critical**	**S**	
PR.39	The vendor will ensure software is always updated to be compliant with all State taxing requirements.	**Critical**	**S**	
PR.40	The system shall support separate tax tables for special pay calculations (e.g., flat tax).	**Critical**	**S**	
PR.41	The system shall maintain YTD running total by pay period.	**Critical**	**S**	
PR.42	The system shall define special taxation rules by earnings code (e.g., supplemental tax rates, cumulative, annualized, etc.).	**Critical**	**S**	
Payment Edit and Processing				
PR.43	The system shall edit and verify the labor distribution prior to the actual payroll check production with appropriate authorization.	**Critical**	**S**	The system will not be editing labor distributions... an administrator would need to be involved
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.	**Desired**	**S**	
The system shall validate payroll run against:				
PR.45	Benefits;	**Critical**	**S**	Workday will "calculate" benefits within Payroll, any validation would happen during the actual benefit event itself.
PR.46	Deductions;	**Critical**	**S**	
PR.47	Tax information;	**Critical**	**S**	
PR.48	Accruals;	**Critical**	**S**	Time Off Accruals happen independently of payroll itself, the periods can coincide, but the process for leave accruals is dynamic.
PR.49	Input for new employees;	**Critical**	**S**	
PR.50	Changes for current employees;	**Critical**	**S**	
PR.51	Balance of total rate, hours, over-time hours, exception hours;	**Critical**	**S**	
PR.52	Balance of vacation, sick, and other user-defined accruals;	**Critical**	**S**	
PR.53	Department;	**Critical**	**S**	
PR.54	Garnishments; and	**Critical**	**S**	
PR.55	Other user-defined data.	**Desired**	**S**	
The system shall process multiple payroll runs by type including:				
PR.56	Regular Run;	**Critical**	**S**	
PR.57	Supplemental Run; and	**Critical**	**S**	
PR.58	Adjustment Pay Run.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.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).	**Critical**	**S**	These would need to be two separate processes in order to get a separate check.
PR.60	The system shall automatically calculate and pay out final pays.	**Critical**	**S**	
PR.61	The system shall automatically calculate and pay out retro pays, with the ability to reference past salary tables.	**Critical**	**S**	
PR.62	The system shall process multiple payroll runs for verification prior to posting for each payroll run type.	**Critical**	**S**	
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).	**Critical**	**S**	
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).	**Desired**	**S**	
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.	**Desired**	**S**	Workday uses dates specified by you.
PR.66	The system shall process payroll accruals based on a user defined effective	**Critical**	**S**	
PR.67	The system shall allocate costs per fiscal year and funding sources within defined fiscal periods.	**Critical**	**S**	
PR.68	The system shall pay an employee at more than one rate based on job assignment (e.g., out-of-class pay).	**Critical**	**S**	
PR.69	The system shall change an employee hour cycle within a pay period cycle.	**Desired**	**S**	Assumption this is referring to an employee who may change jobs mid period and works a different schedule or set of hours
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.	**Critical**	**S**	
PR.71	The system shall process, track, and reclaim payroll advances.	**Critical**	**S**	
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	**Critical**	**S**	
PR.73	The system shall validate beginning balances against ending balances from last run, prior to payroll processing.	**Critical**	**S**	There is no "validation", a report could be created to compare those two things, but beginning balances will be the ending balance from the past period unless something has been adjusted in an off cycle process.
PR.74	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time, and location.	**Critical**	**S**	
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.	**Critical**	**S**	
PR.76	The system shall support the batch removal of employees who have zero hours in a pay period for payroll processing.	**Desired**	**S**	Workday doesn't remove employees but you have the ability to not print checks or direct deposit slips if needed.
The system shall generate the following pre-payroll proof reports:				

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PR.77	Hours Proof Report;	**Critical**	**S**	Would need to better understand what is meant by "proof" You can have a report that shows what the employee was scheduled to work vs what they actually worked.
PR.78	Accrual Exception Report;	**Critical**	**S**	Depending on the exact fields/data needed this may be a custom report in Workday
PR.79	Accrual Audit Report;	**Desired**	**S**	
PR.80	Calculations Error Listing;	**Critical**	**S**	May need to better understand this requirement. Workday allows you to set up validations in advance to help with clean data getting to payroll.
PR.81	Benefit Errors;	**Critical**	**S**	May need to better understand this requirement. Workday allows you to set up validations in advance to help with clean data getting to payroll. For example, an employee would not be allowed to enroll in something they are not eligible for.
PR.82	Time Setup Errors;	**Critical**	**S**	May need to better understand this requirement. Workday allows you to set up validations in advance to help with clean data getting to payroll.
PR.83	Deductions not taken;	**Critical**	**S**	
PR.84	Contribution limits for 401k and 457 and 457 Roth plans;	**Critical**	**S**	
PR.85	HSA limits;	**Critical**	**S**	
PR.86	Negative/Zero checks;	**Critical**	**S**	Workday allows you to set up validations in advance to help with clean data getting to payroll. If something like a negative paycheck is calculated, Workday will throw and error and not allow you to proceed with that person until this is resolved. With Zero paychecks you have the option to include or exclude those when printing checks or advices
PR.87	Preliminary Payroll Register; and	**Critical**	**S**	
PR.88	Other user-defined reports.	**Desired**	**S**	
The system shall generate the following post-payroll proof reports:				
PR.89	Check and Advice Register;	**Critical**	**S**	
PR.90	Payroll Summary;	**Critical**	**S**	
PR.91	Quarterly Reports;	**Critical**	**S**	
PR.92	GL Reports;	**Critical**	**S**	
PR.93	Transmittal Reports (e.g., FSA, union, associations, bank file);	**Critical**	**S**	
PR.94	Retirement report (WRS);	**Critical**	**S**	
PR.95	Add Pay Register;	**Desired**	**S**	
PR.96	Tax Register;	**Critical**	**S**	
PR.97	Deduction Register;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.98	Grand Totals Report; and	**Critical**	**S**	
PR.99	Other user-defined reports.	**Critical**	**S**	
Payment Calculations				
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).	**Critical**	**S**	
PR.101	The system shall calculate pay based on average weekly hours worked, specifically related to the Fire department.	**Critical**	**S**	**Workday & Timeclock Plus (Aladtec) Response** - Standard Functionality
PR.102	The system shall automatically adjust calculations for mid-pay period salary and employment actions.	**Critical**	**S**	
PR.103	The system has the ability for one employee to be paid by more than one	**Critical**	**S**	
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).	**Critical**	**S**	
PR.105	The system shall automatically calculate and deduct retroactive deductions amounts.	**Critical**	**S**	
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.	**Critical**	**S**	
PR.107	The system shall calculate the appropriate benefit deductions for an employee that transfers positions during a pay period.	**Critical**	**S**	Will need to better understand the requirement, Workday typically doesn't prorate a deduction mid period if it is a per pay deduction. Administers can always override any calculation at the employee level for an exception if required.
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.	**Critical**	**S**	Will need to better understand the requirement, Workday typically doesn't prorate an accrual mid period. Administers can always override any accrual calculation at the employee level for an exception if required.
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.	**Critical**	**S**	
PR.110	The system shall process negative pay amounts that reduce current net pay for both pay and deductions.	**Critical**	**S**	
PR.111	The system shall re-calculate payroll for changed hours (prior period adjustments), rates, earnings codes, one-time overrides, etc.	**Critical**	**S**	
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).	**Critical**	**S**	
The system shall calculate/verify overtime and shift differential consistent with FLSA rules, including:				

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S	**Standard:** 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.113	Overtime calculations for employees that are in more than one position as a result of a mid-period transfer;	**Critical**	**S**	
PR.114	Overtime across multiple cost centers;	**Critical**	**S**	Depending on how you set up the system, Workday will calculate overtime based on the rules you define and whatever cost center causes the overtime, that cost center will be charged.
PR.115	Overtime by bargaining unit/group/association (e.g., MOU, CBA);	**Critical**	**S**	
PR.116	Overtime by FLSA period;	**Critical**	**S**	
PR.117	Overtime accrued while receiving out-of-class pay;	**Critical**	**S**	
PR.118	Overtime calculations for call-back pay;	**Desired**	**S**	
PR.119	Overtime calculations for industry standard fire department i.e., 28-day cycle;	**Critical**	**S**	
PR.120	Overtime calculations for industry standard fire department over 53 hours; and	**Critical**	**S**	
PR.121	Overtime calculations for other user-defined rules.	**Critical**	**S**	
PR.122	The system shall calculate overtime on hours worked when employee has worked hours in multiple programs or positions.	**Critical**	**S**	
PR.123	The system shall compute shift and overtime premium.	**Critical**	**S**	
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.	**Critical**	**S**	
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.	**Critical**	**S**	
PR.126	The system shall calculate deductions based on net pay.	**Desired**	**S**	
PR.127	The system shall calculate and track City-paid benefits.	**Critical**	**S**	
PR.128	The system shall update all employee and employer accumulations	**Critical**	**S**	
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	**Critical**	**S**	
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.	**Critical**	**S**	
PR.131	The system shall calculate holiday benefit for part-time employees by different methods depending on bargaining unit/group (e.g., MOU, CBA).	**Critical**	**S**	
The system shall run initial payroll for review prior to the final pay run, including the following metrics/reporting:				
PR.132	Adjustments;	**Critical**	**S**	
PR.133	Recalculation;	**Critical**	**S**	
PR.134	Exceptions;	**Critical**	**S**	
PR.135	"What if" Forecasting;	**Critical**	**S**	
PR.136	Hours by type;	**Critical**	**S**	
PR.137	Earnings by type;	**Critical**	**S**	

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PR.138	Employee tax liabilities;	**Critical**	**S**	
PR.139	Employee deduction amount;	**Critical**	**S**	
PR.140	Employer contribution amount;	**Critical**	**S**	
PR.141	Deductions not taken and set-up in arrears;	**Critical**	**S**	
PR.142	Employer portion of all taxes;	**Critical**	**S**	
PR.143	Any user specified chart of account field or combination of fields;	**Critical**	**S**	
PR.144	Totals by employee, project/grant, cost center, division, department, total City-wide; and	**Critical**	**S**	
PR.145	Other, user-defined.	**Critical**	**S**	
Pay Distribution and Direct Deposit				
PR.146	The system shall print checks from system without use of additional software.	**Critical**	**S**	The system provides the ability to print a sequence of checks for payments. The system automates the assignment of check numbers during processing, but allows you to change the check number if the Workday check number and the number on your preprinted check stock get out of sync. You can split checks and advices into separate batch files for printing, if desired. Within a batch file, you can use sort parameters to sort checks and advices by location, cost center, pay group, and other data to control what checks are printed and in what order. The 'Create Settlement Run' and the 'Print Checks' tasks are securable tasks within the system, allowing you to designate the security groups and users that will have access to each process. You can also define and limit the printer(s) that you can print checks to. Workday provides separate Business Processes (workflow) for the Settlement Run and the Print Checks events, so you can split out the duties with required review & approvals if appropriate.
PR.147	The system shall print employee payment checks including bank MICR line and address bar codes.	**Critical**	**S**	
PR.148	The system shall support on-demand check writing at local printers to accommodate manual check writing.	**Critical**	**S**	While no additional software is necessary, local printers must have the proper ink and ability to print a MICR line.

Indicator	Definition	Instruction		
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PR.149	The system shall sort and print checks by user-defined criteria.	**Desired**	**S**	The system provides the ability to print a sequence of checks for payments. The system automates the assignment of check numbers during processing, but allows you to change the check number if the Workday check number and the number on your preprinted check stock get out of sync. You can split checks and advices into separate batch files for printing, if desired. Within a batch file, you can use sort parameters to sort checks and advices by location, cost center, pay group, and other data to control what checks are printed and in what order.
PR.150	The system shall check for minimum check amounts to avoid zero payments.	**Desired**	**S**	
PR.151	The system shall provide check reprint features (with indication that check is a reprint and/or as a reissue).	**Critical**	**S**	
PR.152	The system shall reissue a new check number while maintaining details of the old check number.	**Desired**	**S**	
The system shall provide a Pay Check Stub that displays the following information:				
PR.153	User-defined Employee Profile (e.g., job title, annual salary, department);	**Desired**	**S**	
PR.154	Current Pay (pay code/description, rate - both hourly and FLSA rate, calculation);	**Critical**	**S**	
PR.155	Gross wages;	**Critical**	**S**	
PR.156	Deferred compensation;	**Critical**	**S**	
PR.157	Direct deposit accounts (up to 10);	**Critical**	**S**	
PR.158	Group insurance;	**Critical**	**S**	
PR.159	FICA (Social Security, Medicare, and additional Medicare);	**Critical**	**S**	
PR.160	Net pay;	**Critical**	**S**	
PR.161	Other deductions and amounts;	**Critical**	**S**	
PR.162	Leave hours beginning and end balance;	**Critical**	**S**	
PR.163	Leave taken (e.g., vacation, sick, comp);	**Critical**	**S**	
PR.164	Accrued leave;	**Critical**	**S**	
PR.165	Taxable/non-taxable earnings;	**Desired**	**S**	
PR.166	Taxable/non-taxable, before tax/after tax deductions;	**Critical**	**S**	
PR.167	Total deductions;	**Critical**	**S**	
PR.168	Employer Paid Benefit amounts (even if no employee paid portion);	**Critical**	**S**	
PR.169	Workers' comp (injury leave);	**Critical**	**S**	Workday can show the leave balance on the pay stub as well as an earning code if it's paid through Workday
PR.170	YTD Deductions;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.171	YTD Pay;	**Critical**	**S**	
PR.172	YTD Taxes;	**Critical**	**S**	
PR.173	W-4 information;	**Desired**	**S**	
PR.174	User-defined paycheck message field by employee group/department/other user-defined; and	**Desired**	**S**	
PR.175	Other user-defined.	**Desired**	**S**	
PR.176	The system shall identify whether any of the items in the list above are employee paid or employer paid.	**Critical**	**S**	
PR.177	The system shall print unlimited pay codes on the paper check stub or advice.	**Critical**	**S**	
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.	**Critical**	**S**	
PR.179	The system shall reverse a direct deposit entry in the event of an error, within the federally allowed time period.	**Desired**	**S**	
PR.180	The system shall generate and track stop payments and reversal requests.	**Desired**	**S**	Workday allows you to reverse or cancel a payment, the collection of the money from the bank would be done outside the payroll system
PR.181	The system shall provide the capability for automated check and direct deposit reconciliation.	**Critical**	**S**	
PR.182	The system shall print or present user-defined information on employee pay stubs, including free form text messages.	**Desired**	**S**	
PR.183	The system shall edit direct deposit file prior to transmission with security permissions, with audit trail.	**Desired**	**S**	If the pay has been completed there is the ability to undo the completion step, make corrections and then resubmit. Once the data is pulled from the system, if it's manipulated within the file itself Workday would have no way of knowing so there would be no audit within Workday.
PR.184	The system shall comply with industry standards of service banks.	**Critical**	**S**	
PR.185	The system shall calculate a "net pay" deduction for direct deposit.	**Critical**	**S**	
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).	**Critical**	**S**	
PR.187	The system shall turn off direct deposit for certain employee payroll checks where the employee usually has direct deposit.	**Critical**	**S**	Within an off cycle this can be done with a check box to override the direct deposit
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.	**Desired**	**S**	
PR.189	The system shall track changes made to direct deposits.	**Desired**	**S**	
PR.190	The system shall create multiple direct deposit files (e.g., ACH and prepaid debit card).	**Desired**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.191	The system shall present/view paystubs via the employee self-service portal by a user with proper security access.	**Critical**	**S**	
PR.192	The system shall interface with the AP module to support the processing of payroll liabilities.	**Critical**	**S**	
Reporting, Querying & Tax Filing				
PR.193	The system shall use a single data source for report generation.	**Critical**	**S**	
PR.194	The system shall provide an ad-hoc reporting tool.	**Critical**	**S**	
PR.195	The system shall generate "canned" reports that users may run with limited options of input values.	**Critical**	**S**	
PR.196	The system shall provide role-based security on running and viewing reports.	**Critical**	**S**	
PR.197	The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Critical**	**S**	
PR.198	The system shall provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).	**Critical**	**S**	
PR.199	The system shall provide integrity reports to ensure data and transactions are accurate.	**Critical**	**S**	
PR.200	The system shall comply with Federal and State payroll tax reporting requirements.	**Critical**	**S**	Workday provides delivered reporting to support tax reporting related to transaction and withholding taxes with a robust tax liability report by tax jurisdiction, and the ability to report full tax declarations as required. The flexible integration framework from Workday allows use of third-party tools or export of information for report submission as required. For specific forms of tax reporting specific to organization requirements, custom reporting can be used to generate schedules or support in a specific format to support additional items such as 990 reporting or other supporting schedules for tax reporting. Workday does not support the creation of tax forms including form 990, 1120, 1120S, 1065, etc. Workday reporting supports the summarization and formatting of financial and tax data to aid in the completion of tax forms in another tool.
PR.201	The system shall produce W-2 forms in electronic and paper form.	**Critical**	**S**	
PR.202	The system shall present/view W-2s via the employee self-service portal by a user with proper security access.	**Critical**	**S**	
PR.203	The system shall provide history of tax status, W-4 and State Tax withholding form information.	**Desired**	**S**	
PR.204	The system shall track reportable earnings and deductions for W-2s.	**Critical**	**S**	
PR.205	The system shall manually adjust taxable earnings for W-2 processing based on system permissions.	**Critical**	**S**	

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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).	**Critical**	**S**	
PR.207	The system shall generate Audit Reports of W-2 Data.	**Critical**	**S**	
PR.208	The system shall generate Audit Report of W-2 Transmission File.	**Critical**	**S**	Workday can generate the W-2 files and deliver these electronically to the employee but is not responsible for the actual filing.
PR.209	The system shall generate a W-2c File for Transmission to IRS.	**Critical**	**S**	Workday supports the generation of an integration file to be used to transmit W-2 data.
PR.210	The system shall provide reprint of W-2s by individual employee.	**Critical**	**S**	
PR.211	The system shall produce W-2Cs (amended W-2s) for multiple years.	**Desired**	**S**	
PR.212	The system shall store W-2 information for a minimum of seven years.	**Critical**	**S**	
PR.213	The system shall reprint W-2s for a minimum of seven years.	**Critical**	**S**	
PR.214	The system shall generate Federal Tax Summary Report by Pay Period.	**Critical**	**S**	Workday provides standard tax filing reports with QTD and YTD amounts.
PR.215	The system shall track taxable earnings quarterly and annually.	**Critical**		
PR.216	The system shall generate Quarterly Federal Tax Summary Reports.	**Critical**	**S**	Workday provides standard tax filing reports with QTD and YTD amounts, along with the ability to create and view all W-2 data at any point throughout the year.
PR.217	The system shall produce a report showing FICA (Medicare and Social Security) wages, by individual and in total.	**Critical**	**S**	
PR.218	The system shall produce a report showing additional Medicare wages, by individual and in total.	**Critical**	**S**	
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.	**Critical**	**S**	
PR.220	The system shall schedule reports at a user-defined date/time and frequency.	**Desired**	**S**	
The system shall produce earnings and withholdings and Medicare total reports, including associated taxes, for the following periods:				
PR.221	Fiscal Year;	**Desired**	**S**	
PR.222	Calendar Year;	**Critical**	**S**	
PR.223	Policy Year (e.g., Worker's Compensation); and	**Desired**	**S**	
PR.224	User-defined.	**Critical**	**S**	
The system shall produce the following standard reports for a point in time:				
PR.225	Annual, compensatory, sick leave accrual report;	**Critical**	**S**	
PR.226	Arrears report;	**Critical**	**S**	
PR.227	Census report/file;	**Critical**	**S**	
PR.228	Check register;	**Critical**	**S**	
PR.229	Child support report/file;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.230	Current, quarterly, and year-to-date balancing reports;	**Critical**	**S**	
PR.231	Deduction registers by deduction code;	**Critical**	**S**	
PR.232	Department earnings and benefit report by calendar year, fiscal year, quarterly, month;	**Critical**	**S**	
PR.233	Employee history;	**Critical**	**S**	
PR.234	Employee pay stub reprint;	**Critical**	**S**	
PR.235	Federal 941 report;	**Critical**	**S**	Workday maintains the data required for the Federal 941; however, Workday does not provide tax filing. We recommend leveraging one of our partners for your tax filing services (including 941 filings).
PR.236	FEMA Emergency time/benefits report;	**Critical**	**S**	
PR.237	Full-Time Equivalent (FTE) count by department/division;	**Critical**	**S**	
PR.238	Leave balance and usage reports;	**Critical**	**S**	
PR.239	Longevity report;	**Critical**	**S**	
PR.240	Manual issue check;	**Critical**	**S**	
PR.241	Mid-pay period changes report;	**Critical**	**S**	
PR.242	Overtime liability reports;	**Critical**	**S**	
PR.243	Overtime hours;	**Critical**	**S**	
PR.244	Hours not worked;	**Critical**	**S**	This would be a scheduled vs actual hours worked type report in Workday
PR.245	Hours lost due to work related injury or illness;	**Critical**	**S**	
PR.246	Lost time injury rate;	**Critical**	**S**	This would be a custom report using data within Workday
PR.247	Payroll adjustment register showing all changes to employee payroll record;	**Critical**	**S**	
PR.248	Payroll costs (including City and employee contribution);	**Critical**	**S**	
PR.249	Payroll register;	**Critical**	**S**	
PR.250	Quarterly and annual payroll control register;	**Critical**	**S**	
PR.251	Quarterly withholding summary;	**Critical**	**S**	
PR.252	Retirement report;	**Critical**	**S**	
PR.253	Retroactive pay;	**Critical**	**S**	
PR.254	Retroactive deductions;	**Critical**	**S**	
PR.255	Incentive pay and base wages;	**Desired**	**S**	
PR.256	Salary changes;	**Critical**	**S**	
PR.257	Termination reports;	**Critical**	**S**	
PR.258	Turnover reports;	**Critical**	**S**	
PR.259	Vacancy reports;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.260	W-2 transmittal report;	**Critical**	**S**	Workday maintains the data required to create the file and reports; however, Workday does not provide filing. If an integration is created there will be visibility into the file sent within the integration.
PR.261	W-3 summary report; and	**Critical**	**S**	Workday can provide the details necessary for the report.
PR.262	Workers Compensation report.	**Critical**	**S**	These hours could be tracked by a specific time off code.
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.	**Critical**	**S**	Depending on the data needed this may be a custom report
PR.264	The system shall export salary data to a .csv and .xlsx format for open data	**Critical**	**S**	
PR.265	The system shall calculate multiple child support orders based on the current amount due according to the State of Wisconsin law.	**Critical**	**S**	
PR.266	The system shall calculate multiple garnishments and other mandatory deductions.	**Critical**	**S**	
PR.267	The system shall calculate cumulative overtime per departments by calendar or fiscal year.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** 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	**Future:** Feature/Function **will be available** in a future software release 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 Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** 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	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** 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	**No: Feature/Function cannot be provided.**	N/A

Compensation Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				

Indicator	Definition	Instruction		
S	**Standard:** 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.1	The system shall provide a date-based compensation system that allows employee salary actions to be automatically triggered based upon City-defined effective dates and rules.	**Critical**	**S**	Workday Compensation delivers salary review process that can be launched and rolled out to all eligible managers. The managers receive a task item within their inbox that directs them to an allocation grid containing the eligible employees within their given organization. Managers can be provided with a recommended allocation, which can be based on a configurable compensation matrix, using criteria such as performance, compensation quartiles, risk of loss etc. As managers make changes to allocations, they are advised of applicable alerts (such as salary outside grade range, employee received salary increase within period, new to role, etc.) and can be required to state a justification for going against the recommendation if desired. Workday is also able to handle in-flight changes (new hires, transfers, promotions or exits) that occur during the Merit Review process without having to re-process, as rules can be defined regarding in-flight changes and these rules can be enforced automatically, such as transferring budget with the transferred employee or reducing budget for exiting employees etc. Managers are also provided with a summary of such changes within the grid. Once submitted, the entire sheet is then routed through the Workday Business Process Framework for roll-up and approval. You configure the process to reflect the needs of your organization. Workday fully supports the different dates necessary to manage a salary review process, including effective dates for new salaries.
COM.2	The system shall automate compensation and benefits information updates with automated workflow approvals.	**Critical**	**S**	

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S	**Standard:** 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.3	The system shall change the compensation table and have the change impact employee records.	**Critical**	**S**	Within the salary structures, changes can be made (by effective date) and will be pervasively rolled out to all employees within that structure. This will occur on an effective-date basis and is audited for review at any time. In the event that mass changes to salary structures are necessary, the changes can be uploaded. Workday enables you to determine salary structures and have those structures default based on data attributes such as position, job, location and/or organization. You may also allow specific users to change the default on an employee as needed. With Workday you can define your entire compensation policy in the system, assigning pay ranges by different factors, allowing for differences across countries or jobs or whatever drives the policy in your organization. The system supports compa-ratio calculations or placement in range to allow for comparisons and market data analysis. You assign the pay ranges and all profiles, positions, etc. that follow the logic can inherit - or you can make exceptions at the level
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**	**S**	
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 classification).	**Critical**	**S**	
COM.7	The system shall provide a mass pay increase function by percentage amount or flat dollar amount.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.8	The system shall calculate longevity/stability payment.	**Critical**	**S**	Workday supports the ability to use Longevity Pay and can have personnel assigned automatically. You can create rules that determine when employees are eligible for Longevity Pay and updates earnings codes, rather than manually assigning each employee as needed. You can create eligibility rules based upon information contained in Workday such as: ● Union code. ● Years of service. ● Job profile. ● Job and family. ● And more. Eligibility rules have the potential to relieve considerable administrative effort, as Workday can make rule-driven determinations rather than staff
COM.9	The system shall calculate multiple longevity/stability payment based upon varying levels of longevity/stability criteria.	**Critical**	**S**	
COM.10	The system shall calculate longevity award amounts based on employee length of service including breaks in service.	**Critical**	**S**	
COM.11	The system shall automatically assign specific earnings codes to an employee/position based on job class, civil service classification, or other user defined fields.	**Critical**	**S**	
COM.12	The system shall support both grade and step compensation structures.	**Critical**	**S**	
COM.13	The system shall establish and process multiple overtime based on FLSA.	**Critical**	**S**	Workday supports weighted average overtime and all FLSA calculations. Calculations also support retroactive input or changes (i.e. compensation change) for accuracy of all average hourly rates, even if the payroll was in the past. You are able to configure your overtime calculations to display time and a half in a single earning, or straight-time and half-time portions in separate earnings as well as piece rate.
COM.14	The system shall process multiple additional pay types in one pay period.	**Critical**	**S**	
COM.15	The system shall track additional pay in order to eliminate any duplicate payments.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.16	The system shall provide a mass pay function for additional payments.	**Desired**	**S**	Workday provides the ability to process off cycle payments like bonuses, expense reimbursement and commissions as part of the regular payroll process or as a stand-alone payroll run. Off-cycle checks are easily calculated and completed for quick distribution. Entries can be uploaded in mass and calculated together for efficiency. Workday also allows you to have additional runs for things like a monthly or quarterly bonus, etc. You have flexibility to configure how to manage additional payroll processing items. There is no limit as to how many can be processed within the same pay period or even within the same day.
COM.17	The system shall track all additional payments.	**Critical**	**S**	
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, and other user defined.	**Critical**	**S**	Supported. Workers have the ability to be eligible for multiple types of variable compensation awards. For example, awards could include One-Time Payments, Lump Sum Payments, and Bonuses. Deferred compensation calculations support multiple types of compensation. Plan assignments are based on eligibility rules in association with the worker and the position.
COM.19	The system shall provide automatic assignment (in addition to payroll) of earnings at certain scheduled times.	**Critical**	**S**	Workday provides automatic assignment of earnings at certain scheduled times for various purposes, including off-cycle payments, bonuses, and other types of compensation. This functionality allows for accurate and timely payment of earnings, reducing the need for manual intervention and ensuring compliance with company policies and regulations.
COM.20	The system shall identify exceptions-based employees and isolate from mass compensation adjustments.	**Critical**	**S**	
COM.21	The system shall report on salary step schedules.	**Critical**	**S**	
COM.22	The system shall track part-time hours for WRS or other benefit eligibility.	**Critical**		**Partner to Respond**
COM.23	The system shall round to two decimal points for hourly employees.	**Critical**	**S**	
COM.25	The system shall provide notification to HR reps about a pay increase.	**Critical**	**S**	
COM.26	The system shall calculate back pay for a minimum of two years.	**Critical**	**S**	
COM.27	The system shall allow users (with appropriate security) to maintain and modify all complex pay rules without vendor intervention.	**Critical**	**S**	
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).	**Desired**	**S**	Yes. Customers can configure validation rules to enforce either soft or hard warnings.
COM.29	The system shall perform macro-level compensation analysis for reporting purposes.	**Critical**	**S**	

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COM.30	The system shall generate an active positions report that includes positions that are vacant, approved, and active positions.	**Critical**	**S**	
COM.31	The system shall perform ad-hoc reporting on any field or feature per user defined based on security permissions.	**Critical**	**S**	
Garnishments				
COM.32	The system shall withhold garnishments from employee paychecks.	**Critical**	S	Workday supports garnishments for the U.S. and Canada. Organizations can record a Creditor Garnishment withholding order within Workday to begin automatic deductions during payroll processing. Details captured in the garnishment include case ID, start and end dates, amount type, debt amount, pay period and monthly limits, among other details. These are all available to payroll to facilitate the automatic deductions. Workday Payroll for U.S. supports the following types of involuntary withholding order/garnishment calculations – including disposable earnings limits, fee limits, and allocation methods at both federal and state level: ● Bankruptcy Order ● Creditor Garnishments ● Federal Administrative Wage Garnishment ● Federal Student Loan ● Federal Tax Levy ● State Tax Levy ● Support Orders ● Support Orders (Lump Sum) ● Wage Assignment The Electronic Income Withholding Order Connector helps Workday customers with the exchange of electronic withholding incoming orders leveraging secure transfer protocols (SFTP). Key Capabilities:
The system shall track, calculate and deduct employee garnishments, including but not limited to, the following:				
COM.33	Fixed amounts;	**Critical**	**S**	
COM.34	Multiple child support orders; and	**Critical**	**S**	
COM.35	Other user-defined.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.36	The system shall define custom disposable earnings definitions for garnishment purposes.	**Critical**	**S**	Yes. Workday Payroll for U.S. supports the following types of involuntary withholding order/garnishment calculations – including disposable earnings limits, fee limits, and allocation methods at both federal and state level: ● Bankruptcy Order ● Creditor Garnishments ● Federal Administrative Wage Garnishment ● Federal Student Loan ● Federal Tax Levy ● State Tax Levy ● Support Orders ● Support Orders (Lump Sum) ● Wage Assignment
COM.37	The system shall define custom garnishment rules including exemption variables and frequency.	**Critical**	**S**	Workday maintains standard processing for all wage attachment types including prioritization and calculation of disposable earnings and minimum take home pay. Workday provides standard reports for you to process garnishments internally or custom integrations to third-party payroll and garnishment processors to handle the reporting and payment of wage attachments.
COM.38	The system shall provide pay period calculation of garnishment(s) and support amounts each period based on employee disposable earnings and garnishment rules (priority of garnishments, proration %, etc.).	**Critical**	**S**	Workday can handle the pay period calculation of garnishments and support amounts based on employee disposable earnings and garnishment rules. The system considers disposable earnings, priority of garnishments, and proration percentages to accurately calculate the garnishment and support amounts to be withheld each period. This ensures compliance with legal requirements and provides transparency in managing employee garnishments.
COM.39	Ability to calculate multiple child support orders per state law.	**Critical**	**S**	
COM.40	The system shall flag garnishments nearing end of collection based on user defined end date or dollar threshold.	**Critical**	**S**	
COM.41	The system shall input, deduct and track unlimited garnishments per employee.	**Desired**	**S**	
COM.42	The system shall process multiple garnishments per employee and assign user defined priorities.	**Critical**	**S**	
COM.43	The system shall enforce a minimum paycheck amount after all garnishments have been taken (e.g., percentage, dollar).	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.44	The system shall establish caps for garnishments so that a specified total amount is not exceeded.	**Critical**	**S**	Yes, Workday can establish caps for garnishments to ensure a specified total amount is not exceeded. Users can define specific limits for individual garnishments or for the total amount of all garnishments. This feature helps ensure compliance with legal requirements and provides control over garnishment amounts.
COM.45	The system shall establish a cap for garnishments so that a maximum percentage of total pay is not exceeded.	**Critical**	**S**	Yes, Workday allows you to establish a cap for garnishments as a maximum percentage of total pay. This allows users to define a specific percentage of an employee's total pay that cannot be exceeded by garnishments, ensuring compliance with legal requirements and providing control over garnishment amounts.
COM.46	The system shall configure the prioritization of garnishments and support orders based on legal requirements.	**Critical**	**S**	Workday allows for configuration of processes to match prioritization requirements.
COM.47	The system shall define garnishment vendors including address and bank routing information.	**Desired**	**S**	
COM.48	The system shall provide a history of employee garnishments.	**Critical**	**S**	
COM.49	The system shall calculate garnishments based on state and federal calculation rulings.	**Critical**	**S**	Yes. Workday Payroll for U.S. supports the following types of involuntary withholding order/garnishment calculations – including disposable earnings limits, fee limits, and allocation methods at both federal and state level: ● Bankruptcy Order ● Creditor Garnishments ● Federal Administrative Wage Garnishment ● Federal Student Loan ● Federal Tax Levy ● State Tax Levy ● Support Orders ● Support Orders (Lump Sum) ● Wage Assignment
COM.50	The system shall recover/retrieve deduction amounts that have not been withheld from an employees' pay.	**Critical**	**S**	
Pay Codes				
COM.51	The system shall support an unlimited number of earnings/pay codes.	**Critical**	**S**	Workday provides the ability to have unlimited earnings and deductions.
COM.52	The system has ability to calculate prorated out of class rate based on average hours worked.	**Critical**	**S**	
COM.53	The system has ability to calculate prorated out of class rate based on user defined rules.	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.54	The system shall separately identify pension eligible earnings from non-pension eligible earnings by pay type.	**Critical**	**S**	
The system shall establish various pay codes and special pay codes including but not limited to:				
COM.55	Administrative leave;	**Critical**	**S**	
COM.56	Allowance - gun allowance;	**Desired**	**S**	
COM.57	Allowance - uniform and clothing allowance;	**Critical**	**S**	
COM.58	Allowance - cell phone allowance;	**Desired**	**S**	
COM.59	Allowance - car allowance;	**Critical**	**S**	
COM.60	Allowance - other allowances (e.g., tool allowance);	**Critical**	**S**	
COM.61	Bereavement;	**Critical**	**S**	
COM.62	Call-back;	**Critical**	**S**	
COM.63	FMLA (multiple types);	**Critical**	**S**	
COM.64	Floating holiday;	**Critical**	**S**	
COM.65	Holiday;	**Critical**	**S**	
COM.66	Incentive pay;	**Desired**	**S**	
COM.67	Leave adjustments;	**Critical**	**S**	
COM.68	Longevity awards (one-time pay);	**Desired**	**S**	
COM.69	Longevity pay;	**Critical**	**S**	
COM.70	Mileage;	**Critical**	**S**	
COM.71	Military leave (multiple types);	**Critical**	**S**	
COM.72	Multiple comp time accruals and payouts;	**Critical**	**S**	
COM.73	On-call;	**Critical**	**S**	
COM.74	Other differentials (e.g., driver, program manager);	**Critical**	**S**	
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;	**Critical**	**S**	
COM.76	Personal;	**Critical**	**S**	
COM.77	Regular time;	**Critical**	**S**	
COM.78	Severance/termination pay;	**Critical**	**S**	
COM.79	Shift differentials (e.g., second shift, third shift, etc.);	**Critical**	**S**	Yes
COM.80	Leave Donation Program;	**Critical**	**C**	Workday does not natively support Leave bank functionality but, depending on desired outcome, we have worked with other customers and met their needs. Further discovery is required.
COM.81	Sick leave;	**Critical**	**S**	
COM.82	Sick leave rollover;	**Critical**	**S**	
COM.83	Accrual payouts (sick, comp time, vacation, etc.);	**Critical**	**S**	
COM.84	Communicable disease leave;	**Critical**	**S**	
COM.85	Signing incentive;	**Critical**	**S**	
COM.86	Training;	**Critical**	**S**	
COM.87	Vacation;	**Critical**	**S**	

Indicator	Definition	Instruction		
S	**Standard:** 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.88	Wellness;	**Critical**	**S**	
COM.89	Retention;	**Critical**	**S**	
COM.90	Field training; and	**Critical**	**S**	
COM.91	Other user-defined.	**Critical**	**S**	
COM.92	The system shall pay non-payroll items (e.g., boot allowance) on payroll checks via earnings codes.	**Desired**	**S**	
COM.93	The system shall define earnings with maximum amounts.	**Critical**	**S**	
COM.94	The system shall define earnings pay frequencies, including weekly, bi-weekly, semi-monthly and monthly.	**Critical**	**S**	
COM.95	The system shall support start/stop dates on pay/earnings codes.	**Critical**	**S**	
COM.96	The system shall allow pays/earnings to be scheduled in the payroll calendar.	**Critical**	**S**	
COM.97	The system shall support an unlimited number of earning codes. Any limitations should be noted in the Comments column.	**Critical**	**S**	
The system shall establish employee eligibility controls for pay/earnings codes, including but not limited to:				
COM.98	Position;	**Critical**	**S**	
COM.99	Department;	**Critical**	**S**	
COM.100	Exempt;	**Critical**	**S**	
COM.101	Non-exempt;	**Critical**	**S**	
COM.102	Job classification;	**Critical**	**S**	
COM.103	Leave Donation Eligibility (Sick, Vacation);	**Critical**	**S**	These capabilities are provided through configuration. Depending on the specific requirements, some manual entry may be required. This could be tracked with a custom object on the Worker or Position based on specific requirements.
COM.104	By employee (including multiple jobs); and	**Critical**	**S**	
COM.105	Other user-defined rules and controls.	**Critical**	**S**	
COM.106	The system shall establish multiple pay out rules by department or job class for comp and deferred holiday time.	**Critical**	**S**	
COM.107	The system shall define earnings that are contributable to pension, FICA, Medicare, or other accumulators.	**Critical**	**S**	
COM.108	The system shall charge hours worked without pay, for management tracking and analysis, for exempt employees.	**Critical**	**S**	
COM.109	The system shall limit chargeability to FMLA, if an employee has not worked enough hours for eligibility.	**Critical**	**S**	
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.	**Desired**	**S**	Workday calculates length of service based on the worker's continuous service date, if applicable, or the
COM.111	The system shall process imputed income for non-cash benefits.	**Critical**	**S**	Workday has the ability to process imputed income for non-cash benefits. Workday's imputed income functionality allows you to track and calculate the value of non-cash benefits. This allows for accurate reporting and compliance with tax regulations.

Indicator	Definition	Instruction		
S	**Standard:** 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.112	The system shall set-up standard allocations, including both one-time and special allocations (e.g., for differing projects).	**Critical**	**S**	Yes, standard system capability and is something you will set up when you configure your application.
Deductions				
COM.113	The system shall support an unlimited number of general deduction codes for items such as insurance, retirement, child support, etc.	**Critical**	**S**	
COM.114	The system shall allow employee deductions with a stop date when amount due is paid in full.	**Critical**	**S**	
COM.115	The system shall link an AR account with employee deductions for arrears collection purposes.	**Desired**	**S**	Workday has the ability to link an AR account with employee deductions for arrears collection purposes. Workday's Net Pay Validation and Arrears functionality can be used to recover arrears from workers.
COM.116	The system shall assign an unlimited number of deduction codes to each employee.	**Critical**	**S**	
COM.117	The system shall support both pre-tax and post-tax deductions.	**Critical**	**S**	
COM.118	The system shall support deduction limits and maximum amounts.	**Critical**	**S**	
COM.119	The system shall support deduction start and end dates.	**Critical**	**S**	
COM.120	The system shall support designated default amount for each deduction code.	**Critical**	**S**	
COM.121	The system shall stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained.	**Critical**	**S**	
COM.122	The system shall allow a user to specify the number of pay periods for a deduction to be taken.	**Critical**	**S**	
COM.123	The system shall accommodate one-time deductions.	**Critical**	**S**	
COM.124	The system shall allow deductions to be scheduled in the payroll calendar.	**Critical**	**S**	
COM.125	The system shall support user-defined prioritization of deductions.	**Critical**	**S**	
COM.126	The system shall allow temporary override of deduction amounts (with appropriate security).	**Critical**	**S**	
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).	**Critical**	**S**	
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).	**Critical**	**S**	Workday allows you to inactivate deductions at the organization level on a one-time or ongoing basis with appropriate security. Deductions can be inactivated or reactivated by a user with the appropriate security permissions.
COM.129	The system shall support predefined deductions for a designated group of employees.	**Critical**	**S**	
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.	**Desired**	**S**	
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.).	**Critical**	**S**	Workday can calculate and store tax withholdings and retirement earnings for non-cash benefits. Workday's

Indicator	Definition	Instruction		
S	**Standard:** 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.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.	**Critical**	**S**	
COM.133	The system shall calculate and deduct retirement contributions for multiple retirement plans.	**Critical**	**S**	
COM.134	The system shall record Section 457 and other tax-deferral plan information in conformance with IRS and other regulations.	**Critical**	**S**	Workday allows customers to configure an unlimited number of deferred compensation deductions while controlling which are pre-tax versus post-tax, identifying plan limits and specifying placement of these figures on form W-2. Reporting on these deductions can be accomplished using Workday's delivered reporting tools.
COM.135	The system shall track IRS 125 benefits package (cafeteria plan) by employee.	**Critical**	**S**	

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:									
Interface 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.				**Integration** 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.		**Data transfer/exchange** 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: SEND: The Selected system will only need to SEND data to the third party application. RECEIVE: The Selected system will only need to RECEIVE date from the third party application. 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	**Send:** The future ERP system should send data required for positive pay and ACH transactions to be recorded with the City's bank. **Receive:** 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 - Interface/API		Yes	All integrations marked as 'in scope' in column I have been included in our pricing. Please see Attachment C for additional information
INT.2	Bid Management	DemandStar	File Import Into Selected System	On-Demand	**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.** **Receive:** The future ERP system should receive bid notification and communication information for tracking and reporting purposes.	Standard - File Import	This could be replaced by Workday Strategic Sourcing (listed in Optional pricing)	Yes	
INT.3	Purchase Cards	FNBO	File Import Into Selected System	On-Demand	**Receive:** 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 - Interface/API		Yes	
INT.4	Productivity Suite	Microsoft	Interface - Send and Receive Data	Near-Immediate (Real-Time)	**Send:** The future ERP system should have the ability to integrate with MS Word, MS Excel, Outlook, and Access. **Receive:** The future ERP system should have the ability to consume standard Microsoft files (i.e., files from MS Word, MS Excel, Outlook, and Access).	Not Applicable (Explain in comments)	Workday interacts nativly with Microsoft Productivity Suite. No integration is Needed	N/A - Functionality Provided by Proposed Solution (Communication between systems not needed)	
INT.5	AR - Utility Billing	Munilink	File Import Into Selected System	On-Demand	**Receive:** 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.	Standard - File Import		Yes	
INT.6	AR - Utility Billing	Munilink	File Import Into Selected System	Daily Batch	**Receive:** 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).	Standard - File Import		Yes	

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.7	AR - Broadband Network	COS	File Import Into Selected System	On-Demand	**Receive:** 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.	Standard - File Import		Yes	
INT.8	AR - Parks and Recreation	CivicPlus	File Import Into Selected System	On-Demand	**Receive:** 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.	Standard - Interface/API		Yes	
INT.10	Benefit Administration	NEOGOV Onboard	File Import Into Selected System	On-Demand	**Receive:** 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.	Functionality Proposed to Replace the Specified System	This would be replaced by Workday Recruiting	No	
INT.11	Benefit Administration	MissionSquare	File Export From Selected System	On-Demand	**Receive:** 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.	Standard - Interface/API		Yes	
INT.12	Benefit Administration	Assurity	File Export From Selected System	On-Demand	**Receive:** 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.	Standard - Interface/API		Yes	
INT.13	Benefit Administration	SuperiorUSA	File Export From Selected System	On-Demand	**Receive:** 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.	Standard - Interface/API		Yes	
INT.14	Job Posting/Applicant Tracking	NEOGOV Onboard	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to receive applicant data from NEOGOV.	Functionality Proposed to Replace the Specified System	This would be replaced by Workday Recruiting	No	
INT.15	Scheduling Software	TCP	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to TCP. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from TCP.	Standard - Interface/API	This could be replaced by Workday Time Tracking and Workday Scheduling (listed as Optional)	Yes	
INT.16	Scheduling Software	Aladtec	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to Aladtec. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from Aladtec.	Standard - Interface/API	We recommend that all time tracking, absence and time off occur in Workday while using PlanIT for scheduling purposes.	Yes	
INT.17	Scheduling Software	PlanIT	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to PlanIt. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from PlanIt.	Standard - File Import/Export	We recommend that all time tracking, absence and time off occur in Workday while using PlanIT for scheduling purposes.	Yes	
INT.18	Project Accounting	Maximo	Interface - Send and Receive Data	Near-Immediate (Real-Time)	**Send:** 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. **Receive:** The future ERP system will need to receive data from purchases made in Maximo and project accounting detail.	Functionality Proposed to Replace the Specified System	This would be replaced by Workday Grants and Workday Projects	No	
INT.19	Fleet Management	RTA	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to receive fleet purchasing information and asset data.	Standard - Interface/API		Yes	
INT.20	State Unemployment	Wisconsin Department of Workforce Development	File Export From Selected System	On-Demand	**Send:** The future ERP system should have the ability to send employee information (e.g., name and SSN) and payroll information	Standard - File Export		Yes	
INT.21	Tax Form Development	IRS IRIS Application	File Export From Selected System	On-Demand	**Send:** The system should have the ability to send a .csv file to the IRS to support electronic 1099 filing	Standard - File Export		Yes	

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** (Please outline standard scope of conversions for the objects identified)	**Vendor Comments**
DC.1	GI Account Balances	Naviline	26 years	5 years	Critical	Other (State Reasons in Vendor Comments)	All conversion itmes marked as 'in scope' in column G have been included in our pricing. Please see Attachment C for additional information	Beginning balances at point of cutover	There are various ways we can handle the elements of this data requirement beyond the standard conversion scope. Additional conversation is respectfully requested
DC.2	GL Account Transaction Data	Naviline	26 years	2 years	Critical	Other (State Reasons in Vendor Comments)		Summary level data is standard conversion scope	There are various ways we can handle the elements of this data requirement beyond the standard conversion scope. Additional conversation is respectfully requested
DC.3	GL Account Summary Data	Naviline	26 years	5 years	Critical	Other (State Reasons in Vendor Comments)		1 year summary journals	There are various ways we can handle this data requirement. Additional conversation is respectfully requested
DC.4	Budget History	Naviline	26 years	3 years	Critical	Proposed In-Scope			
DC.5	AP History	Naviline	26 years	5 years	Critical	Other (State Reasons in Vendor Comments)		Approved/unpaid supplier invoices as needed at point of cutover; Active recurring supplier invoices; Outstanding supplier invoice adjustments (credit memos); 2 years of invoice history related to active converted suppliers	The number of years of necessary AP History varies from client to client. We respectfully request additional conversation with the County to understand the current + 5 year requirement and are flexible
DC.6	AP Detail	Naviline	26 years	2 years	Critical	Proposed In-Scope		Approved/unpaid supplier invoices as needed at point of cutover; Active recurring supplier invoices; Outstanding supplier invoice adjustments (credit memos); 2 years of invoice history related to active converted suppliers	
DC.7	Open AP Invoices	Naviline	26 years	1 year	Critical	Proposed In-Scope		All open invoices at point of cutover	
DC.8	Vendor File (Active)	Naviline	2,367 vendors	2,367 vendors	Critical	Proposed In-Scope		Active suppliers with payments within the last two fiscal years; includes associated remit-to and order-from connections;	
DC.9	Vendor File (Historic)	Naviline	26 years	Non-active within 2 years	Critical	Other (State Reasons in Vendor Comments)		Typiclly historic non-active vendor data is not converted	There are various ways we can handle this data requirement. Additional conversation is respectfully requested
DC.10	AR Customer File	Naviline	200 customers	200 customers	Critical	Proposed In-Scope		Active customers with receivables/payments within the past. Year	We are happy to convert all 200 customers (with receivables/payments beyond the past year) if the City wishes
DC.11	AR Invoice History	Naviline	26 years	2 years	Critical	Proposed In-Scope		Open invoices and on account balances as needed at point of cutover	
DC.12	Cash Receipts History	Naviline	26 years	3 years	Critical	Other (State Reasons in Vendor Comments)			Additional conversation around this requirement is respectfully requested
DC.13	Open AR Invoices	Naviline	26 years	1 year	Desired	Proposed In-Scope		Open invoices and on account balances as needed at point of cutover	
DC.16	Fixed Assets	Naviline	~1,450 active assets	~1,450 active assets	Critical	Proposed In-Scope		All active asset records	
DC.17	Project Accounting Detail (Open Projects)	Naviline	26 years	5 years active	Critical	Proposed In-Scope		All active projects at point of cutover; Project WIP balances; Beginning project budgets at point of cutover	

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** (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		Current Job/Position details: Job profile, time type, default and scheduled hours, work shift, location, position ID, position title, business title, employee contracts and contingent worker supplier and rates Current Organization assignments: Company, cost center, region, custom organizations, retiree, supervisory organization (single 'terminated' org for all terminated workers) and pay group Service dates: Original hire date, most recent hire date, position start date for conversion, continuous service date, termination date (most recent for current terminations only) and all other Workday delivered service dates Current biographic data: Legal and preferred name, date of birth, date of death, gender, disability status, ethnicity, marital status, citizenship status, military status, Current ID information: License, visa, passport, national ID, additional government IDs and custom IDs Current contact information: Home address and home and work telephone, email, instant messenger and web address Current Compensation data: Most recent effective date of compensation change	
DC.19	Summary Historic Employee Master File (Name, SSN, Hire/Term Dates)	Naviline	~2600 historic employees	~2600 historic employees	Critical	Other (State Reasons in Vendor Comments)			There are various ways we can handle the elements of this data requirement beyond the standard conversion scope. Additional conversation is respectfully requested
DC.20	Time and Attendance Accrual and Leave Data (Active)	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope		**Leaves:** Current leave event data for employees on leave and leave activity for previous 12 months **Carryover Balances:** Current absense plan balances at time of cutover	We've proposed an integration between Workday and TCP and PlanIT. It is best practice for time history to remain in TCP and PlanIT with absence information living in Workday. We are flexible with this recommendation and would be happy to adjust to what makes the most sense for the City
DC.21	Public Safety Time and Attendance Data	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope		**Leaves:** Current leave event data for employees on leave and leave activity for previous 12 months **Carryover Balances:** Current absense plan balances at time of cutover	We've proposed an integration between Workday and Aladtec. It is best practice for time history to remain in Aladtec with absence information living in Workday. We are flexible with this recommendation and would be happy to adjust to what makes the most sense for the City
DC.22	Benefit Enrollment and ACA History	Naviline	26 years	2 years	Critical	Proposed In-Scope		Related Persons: Dependents and beneficiaries (including trusts) associated with a worker. Current Benefit Elections: Current healthcare, insurance, spending account, health savings, retirement and additional benefit elections and associated dependents and beneficiaries. Affordable Care Act (ACA) History: Current year medical election changes and ACA hours & wages to support ACA reporting	

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** (Please outline standard scope of conversions for the objects identified)	**Vendor Comments**
DC.24	Employee Personnel Action Data	Naviline	26 years	2 years	Critical	Proposed In-Scope		Current Job/Position details: Job profile, time type, default and scheduled hours, work shift, location, position ID, position title, business title, employee contracts and contingent worker supplier and rates Current Organization assignments: Company, cost center, region, custom organizations, retiree, supervisory organization (single 'terminated' org for all terminated workers) and pay group Service dates: Original hire date, most recent hire date, position start date for conversion, continuous service date, termination date (most recent for current terminations only) and all other Workday delivered service dates	
DC.25	Employee Payroll History	Naviline	26 years	3 years	Critical	Other (State Reasons in Vendor Comments)		Payroll History: Current YTD for each earning, deduction and tax jurisdiction including gross wages, taxable wages and subject wages, for federal, state, and all local taxes for both employee and employer reconciled to tax returns loaded as quarterly data. Tax Elections: Current employee tax elections for federal, state, and local tax withholdings such as married, single, allowances, and number of exemptions and tax treaties. Additional Payroll Data: Payment elections and costing allocations. Excludes: Withholding Orders and Deduction Recipients	There are various ways we can handle the elements of this data requirement beyond the standard conversion scope. Additional conversation is respectfully requested
DC.26	Compensation Data	Naviline	26 years	3 years	Critical	Proposed In-Scope		Current Compensation data: Most recent effective date of compensation change, compensation grade and grade profile, compensation step (if included in compensation scope), base pay amount and plan (salary or hourly), merit plan and allowance.	There are various ways we can handle the elements of this data requirement beyond the standard conversion scope. Additional conversation is respectfully requested

APPENDIX A: DELIVERABLE EXPECTATION DOCUMENT (DED)

Phase	Stage	#	Deliverable	Description and Acceptance Criteria	Owner	Contributor
1	Plan	001	Project Charter Document	Provides authorization for the Project and identifies project goals, objectives, scope, governance structure, roles, and responsibilities. Below is a sample Table of Contents of a Project Charter. 1. Purpose 2. Scope • Business Need • Project Objectives and Justification • Scope Description • Project Schedule (Mid-Level) • Project Constraints • Project Exclusions • Project Assumptions • (Known) Projects Risks and Mitigation 3. Governance • Guiding principles • Governance model o Executive Sponsors o Steering Committee Structure o Issue and Decision Escalation & Timing	CLIENT and Avaap (Shared)	

				○ Acceptance Criteria • Change Control processes and procedures 4. Project Management • Expectations for project management including meeting cadence, meeting protocols, project tools, status reports, risk management, quality assurance and delivery assurance. • Methodology • Time entry, invoicing, and payments 5. Roles and Responsibilities • Project team Organizational Chart • Project Team Roster & Responsibilities 6. Project Communication Plan • Reports and meeting overview • Weekly cadence of meetings and reporting activities • Monthly Steering Committee cadence 7. Project Charter Approval 8. Version Control Acceptance Criteria – Project charter accepted in writing by Client in accordance with Deliverable Acceptance Procedure that is finalized as part of the Project Charter.		
1	Plan	002	Project Management Plan - (V1)	Initial draft of the Project Schedule for the Project management activities and related monitoring of the project activities (v1 is created/reviewed). This is a living	CLIENT and	

				document that will be updated revised by Avaap/Client management throughout the program. Avaap takes the lead to produce the initial draft then turns it over to the Client for review and addition of client specific activities and/or dependencies. that will then be jointly revised and managed between Avaap and CLIENT throughout the project. Acceptance Criteria – Project management planV1 created and jointly reviewed by Avaap EM and Client PM. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap (Shared)	
1	Plan	003	Scheduled Alignment Design Workshops	Initial alignment sessions are identified and scheduled between Client and Avaap for in scope phase functional/technical areas. Acceptance Criteria: Sessions are identified and scheduled between Avaap Consultants and Client functional/technical leads. Session schedule is accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	CLIENT
1	Plan	004	Initial Data Gathering Workbook	Review initial workbook used to gather the CLIENT information inclusion in the Foundation Tenant. Acceptance Criteria – Workshops conducted to review data gathering workbooks to educate CLIENT on data so extraction can begin. Workshops completed and accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	CLIENT

1	Plan	005	Organizational Change Management (OCM) Plan - V1	OCM plan created and integrated with overall project plan. OCM plan addresses relevant tasks and activities for Phases 1, 2 and 3. This is a living document that will be updated revised by Avaap/Client management throughout the program. Avaap takes the lead to develop the initial version of plan, that will then be jointly revised and managed between Avaap and CLIENT throughout the project Acceptance Criteria – OCM plan (V1) created and accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	CLIENT
1	Plan	006	Project Kickoff	Introduces team members and executive sponsors. Overview of project goals, review of scope and high- level timeline. Foundation Tenant demonstration, identification of project roles and responsibilities. **If agreed upon by both parties, this Kick-Off can also occur on the first day of Architect Design sessions in the Architect Phase* Acceptance Criteria – Project kickoff conducted and accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	
1	Plan	007	Delivery of Foundation Tenant	Delivery of the initial Foundation tenant Acceptance Criteria – Foundation Tenant delivered to the project team for use in System Design & Build. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.		

1	Plan	008	Plan Stage Sign off	Completion of stage deliverables. Acceptance Criteria: Acceptance and approval of stage deliverables accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	

Phase	Stage	#	Deliverable	Description and Acceptance Criteria	Owner	Contributor
1	A&C	009	Testing Strategy Document – V1	Initial Testing Strategy document (V1) will define testing strategy for each type of testing planned, purposes, responsibilities, guidelines, high level schedule, and other information specific to each round of testing to occur in the Test Stage. Acceptance Criteria – Initial Testing Strategy document created and jointly reviewed by Avaap EM and Client PM. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT	Avaap
1	A&C	010	Tenant Management Plan	Define the plan for managing each tenant. Acceptance Criteria – Tenant Management Plan created reviewed with the Client PM. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	n/a
1	A&C	011	Complete Alignment Design Workshops	Complete architect sessions between Client and Avaap for in scope phase functional/technical areas. Acceptance Criteria: Sessions are completed between Avaap consultants and CLIENT functional/technical leads. Accepted in writing by Client in accordance with	Avaap	CLIENT

				Deliverable Acceptance procedure that is finalized as part of the Project Charter.		
1	A&C	012	Deliver Configuration and Data Gathering Workbooks	Complete and deliver all Configuration Workbooks (CWB) and Data Gathering Workbooks (DGWB) for in scope phase functional areas after Alignment Design Workshops are complete. Acceptance Criteria: All Configuration Workbooks and Data Gathering Workbooks are delivered to CLIENT. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	CLIENT
1	A&C	013	Provide all required Workbooks for E2E Tenant Build	Provide sign-off on all required CWB workbooks used to document design elements for all in scope (as defined in Section 2.3) phase functional areas. Populate all required DGWB workbooks used to gather the CLIENT information for inclusion in E2E Tenant build. The CLIENT at this time will document any required data mapping, extraction scripts, etc., and keep updated throughout the project. Acceptance Criteria – All Configuration Workbooks have been reviewed and signed off on by Client as defined by the Acceptance Criteria developed as part of the Project Charter. Data gathering workbooks are populated in the required format for inclusion in the E2E tenant build. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT	Avaap

1	A&C	014	Scheduled Customer Confirmation Sessions	Initial customer confirmation sessions between Client and Avaap are scheduled for in scope phase functional/technical areas. Acceptance Criteria: Sessions are scheduled between Avaap Consultants and Client functional/technical leads. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	CLIENT

Phase	Stage	#	Deliverable	Description and Acceptance Criteria	Owner	Contributor
1	Test	019	Completed End to End Testing	Completed test cycle to validate the flow of end-to-end processes between multiple functions and third-party integrations. Support from Avaap will include answering questions on transaction processing as well as trouble shooting and supporting the CLIENT in correcting issues found. Acceptance Criteria – End to end tests completed based on the stringing of unit tests together and results documented in project portal. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT	Avaap
1	Test	020	Parallel Tenant Build	Payroll Parallel - Configured tenant based on the configuration tested during End to End testing. The CLIENT is responsible for validating its accuracy. Acceptance Criteria – Payroll parallel build complete and available to project team for use during payroll parallel testing. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	

1	Test	021	Completed Payroll Parallel Testing	Completed payroll parallel testing for 3 payroll parallel test cycles. Support from Avaap will include answering questions on transaction processing as well as trouble shooting, and correcting issues found. Acceptance Criteria – Three consecutive payroll cycles tested, reconciled, and completed per the parameters laid out in the Testing Strategy Document. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT	Avaap
1	Test	022	Completed User Acceptance Testing	Completed test cycle to validate acceptance of system. Support from Avaap will include answering questions on transactional processing. CLIENT will be responsible for correcting issues found. Acceptance Criteria – User acceptance tests completed based on end-to-end testing representing CLIENT departments and results documented in project portal. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT	Avaap
1	Test	023	Initial Cutover Plan – V1	Initial plan for cutover to Workday used to track completion of activities and overall status of the cutover. This is a living document that will be updated revised by Avaap/Client management throughout the program. Acceptance Criteria – Cutover plan V1 created jointly reviewed by the Avaap EM and Client PM. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	

1	Test	024	Test Stage Sign-off	Completion of stage deliverables. Acceptance Criteria: Acceptance and approval of stage deliverables. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	

Phase	Stage	#	Deliverable	Description and Acceptance Criteria	Owner	Contributor
1	Deploy	025	GOLD/Pre-Production Tenant Build	All configuration and data migrations are complete based on in scope requirements for Phase 1. Validated by the CLIENT Acceptance Criteria – GOLD tenant delivered to CLIENT project team for final validation and catch-up transactions. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	
1	Deploy	026	Final Go-Live Workday Checklist	Completion of the Workday Go-Live Checklist, including all required information, prior to Workday's Project Readiness – Deploy Delivery Assurance Review. A copy of the Go-Live Checklist needs to be reviewed, signed and attached to the Move to Production Workday case no less than 2 weeks prior to Move to Production date. Acceptance Criteria – Go-Live Checklist created and accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared	

1	Deploy	027	Deploy Stage Sign-off	Completion of stage deliverables. Acceptance Criteria: Acceptance and approval of stage deliverables. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	CLIENT and Avaap (Shared)	
1	PPS	028	Post-Production Support Complete – Phase 1	Complete 6-week postproduction support activities Acceptance Criteria: 6-week postproduction support period completed wherein all true defects, either related to go-live activities or previously identified and agreed upon by both Avaap and CLIENT as "punch list" items have been resolved. Timely testing of these defects and/or punch list items is the responsibility of the CLIENT. Phase Acceptance granted by Client. All knowledge transfer is expected to be completed prior to the end of the consulting team support period and is limited to the Workday-recommended standard knowledge transfer sessions required to maintain a Workday service in Production. Accepted in writing by Client in accordance with Deliverable Acceptance procedure that is finalized as part of the Project Charter.	Avaap	CLIENT