Miami-Dade County Public Schools

School Board Administration Building
1450 Northeast Second Avenue
Miami, Florida 33132

THE SCHOOL BOARD OF MIAMI-DADE COUNTY
SCHOOL BOARD ADMINISTRATION BUILDING
1450 Northeast Second Avenue
Miami, FL 33132

Direct all inquiries to Procurement Management Services:
BUYER: Linda Leasburg-Kramer, C.P.M., Supervisor
E-MAIL ADDRESS: lleasburg-kramer@dadeschools.net
PHONE NUMBER: (305) 995-1364
FAX NUMBER: (305) 523-3367
TDD PHONE: (305) 995-2400

REQUEST FOR PROPOSALS (RFP)

REQUEST FOR PROPOSAL NO. 102-FF04
Enterprise Resource Planning Software (ERP)

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Proposals will be accepted until **2:00 PM on May 25, 2006** in Room 351, of The School Board Administration building, 1450 NE 2nd Avenue, Miami, FL., 33132, at which time they will be publicly opened and may not be withdrawn for one hundred twenty (120) days from that date.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132

REQUEST FOR PROPOSALS 102-FF04
Proposal Acknowledgement Form

Enterprise Resource Planning Software (ERP)

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER. PROPOSER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR PROPOSERS SUBMITTING PROPOSALS.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

(Please Type or Print Below)

Legal Name of Vendor:	
Federal ID Number:	
Telephone:	Fax:
Mailing Address: City: State: Zip:	Contact Person: Phone Number: Email:
Authorized Signature:	Type / Print Name
Title:	Date of Proposal:

Proposals will be accepted until **May 25, 2006** in Room 351, of The School Board Administration building, 1450 NE 2nd Avenue, Miami, FL., 33132, at which time they will be publicly opened and may not be withdrawn for one hundred twenty (120) days from that date.

INSTRUCTIONS TO VENDOR SUBMITTING PROPOSAL

I. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to award a proposer a contract with Miami-Dade County Public Schools (M-DCPS) to provide an Enterprise Resource Planning Software (ERP) Package that will provide an integrated business solution for Miami-Dade County Public Schools.

II. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Submissions must be received by **2:00 PM. Vendors will be required to submit the following:**

1. Seventeen (17) printed copies, including one signed original
2. Twenty copies of the proposal submitted as a PDF on a Diskette, jump drive, or CD
3. Twenty copies Diskette, jump drive, or CD should be included with this submission of the ERP requirements Matrix (Excel file).

(The PDF and Excel file may be submitted on one Diskette, jump drive, or CD)

Files should be clearly marked indicating if it is the PDF or Excel file. All documents should be labeled with the vendor's name. Files should be saved as: 102ff04_Bidders Name.pdf OR 102ff04_Bidders Name.xls

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management
1450 N.E. Second Avenue, Room 352
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the proposers. The District will in no way be responsible for delays caused by the United States mail or any other delivery service or caused by any other occurrence. Responses received after the scheduled receipt time shall not be considered.

The proposals must be submitted in a sealed envelope or box marked ***"RFP 102-FF04 - ERP."*** It is anticipated that a proposal(s) may be presented to the School Board for acceptance on or about July 12, 2006. If accepted, notification to the successful proposer will be on or after July 12, 2006. The School Board reserves the right to reject any and all proposals.

Vendors are advised to monitor continuously, the M-DCPS Procurement website, for any addendums or questions and answers that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, questions and answers and award information, is as follows: http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence.

In order to facilitate the review of the RFP submissions, proposers are requested to adhere to the following format for their package.

I. Signed Proposal Acknowledgement Form

II. MWBE Forms including but not limited to: Affirmative Action Employment Breakdown (Attachment A)

III. Background Screening Requirements including but not limited to: Sworn Statement New Contracts

IV. Conflict of Interest – Statement acknowledging that you have read and understand

V. Public Records - Statement acknowledging that you have read and understand

VI. Company Structure and Experience – Please provide responses to questions in order published in the RFP. Please number the response the same as the original question. Proposers are requested to submit sufficient documentation to support responses. References are to be submitted in this section.

VII. Section 2 – Technical – Please provide responses to questions in order published in the RFP. Please number the response the same as the original question. Proposers are requested to submit sufficient documentation to support responses.

VIII. Section 3 – Software Functionality (Excel file) Please provide any additional information as may be required to explain or support any of your responses. Please number the response the same as the original question.

Proposers are reminded that a copy of the Excel file is requested to be submitted on diskette/CD or Jump Drive. Instructions for completing the Excel file are located on the first tab of the Spreadsheet. The following tabs are located on the Spreadsheet and ALL must be completed.

FUNCTIONAL DESCRIPTIONS
Instructions and Definitions
General Functionality – GF
ITS and Security – ITS
FN Accounts Payable – AP
FN Accounts Receivable – AR
FN Business Performance Reporting – BPR
FN Capital Planning – CP
FN Cash & Capital Management – CCM
FN Grants – GR
FN Finance & Operations Planning – FOP
FN Fixed Assets – FA
FN General Ledger – GL
FN Outlook – OL
FN P-Card – PC
PR Contract Management – CM
PR Inventory Management – IM

PR Procurement Transactional – PT
PR Sourcing – S
PR Supply Data Management – SDM
HR Benefits Administration – BA
HR Compensation Administration – CA
HR Employee Data Management – EDM
HR Exit Management – EM
HR Organizational Effectiveness – OE
HR Payroll – PR
HR Position Management – PM
HR Recruiting & Staffing – RS
HR Time and Attendance – TA
HR Travel & Expense – TE

IX. Section 4 – Pricing – Please provide pricing in format requested. Additional pricing proposals may be submitted but proposers must submit at a minimum in the format requested.

The District intends to limit its evaluation to financially stable vendors with an established market position and experience providing ERP software to K-12 public school districts comparable to the District.

Only Respondents meeting the following minimum criteria will be evaluated:

1. Annual Revenues exceeding $100 million for the most recent audited fiscal year.
2. Current Market Capitalization exceeding $350 million.
3. At least one successful Human Resource Management and Financial Management implementation for a K-12 public education customer in the United States with over 75,000 students and over 10,000 employees.

III. CHANGE OR WITHDRAWAL OF PROPOSAL

A. PRIOR TO PROPOSAL OPENING. Should the vendor withdraw its proposal, they shall do so in writing. This communication is to be received by the Assistant Superintendent, Procurement Management Services, 1450 N.E. 2nd Avenue, prior to the opening of the proposals. The vendor's name and the proposal number should appear on the envelope.

B. AFTER PROPOSAL OPENING. After **May 25, 2006**, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

IV. PROTEST TO CONTRACT SOLICITATION OR AWARD

A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting. This notice shall contain the following statement:

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida

Statutes."

B. Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking proposals or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

C. The notice of protest will be reviewed by Procurement Services staff, which will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest if not resolved, the proposer may seek an administrative hearing pursuant to 120.57 Florida Statutes, by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1064.

V. AWARDS

A. RESERVATION FOR REJECTION OR AWARD. The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to request re-bids.

B. NOTICE OF INTENDED ACTION. Notices will be posted on the District's website http://procurement.dadeschools.net/ 7-10 days prior to a regularly scheduled Board meeting.

C. OFFICIAL AWARD DATE. Awards become official upon Board action.

VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

VII. PUBLIC ENTITY CRIMES

Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a

period of 36 months from the date of being placed on the convicted vendor list.

VIII. COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(I) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing.

Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board) or sub-grantee makes final payment.

For all contracts involving Federal funds, in excess of $10,000, The Board reserves the right to terminate the contract for cause as well as for convenience by issuing a certified notice to the vendor.

IX. CONE OF SILENCE: A Cone of Silence is applicable to this Request for Proposal. Any inquiry, clarification, or information regarding this bid must be requested, in writing, by FAX or E-mail to:

A COPY OF THIS WRITTEN REQUEST MUST BE SENT SIMULTANEOUSLY TO:

Linda Leasburg-Kramer, Supervisor
Procurement Management Services
Miami Dade County Public Schools
1450 N.E. 2ND Avenue, Room 352
Miami, Florida 33132
FAX #305-523-3362
E-MAIL: lleasburg-kramer@dadeschools.net

Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 268B
Miami, Florida 33132
FAX #305-995-1448
E-MAIL: martinez@dadeschools.net

DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS RFP SHALL BE MAY 10, 2006 TO ALLOW M-DCPS SUFFICIENT TIME TO ADDRESS ALL RECEIVED INQUIRIES

All proposers should monitor continuously, the M-DCPS Procurement website, for any addendums or questions and answers that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, questions and answers and award information, is as follows: http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence.

X. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Each proposer is required to indicate his/her equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of his/her work force. **See Attachment A** - **Affirmative Action Employment Breakdown**.

B. Minority/Women Business Enterprises (M/WBE) Participation: It is the policy to actively increase contracting opportunities for Minority/Women Business Enterprises (M/WBEs). In keeping with this policy, if a minority firm, which is Woman, or African American owned and operated, is to perform a scope of work, provide documentation to substantiate the M/WBE and its staff's experience in providing this type of service. All M/WBEs must be certified by the Division of Business Development and Assistance, prior to contract award. The **M/WBE Certification Application** may be accessed through the following link:
http://procurement.dadeschools.net/pdf/3920.pdf

C. The awarded vendor is required to report all payments made to M/WBEs on a quarterly basis. The reports shall include the names of firms; contact persons and expenditures paid each quarter, and shall be submitted to the Director, Division of Business Development and Assistance, 1500 Biscayne Blvd, Suite 128, Miami, Florida 33132. The **M/WBE Quarterly Expenditure Report** may be accessed through the following link:
http://mwbe.dadeschools.net/forms/4831.pdf

XI. BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of sections 1012.32, 1012.465, and 435.04, Florida Statutes (2004) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Contractor agrees to certify under oath and penalty of perjury, see link below for document, (Sworn Statement Pursuant to Sections 1012.32, 1012.465, and 435.04, Florida Statutes (2004) and HB 1877, The Jessica Lunsford Act (2005)) which is incorporated fully herein by reference, that Contractor and all of its employees who provide or may provide services under this Agreement have completed all background screening requirements as outlined in the above-referenced statutes.

Additionally, Contractor agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes, and further upon obtaining level 2 clearance, must obtain a required Board issued photo identification badge which shall be worn by the individual at all times while on Board property when students are present.
Contractor agrees to bear any and all costs associated with acquiring the required background screening – including any costs associated with fingerprinting and obtaining the required photo identification badge. Contractor agrees to require all its affected employees to sign a statement, as a condition of employment with Contractor in relation to performance under this Agreement, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Contractor/Employer of any arrest(s) or conviction(s) of any

offense enumerated in s. 435.04, Florida Statutes within 48 hours of its occurrence.

Contractor agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. **Failure by Contractor to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of a qualifying arrest or conviction shall constitute grounds for immediate termination of this Agreement by the Board.**

The parties further agree that failure by Contractor to perform any of the duties described in this section shall constitute a material breach of the Agreement entitling the Board to terminate this Agreement immediately with no further responsibility to make payment or perform any other duties under this Agreement.

Sworn Statement – New Contracts may be downloaded at
http://procurement.dadeschools.net/JessicaLunsfordAct.asp

XII. COMPLIANCE WITH SCHOOL CODE

Contractor agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Agreement and may result in the termination of this Agreement by the Board.

XIII. CONFLICT OF INTEREST

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Rule 6Gx13 – 4A-1.212 and Florida Statute § 112.313(9).

The School Board of Miami-Dade County, Florida shall be prohibited from entering into any business relationship or continue an existing business relationship with any person or entity determined to have engaged in violation of the restriction contained in this provision.

XIV. PUBLIC RECORDS LAW

It is the practice of The School Board of Miami-Dade County, Florida, to evaluate all Requests For Proposals in a public forum open to the Sunshine, pursuant to Florida Statute §286.011 and to make available for public inspection and copying any information received in response to an RFP, in accordance with Florida Statute §119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board, including but

not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

XV CHARTER SCHOOLS

Items awarded under this contract shall be made available to Charter Schools approved by the School Board. The School Board is not responsible or liable for any purchases that may be made by Charter Schools

XVI. BACKGROUND AND CURRENT OPERATING ENVIRONMENT

Miami-Dade County Public Schools has adopted an *Information Technology Blueprint* that serves as a blueprint for the next five years on the integration of technology into the classroom in order to train students with the skills necessary to be 21st century learners and workers who will be able to access, analyze, and communicate information in a fast-paced and constantly changing world. This blueprint also extends to the operation side of the district with the intent to utilize technology to operate the district more efficiently and effectively. With this in mind, the District is seeking an Enterprise Resource Planning Software (ERP) to provide an integrated business system solution.

Miami-Dade County Public Schools (M-DCPS) is the fourth largest school district in the country. There are a total of 356 schools with over 50,000 employees and 365,784 students.

The District is currently utilizing as its financial system, MSA Series E (currently owned by GEAC). The system was purchased in 1978 and was initially implemented in 1981. The Y2K upgrade was completed in August of 1998. Current modules installed are General Ledger (GL), Purchasing (PS), Accounts Payables (AP), Budgetary Control (BC), Common Components (CC), and the Financial Controller (FC). Major modifications were made to these modules to meet the needs of the District. Most applications are written using three languages COBOL, DCI (Data Communication Interface), and IE (Information Expert).

The Human Resource / Payroll systems were also originally developed by MSA and implemented in 1981. Major in-house modifications have been made over the last 25 years. The District uses a third party provider to manage our fringe benefits. Florida Retirement System (FRS) administers our statewide retirement system. In addition the District interfaces with the Florida Department of Education.

In addition we have numerous systems that interface with both the Financial and Human Resource Applications. Most of these systems are mainframe oriented utilizing COBOL, Natural, CICS, and Easytrieve. Please see chart for details.

The following is a list of the current Financial and Human Resource Programs the District believes it will replace as part of this initiative.		
System	Language /Version	Hardware Environment
MSA: General Ledger (GL) Purchasing (PS) Accounts Payables (AP) Budgetary Control (BC)	 DCI / GL 98.01 DCI / PS 96.02 DCI / AP 96.01 DCI / BC 96.01 DCI / CC 96.01	 Operates on IBM 9672 R36 Legacy Web Server (Mainframe)

Common Components (CC) Financial Controller (FC) APDOC Account Invoice Tracking Subsystem	DCI / FC 98.01 IE 96.01 DCI 94.01 CICS and DCI / Written In-house	
School Internal Funds Accounting: Cash Receipts Purchase Orders Vouchers (Checks) Journal Vouchers	CICS and DCI /Written In-house	Operates on IBM 9672 R36 Legacy Web Server (Mainframe)
In-House Budget Systems: CASAS Computer Assisted Staff Allocation System MESA Material Equipment Supply Allocation SBBS School Based Budget System Title1 School Based Grant Allocation System WBDS Web Budget Development System	Most Budget systems are written in-house using COBOL and Easytrieve unless indicated otherwise. VB.NET	Operates on IBM 9672 R36 Legacy Web Server (Mainframe) Server
Approval System: MAIL	CICS, and Natural / Written In-house	Operates on IBM 9672 R36 Legacy Web Server (Mainframe)
Property Control: PROP	Natural / Written In-house	Operates on IBM 9672 R36 Legacy Web Server (Mainframe)
Human Resources: PAYROLL PARL Payroll Maintenance PARS Payroll Absence Reporting RTMT Retirement Information RSTR Payroll Approval SUBS Substitute System	Most Human Resource Systems are written in COBOL, CICS and Easytrieve unless indicated otherwise	Operates on IBM 9672 R36 Legacy Web Server (Mainframe)

ARIS Automated Reappointment System VOES Verification of Employment EDTP Drug Test Appointment LEAV Leave of Absence System SUPP Supplement Set Up PERS Personnel REVS TCHR PERQ Personnel Query Exit Interview TRVL Travel Teacher Web Application	 VB.net Natural / Written In-house VB.net VB.net	 Server at ITS Operates on IBM 9672 R36 Legacy Web Server (Mainframe) Server at ITS Server at ITS
It is desired that the ERP software program have interoperability with the following District Technology Applications and Initiatives.		
System	Language /Version	Hardware Environment
Data Warehouse: Cognos Informatica SQL	 ReportNet 1.1, OLAP 7.3, PowerPlay 7.3 Metrics Manager 2.2 SQL Server 2000/2005	 N-Tier Server Environment Servers at ITS
EXAAM: Exchange Automated Account Maintenance - updates the ADS from HR daily		
Sungard: Treasury Workstation	Version 2.6.4	Servers at ITS
ACRS Cost Reporting: Department of Education (DOE) requirement	COBOL,CICS	Operates on IBM 9672 R36 Legacy Web Server (Mainframe)
Business Application: COMPASS Comprehensive on-line Maintenance Purchasing and Stores System	 Most Business Applications are written in-house using COBOL, CICS, Natural	 Operates on IBM 9672 R36 Legacy Web Server (Mainframe)

UTIL Utilities TEXT Textbooks SDST Stores and Distribution TransMan Fleet Management Software	Version 7.10.46	Servers at ITS
Food Systems: (RFP currently out for replacing in-house written software) FOOD Food Ordering FSAS Food Service Accounting FSIS Food Service Inventory MESS Menu Scheduling	All Food systems are written in-house using COBOL, CICS, and Natural	All Operate on IBM 9672 R36 Legacy Web Server (Mainframe)
Human Resources: ACES Charter Schools UWAY United Way SDES Staff Development E-Learning Staff Development Department of Education Reporting TALX Employment Verification Fringe Benefit Maintenance Corporation (FBMC) Florida Retirement System (FRS)	Most Human Resource Systems are written in COBOL, CICS and Easytrieve unless indicated otherwise Third Party Provider Third Party Provider for our Fringe Benefits Third Party Provider that manages our retirement benefits	Operates on IBM 9672 R36 Legacy Web Server (Mainframe)
Capital Systems: Magellan Primavera Expedition Project Expense Data Warehouse WPNR Project Number Request	Version 2.31 Version 4.1 Version 10.0 Developed in-house / SQL Database ASP.NET and VB.NET	All are on servers at ITS
Imaging System: Legato AP Personnel Payroll Purchasing Controllers Office Treasury	SQL/Application Xtender 5.00.051.4182	Servers at ITS Windows 2000 Servers Windows 2000 Servers Servers at ITS Servers at ITS Servers at ITS
Shopping Cart	Visual Interdev 6.0	Server at ITS
Student Systems: Teacher Certification Master Schedule building META DECO Title I	All applications use Cobol and CICS	ALL operate on IBM 9672 R36 Legacy Web Server (Mainframe)

XVII. EVALUATION QUESTIONS

The Evaluation Questions are in four Sections:

Section 1 – Company Structure and Experience
Section 2 – Technical
Section 3 – Software Functionality (Excel file)
Section 4 – Pricing

Vendors are requested to provide COMPLETE answers to the following questions to assist the District in evaluating your company's experience, qualifications and the software's technical capabilities. Vendors are requested to maintain responses in the order submitted to facilitate the review of your proposal.

SECTION 1 - COMPANY STRUCTURE AND EXPERIENCE

1. Describe your company's level of experience in the ERP Software market.

2. Describe the level of experience as may be related to ERP software for the US K-12 Public Education Market.

3. Please provide a list of at least five (5) references that would be of similar size or scope as M-DCPS. References should include the organizations name, contact person, phone number, email address, software modules / versions installed and the date installed. At least one reference must be from the K-12 Public Education market, with a minimum of 75,000 students and over 10,000 employees. Contacts in the State of Florida are desired, if available.

4. Provide documentation that your company has annual revenues exceeding $100 million.

5. Provide documentation that current market capitalization exceeds $350 million.

6. Provide a copy of your company's most recent annual audited financial statement.

SECTION 2 – TECHNICAL

A. Technical Architecture

1. Provide a summary of the solution architecture, including minimal and recommended (optimum) technical infrastructure configurations, and communications protocols used.
2. Provide breakdown by number of users for different configurations.
3. What is the trigger point for additional hardware?

4. Is the system scalable to any number of users? What is the largest installation to date? Please provide any results of scalability testing on product version(s) being submitted.
5. What are system limitations? Please explain.
6. Can a geographically disbursed system be administered centrally?
7. Provide expected metrics for system performance. Does the system have an 'open' architecture, so that it can easily inter-operate with other systems? Explain.
8. Can the system be accessed remotely through a dial-up connection or a web browser?
9. Please provide a conceptual diagram of recommended technical architecture for the hardware in support of your system for a district of our size, using a single instance of the application, unless you recommend otherwise.

    a. Application Server Environment
    b. Database Service Environment
    c. Web Server Environment
    d. E-mail Environment

B. Hardware Requirements

1. What are the network requirements for the system? What is the anticipated maximum transaction size in Kbytes?
2. For any one module of your product define the following requirements:
    a. Additional growth in power and cooling capacity to support the system
    b. Additional space allocation to house the equipment needed in order to support the system
3. How many servers are required to support your application?
    a. What types are they? (Web server, application server etc.)
    b. Please provide the server CPU and RAM memory requirements of each server.
4. What are the projected data storage requirements (in gigabytes) of your application data files?
5. What is the anticipated network bandwidth requirement for the client desktop in terms of accessing your application?
6. The system should have interoperability to the District's Enterprise Data Warehouse. This data warehouse is built in SQL Server 2000 soon to be upgraded to 2005 and utilizes Informatica as the ETL tool. Reporting is done through Cognos ReportNet and Metrics Manager as well as SQL Reporting Services. Please describe the following:
    a. The database management system used;
    b. Interoperability with SQL Server, Informatica and Cognos;
    c. Method used for canned reporting, i.e. report product used, whether reports are driven from live transactional databases, etc.;
    d. Any interface or middleware tools/utilities necessary for data moves and/or joins

to information to/from the data warehouse.

7. M-DCPS is in the process of finalizing a portal strategy.

    a. Please describe interoperability to various portal technologies including support for Active Directory Services (ADS), ADS Security Groups, ADS Group Policies, Services Oriented Architecture (SOA) and object portability.
    b. Please describe the underlying technology, which the system is built upon.
    c. Have you implemented the proposed software modules in a portal environment?

8. What are the platform minimum (hardware and operating system) client workstation requirements with regard to each of the bulleted items below?

    a. Client Workstation
    b. Minimum hard-drive size required
    c. Minimum RAM memory required
    d. Minimum processor speed required
    e. What Operating System is required

C. Software Requirements

1. Describe all 3rd Party Plug-Ins or Add-Ons and indicate how technical integration is achieved. How is compatibility and certification maintained for new releases/upgrades?

2. Any 3rd party products required or recommended at implementation (i.e. reporting, administration, management products and version control)

3. Is there any software installed on client machines? What are requirements for remote users? What off shore certification/import restrictions/procurement exist?

D. Standards and Technology

1. Identify developmental components, languages used, run-time modules, 'hard-coded' control or reference tables, etc.

2. How many languages does your product support?

3. Provide methodology on data conversion from existing systems, as well as descriptions of conversion utilities/tools that would be recommended.

E. Data Transfer

Does your application easily import and export files? What common formats does your software support? Please explain.

F. Security

1. Describe solution's security/authentication schema, including password authentication disabling, global/ individual setting, number of security levels, centralized/remotely administration, and 3rd party vendor security administration, if any.

2. Are audit trails, security, and exception reporting provided for all transactions? Describe the security applied to the database to prevent unauthorized access to data.

3. What method of encryption does the system use to encrypt messages and transactions? Or to protect private information in the database?

4. At what level is security available (organization, functions, screen, field, etc.)?

G. Implementation and Support

1. Support capability/organization, including help desk, support limitations (if any), escalation process & service level agreement thresholds. Are there any language limitations for the helpdesk (in country, in-language), do we need 7x24 availability.

2. What level of support is provided? What different service/support offerings are provided? Is data conversion and cleansing support included in the price of the software? Please Explain.

3. Is the system supplied with any documentation? If so, please list the type of documentation user, technical, etc. and how it is provided, electronic, hard copy, etc.

4. How many copies of the documentation are provided and in what format (i.e. paper, CD, etc.) any charge for additional copies? Will the District be able to load user documentation onto our system for end-user access?

5. Does your software and related tools have an automatic installation process?

6. Can your organization provide direct programming support in the event that modifications are required? What program languages are supported?

7. Does a standard implementation plan/guide exist? How would you approach the rollout with project management for 1100+ sites?

H. Professional Services

1. Are dedicated resources provided for implementation? If so, describe, including on-site vs. remote and time zone.

2. What implementation resources would be required from M-DCPS. What skill set, number of people and number of hours will be required?

3. Is installation/implementation support included in the purchase price of the software? Please explain.

I. Training

1. Do you offer “packaged” training courses? If so, please list the courses available.

2. Do you provide computer-based training (CBT) and web-based tutorials?

3. Do you provide customized courses for customers?

4. Is training included in the purchase price of the software? Please explain, including

number of seats, location of training.

J. Product Enhancements and Features

1. Describe your release strategy and upgrade methodologies/procedures including patches and fixes.

2. What are the 10 most frequently requested enhancements that are not standard in your current release or planned for your next release?

3. How is custom designed enhancements brought forward. What, if any, are the additional charges for these?

4. Please describe all major enhancements to the ERP product that are expected within the next 6 to 12 months.

5. What major enhancements and enhancement strategies are known for the long term?

6. How will information on enhancements be communicated to M-DCPS?

SECTION 3 – SOFTWARE FUNCTIONALITY (Excel File)

The following section is related to the attached Excel file. Please go to the attached excel document and perform the following:

1. Read the first tab entitled “Instructions and Definitions” and complete the company information session.
2. Read each Functional Description on each of the Process Tabs.
3. Reply to each Functional Description by selecting from the dropdown box in the column entitled “ERP Vendor”. Proposer must respond to ALL tabs.
4. When either (a) you have selected a response from the dropdown other than “5-Included in Base Product” or (b) the Functional Description contains the words “Please Describe…” or “Define…,” please provide an explanation in the “Comments” column. Note that you may also provide further explanation in the “Comments” column even if neither of the above criteria is applicable.
5. Please provide any additional documentation or back-up in Section VIII of the proposal binder to support any Comments or explanations made, if necessary. Any documentation or back up provided must be clearly marked with the Functional Description it is for and should be submitted in the same order as the Process Tabs.

SECTION 4 – PRICING

The purpose of this section is to obtain detailed information regarding the vendor solution’s cost structure for both product and service. Use the following cost formats as examples in preparing your proposal’s cost volume. Please refer to the instructions for each section for completing the pricing matrices. Vendors may submit other pricing proposals for consideration but should submit the following at a minimum. Vendor must include pricing for all modules, add-ons, tools etc. proposed to allow for the District to be fully functional on proposed modules.

Listed below (Tables 1 and 2) are two types of product pricing. Table 1 is to be completed if you are pricing the product by module. Table 2 is for pricing the product by user. Please indicate

below whether you are pricing by module, by user or a combination of both. Please replicate the tables below to provide your response. Please provide comments and explanation where requested or necessary.

ALL 3RD PARTY SOFTWARE THAT IS BEING PROPOSED AS PART OF THE FUNCTIONAL SOLUTION MUST BE INCLUDED IN THE PRICING TABLES BELOW.

☐ Price by module ☐ Price by user ☐ Combination

Cost Format One: Pricing by Module

Table 1 - Software Pricing by Module

Item Name	Unit Price	Annual Maintenance Contract	Documentation	Totals
Module 1				
Module 2				
Module 3				
Module *n*				
...				
...				
...				
Totals				

Comments

Cost Format Two: Pricing by Concurrent User/Seat License

Table 2 - Software Pricing by Seat License

Concurrent Users	Item Name	Unit Price	Annual Maintenance Contract	Documentation	Totals
...					
...					
...					
Totals					

Comments

Pricing for Tools

Listed below (Table 3) is the pricing matrix for tools (proprietary or 3rd party) that are part of the proposed solution but not included in the pricing above. Where possible, include the pricing in the above tables.

Table 3 – Tools Pricing

Item	Unit Cost	Quantity Base	Extended Cost
Totals			

Comments

Pricing for Services:

Listed below is the pricing matrix for training. Please address suggested class size, number of classes, and training locations in the Comments field provided.

Training Costs

Module	Pre-Implementation Training Units	Technical Training Units	Functional User Training Units	Cost per Unit	Training Materials	Totals
…						
…						
…						
Totals						

Comments:

Pricing for Professional Services

Listed below is the pricing matrix for services. Please address the type of professional implementation services provided and their respective hourly rate.

Services Costs

Type of Staff	Hourly Rate
Ex. Project Manager	
Ex .Senior Consultant	

Comments

XVIII. LIVE DEMONSTRATIONS

Selected Proposer(s) will be required, **AT NO CHARGE to M-DCPS,** to provide a live demonstration of their ERP software. Selected Proposer(s) must be available for such demonstration between June 19, 2006 and June 28, 2006 at an M-DCPS administration building.

Technical evaluation sub-committees will be in attendance to verify and pose questions to the Selected Proposer(s). Demonstration results will be reported to the Selection Committee for evaluation purposes.

Details on the requirements for the demonstration will be available on the M-DCPS Procurement website by May 26, 2006. Proposer(s) selected to conduct a live presentation will be notified on June 12, 2006.

XIX. TERMS OF CONTRACT

The purpose of the proposal is to establish a contract(s) at firm unit prices for the items listed from date of award until time of installation of each module. All prices shall be firm for perpetual, concurrent licenses. The successful proposer(s) agrees to this condition by signing its proposal.

Maintenance and Support Fees after the expiration of the initial warranty period shall be priced at a firm fixed fee schedule for six (6) years. Over the 6-year period maintenance and support fees shall not increase more than the CPI or 5%, whichever is lower.

If selected, the proposer(s) shall agree to hold harmless, indemnify and defend the indemnities, as hereinafter defined, against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this Request for Proposals by or on behalf of the proposer, excluding only the sole negligence or culpability in the indemnities. The following shall be deemed to the indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

The School Board of Miami-Dade County, Florida, reserves the right to terminate any contract resulting from this proposal in the event that the service rendered does not comply with the provisions of the proposal and/or is not satisfactory and proper, as determined by the School Board.

XX. EVALUATION OF PROPOSALS

Proposals will be reviewed and evaluated by a selection committee, on the basis of qualifications, and evaluation criteria as set forth in the RFP. Proposals deemed to meet the Districts needs will be moved forward for further consideration. Proposal's moved for further consideration will be requested to provide a live-demonstration of the product at a committee meeting. Details on the requirements for the demonstration will be available on the M-DCPS Procurement website by May 26, 2006. The School Board may also visit installed sites listed as references to view the product in a normal work-environment.

Evaluation consideration will include the following specific criteria:

- Proposer(s)'s ability to provide items specified in the RFP;
- Live demonstration of their product
- Site visits or conference calls with references, if required
- Overall support services provided by the proposer(s), Detailed descriptions of the company's plan to support the implementation of this program for M-DCPS;
- Software price;
- Ability to accommodate M-DCPS district volume (schools, students, vendors, and employees)
- Ability to prevent unauthorized access to sensitive data through role based security and/or encryption schemes;
- Software maintenance costs and associated multi-year caps;
- Required additional hardware/software costs if any;
- Training costs;

The school district reserves the right to reject any and all proposals submitted. The School Board is not obligated to place any order for any services subsequent to the award of this proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the product and/or services that may be required by the School Board.

If a final selection is made, contract to purchase hardware, software and/or services, statements of work, and/or an agreement for pilot program, acceptable to the Attorney for the School Board, may be entered into with successful proposer(s). No debriefing or discussion will be held with unsuccessful proposer(s).

The selection committee will consist of the following or their designees:
Ofelia San Pedro, Deputy Superintendent, Business Operations
Martin A. Berkowitz, Chief Financial Officer
Maria Vidal, Executive Officer, Human Resources
Patricia Freeman, Director, MWBE and Related Services
Deborah Karcher, Executive Officer, Information Technology Services
Kathleen Caballero, Director, Region II
Representative from outside agency (TBD)

Allan Vann, Chief Auditor (non-voting)
Joseph Gomez, Assistant Superintendent, Procurement Management Services (non-voting)
Linda Leasburg-Kramer, Supervisor, Procurement Management, (non-voting)

SCHEDULE

The planned schedule for review of proposals is as follows:

Posting: May 3, 2006
Opening of Proposals: May 25, 2006
Evaluation of Proposals: June 9, 2006
Vendor Presentations and Demonstrations: June 19, 2006 thru June 28, 2006
Vendor Selection: June 29, 2006
Award: July 12, 2006

Above dates may vary based on number of submissions moved forward for testing and the available resources of ITS.

Software Functionality: Instructions for Completion

Within each process tab, there is a list of "Functional Descriptions" which we would like you to individually address in the following manner:

1. Fill-in the Proposer information at the bottom of this worksheet

2. Read each Functional Description within each Process Tab

3. Reply to each Functional Description by selecting one of the following choices from the dropdown box in the column entitled "ERP Vendor":

1 - Not Applicable	*Not Applicable or the system cannot support the requirement. More of a Process or Change Improvement; not necessarity a tangible ERP based concept.*
2 - System Accomodates this feature with a Customization	*The system can accommodate this feature by customizing the application*
3 - System Accomodates this feature with a Work Around	*The system can accommodate this feature if the process is changed*
4 - System Accomodates with 3rd Party Solution	*The need of a 3rd party service provider support is required for this element.*
5 - The System includes this feature in the Base Product	*The system will accommodate this requirement with standard configuration. No additional changes are necessary.*

4. When either (a) you have selected a response from the dropdown other than "5-Included in Base Product" or (b) the Functional Description contains the words "Please Describe…" or "Define…," please provide an explanation in the "Comments" column. Note that you also may provide further explanation in the "Comments" column even if neither of the above criteria is applicable.

Proposer is Requested to supply the following information:

Proposers Legal Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact E-Mail: _____

Miami-Dade County Public Schools: General Functionality (GF)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GF001	General Functionality	Ability for all systems to be capable of handling leap years.	1 - NA / Not Supported	
GF002	General Functionality	Ability to deliver the following toolset: • Adding new screens • Adding new fields • Increasing field sizes • Changing field description • Adding custom tables	1 - NA / Not Supported	
GF003	General Functionality	Ability to be table driven with effective, future effective and expiration date processing capabilities.	1 - NA / Not Supported	
GF004	General Functionality	Provides for user control of table maintenance.	1 - NA / Not Supported	
GF005	General Functionality	Ability to maintain historical data/archive based on user defined rules for purging.	1 - NA / Not Supported	
GF006	General Functionality	Allows authorized users to make table changes that will affect processing without requiring the modification of source code.	1 - NA / Not Supported	
GF007	General Functionality	Ability to support the following data capture methods: • Screen entry • Import files • Web Based • IVR • PDA	1 - NA / Not Supported	
GF008	General Functionality	Ability to provide a unique employee identification number in addition to the social security number.	1 - NA / Not Supported	
GF009	General Functionality	Ability to support unlimited user defined tables.	1 - NA / Not Supported	
GF010	General Functionality	Ability to provide an on-line content specific help function.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Functionality (GF)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GF011	General Functionality	Ability to provide on-line edits, real time verification of data with explanations for transaction error/mismatches.	1 - NA / Not Supported	
GF012	General Functionality	Ability to create user definable fields with associated logic.	1 - NA / Not Supported	
GF013	General Functionality	Automatic system prompting or population following event changes.	1 - NA / Not Supported	
GF014	General Functionality	Allow for on-line drill down capabilities.	1 - NA / Not Supported	
GF015	General Functionality	Ability to provide real time calculation for fields.	1 - NA / Not Supported	
GF016	General Functionality	Ability to change the navigation flow of data entry screens, based on event, security and user role.	1 - NA / Not Supported	
GF017	General Functionality	Ability to store event authorizations.	1 - NA / Not Supported	
GF018	General Functionality	Ability to provide user definable screen design.	1 - NA / Not Supported	
GF019	General Functionality	Ability to enable users to sign on to system and interact in home country language with data stored in English.	1 - NA / Not Supported	
GF020	General Functionality	Ability to secure data to meet privacy requirements.	1 - NA / Not Supported	
GF021	General Functionality	Ability to provide a web-accessible knowledge base of HR policy information for employees, managers, HR staff, and call center representatives. Access should be controlled and tailored by employee, role, organizational group and level.	1 - NA / Not Supported	
GF022	Data Management	Ability to include a backup process as an integral part of daily processing.	1 - NA / Not Supported	
GF023	Data Management	Ability to process the estimated transactions within the defined processing window.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Functionality (GF)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GF024	Data Management	Ability to update all employee records due to changes in employee identification number.	1 - NA / Not Supported	
GF025	Data Management	Ability to change employee identification numbers.	1 - NA / Not Supported	
GF026	Data Management	Ability to support an automated scheduling capacity for exporting files.	1 - NA / Not Supported	
GF027	Data Management	Ability to support online access for at least five calendar and fiscal year of history (Accessibility to historical and current data).	1 - NA / Not Supported	
GF028	Data Management	Ability to support an automated documented process to create and archive time card data based on previously established work rules. Archived information should include employee punch detail, manual transactions, and accrual data.	1 - NA / Not Supported	
GF029	Data Management	Ability to support an automated process for restoring archived data.	1 - NA / Not Supported	
GF030	Data Management	Ability to offer an automated migration tool with reporting capabilities.	1 - NA / Not Supported	
GF031	Reporting	Ability to support ad-hoc reporting and querying capabilities.	1 - NA / Not Supported	
GF032	Reporting	Ability to sort on user defined variables.	1 - NA / Not Supported	
GF033	Reporting	Ability to create reports with user defined calculations.	1 - NA / Not Supported	
GF034	Reporting	Ability to review reports on-line.	1 - NA / Not Supported	
GF035	Reporting	Ability to provide organizational chart reporting.	1 - NA / Not Supported	
GF036	Reporting	Ability to provide historical reporting capabilities.	1 - NA / Not Supported	
GF037	Reporting	Ability to provide event driven reports.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Functionality (GF)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GF038	Reporting	Ability to provide point in time reporting capabilities.	1 - NA / Not Supported	
GF039	Reporting	Ability to reflect organizational structure in reports.	1 - NA / Not Supported	
GF040	Reporting	Ability to provide drill down queries.	1 - NA / Not Supported	
GF041	Reporting	Ability to create matrix reports.	1 - NA / Not Supported	
GF042	Reporting	Ability to create form letters/emails with variable information.	1 - NA / Not Supported	
GF043	Reporting	Ability to provide ”push” reporting to distribution lists electronically based on user driven timing, timeframe and organizational parameters.	1 - NA / Not Supported	
GF044	Reporting	Ability to provide user access to information for reports, queries, or database views based on security profile.	1 - NA / Not Supported	
GF045	HR Reporting	Ability to produce standard EEO reports.	1 - NA / Not Supported	
GF046	HR Reporting	Ability to produce reports of Unemployment and workers compensation by state.	1 - NA / Not Supported	
GF047	HR Reporting	Ability to produce a Veterans report.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Information Technology Services & Security (ITS)

Ref. #	Sub-Process	Functional Description	Response	Comments
ITS001	Information Technology	Has your product been implemented in other organizations that use Windows Active Directory Services (ADS)? Please describe.	1 - NA / Not Supported	
ITS002	Information Technology	Can your product be configured to work with the password user self-reset/ password synching product P-Synch, which M-DCPS uses? Please describe.	1 - NA / Not Supported	
ITS003	Information Technology	Can user authentication be passed through your product to any 3rd Party Plug-Ins or Add-Ons? Please describe	1 - NA / Not Supported	
ITS004	Information Technology	Has your product been configured to work with VMWare, which M-DCPS uses? Please describe	1 - NA / Not Supported	
ITS005	Information Technology	Has your product been configured to work with Software AG Adabas, which M-DCPS uses? Please describe.	1 - NA / Not Supported	
ITS006	Information Technology	Has your product been configured to work with SQL, which M-DCPS uses? Please describe.	1 - NA / Not Supported	
ITS007	Information Technology	Has your product been configured to work with Informatica, which M-DCPS uses? Please describe.	1 - NA / Not Supported	
ITS008	Information Technology	Has your product been configured to work with Cognos, which M-DCPS uses? Please describe.	1 - NA / Not Supported	
ITS009	Information Technology	Will your application run under the Window 2003 server operating system? Please describe.	1 - NA / Not Supported	
ITS010	Information Technology	Does your application support SAN data access? Please describe.	1 - NA / Not Supported	
ITS011	Information Technology	MDCPS currently uses Veritas (Symantec) Data Backup technology. Can this technology be used to backup your application data? Please describe.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Information Technology Services & Security (ITS)

Ref. #	Sub-Process	Functional Description	Response	Comments
ITS012	Information Technology	Communication between the mainframe and servers may be done in many ways. If you require this communication, specify in detail the process you use for the communication. Please describe.	1 - NA / Not Supported	
ITS013	Security	Ability for your product to work with IBM mainframe RACF security, which will still be in use during implementation of your product? Please describe.	1 - NA / Not Supported	
ITS014	Security	Ability to support access control via user id and password. Please describe.	1 - NA / Not Supported	
ITS015	Security	Ability to record all transactions with user ID and time stamp. Please describe.	1 - NA / Not Supported	
ITS016	Security	Ability to provide a complete audit trail of all transactions. Please describe.	1 - NA / Not Supported	
ITS017	Security	Ability to select transactions for auditing. Please describe.	1 - NA / Not Supported	
ITS018	Security	Ability to custom flag fields to be audited. Please describe.	1 - NA / Not Supported	
ITS019	Security	Ability to support field level security. Please describe.	1 - NA / Not Supported	
ITS020	Security	Ability to restrict screen access based on user level or group. Please describe.	1 - NA / Not Supported	
ITS021	Security	Ability to support password changes directly by users as opposed to being centrally performed by the security administrator. Please describe.	1 - NA / Not Supported	
ITS022	Security	Ability to automatically provide new users with log-in and user level access privileges without the involvement of a security administrator. Please describe.	1 - NA / Not Supported	
ITS023	Security	Supports auto logoff of inactive users. Please describe.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Information Technology Services & Security (ITS)

Ref. #	Sub-Process	Functional Description	Response	Comments
ITS024	Security	Supports user controllable auto logoffs intervals. Please describe.	1 - NA / Not Supported	
ITS025	Security	Ability to limit the number of unsuccessful password attempts. Please describe.	1 - NA / Not Supported	
ITS026	Security	Ability to support on-line screens that maintain security levels and screen access privileges. Please describe.	1 - NA / Not Supported	
ITS027	Security	Supports the ability to modify an individual's access privileges . Please describe.	1 - NA / Not Supported	
ITS028	Security	Ability to provide a complete audit trail of all transactions entered including entry source both at terminal ID and user ID. Please describe.	1 - NA / Not Supported	
ITS029	Security	Ability for the system to provide an error log and user defined capability for reporting from error log. Please describe.	1 - NA / Not Supported	
ITS030	Security	Ability to force creation of a unique password each time the user is prompted to change the password . Please describe.	1 - NA / Not Supported	
ITS031	Security	Ability to provide for flexible security hierarchy, not constrained by reporting and organizational structure. Please describe.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP001	Vendor Management	Define your ability to archive vendors as required with option of retaining or purging history.	1 - NA / Not Supported	
AP002	Vendor Management	Define your ability to retain vendor history including current period, year to date and all prior history with ability to view referenced documents from any year without exiting the system.	1 - NA / Not Supported	
AP003	Vendor Management	Define your ability to hold/release payment for specified vendors or parent/vendor groups.	1 - NA / Not Supported	
AP004	Vendor Management	Define your ability for automatically retrieving vendor name and address, goods ordered and received and unit prices based on purchase order number for invoice processing.	1 - NA / Not Supported	
AP005	Vendor Management	Define your ability to generate workflow email notifications to vendors requesting refunds for credits issued and not taken after a specified period of time.	1 - NA / Not Supported	
AP006	Vendor Management	Define your ability to notify vendors of changes/adjustments to invoices including but not limited to: • Supplying the Districts Tax Exempt number in cases where sales tax was deducted from the invoice • When invoice is automatically adjusted for freight charges based on validation with bid/contract • Other invoice deductions such as vendor violations, quality issues or short shipments	1 - NA / Not Supported	
AP007	Reporting	Define your ability to have a report writer/data query environment.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP008	Reporting	Define your software's report writer and ad-hoc query tools including support for multi-dimensional data analysis with drill down capability.	1 - NA / Not Supported	
AP009	Reporting	Provide a list of your software's "out-of the-box" AP Reports.	1 - NA / Not Supported	
AP010	Reporting	Define your ability to allow user defined online or hard copy reports utilizing ad-hoc query/reporting tool. Examples include, but are not limited, to: • Invoice Number • Vendor Number • Invoice Date • Account Structure • By Invoice Status • By PO Status of invoice including but not limited to: • Matched/Unmatched Invoices • Invoices on Hold • Paid/Unpaid Invoices • Rejected Invoices	1 - NA / Not Supported	
AP011	Reporting	Define your ability to provide a vendor portal/vendor self-service including but not limited to: • Secure Access including automatic password resets • Restricting data available to vendors • Ability to select invoices for early payment by offering a discount • ad-hoc reporting with drill-down capabilities	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP012	Reporting	Define your ability to drill down to AP Summary and Detail from other modules including but not limited to: • General Ledger • Fixed Assets • Purchasing • Treasury Management	1 - NA / Not Supported	
AP013	Reporting	Define your ability to view and print AP history by key fields, but not limited to: • Vendor • PO Number • Invoice number • Invoice Date • Gross Amount • Check Date • Check Number • Account Structure	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP014	Reporting	Define your ability to report on Key Performance Indicators such as, but not limited to: • Average Days Paid • Average AP Turn Around Time • Total Number of Invoice's Processed • Total Number of Invoice's Processed by source i.e., manual entry, recurring invoices and file feeds by type • Total Number of Invoices Processed by Operator • Total Number of PO's Processed • Total Number of Invoice Line Items Processed • Number of Open Invoices greater than 45, 90, 120 days • Number of worksites disabled from entering requisitions • Average Time a worksite is disabled • Frequency of worksites being disabled	1 - NA / Not Supported	
AP015	On-Line Inquiry	Define your wildcard search capability through the system.	1 - NA / Not Supported	
AP016	On-Line Inquiry	Define your ability to move from screen to screen without having to re-enter key information.	1 - NA / Not Supported	
AP017	Processing	Define your ability to optically image invoice documentation for input and verification, both before and after payment. Imaging repository will be in Legato 5.0.	1 - NA / Not Supported	
AP018	Processing	Define your ability to tie image of invoice to AP record and available to all locations as well as via a portal.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP019	Processing	Define your software's process for entering invoices including but not limited to: • Recording relevant comments for invoice transactions	1 - NA / Not Supported	
AP020	Processing	Define your ability to add/remove/modify Invoice entry screens.	1 - NA / Not Supported	
AP021	Processing	Define your ability to add/remove/modify Invoice entry data fields.	1 - NA / Not Supported	
AP022	Processing	Define your ability to accept invoices submitted via electronic methods.	1 - NA / Not Supported	
AP023	Processing	Define your ability to: • Track AP Processing Time, by step • Operator ID for additions and modifications	1 - NA / Not Supported	
AP024	Processing	Define your ability to accept and track problem/rejected invoices that include but are not limited to: • PO Number not provided • PO Number not valid • Invoice does not balance	1 - NA / Not Supported	
AP025	Processing	Define your ability to generate email notifications to: • Purchasing Buyer • Work Site • Originator • Vendor providing Invoice/PO information explaining why invoice: • exceeds Purchase Order Amount • has a price discrepancy • has a receiving discrepancy • is being placed on hold • is being returned (Not accepted by AP)	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP026	Processing	Provide a list of your software's "out of the box" on-line and batch processing system edits for invoice processing. Please describe.	1 - NA / Not Supported	
AP027	Processing	Provide a list of your software's "out-of the-box" on-line and batch processing system edits for identifying potential duplicate payments. Please describe.	1 - NA / Not Supported	
AP028	Processing	Define your ability to override a duplicate payment edit when it is determined the invoice is not an actual duplicate.	1 - NA / Not Supported	
AP029	Processing	Define your ability for systematically performing on-line 2, 3 and 4 way matching of PO/Receipt/Invoice/Inspection, subject to defined rules/tolerances.	1 - NA / Not Supported	
AP030	Processing	Define your ability for systematically performing batch 2, 3 and 4 way matching of PO/Receipt/Invoice/Inspection, subject to defined rules/tolerances.	1 - NA / Not Supported	
AP031	Processing	Define your ability to define matching tolerances for: • Price - percentage and/or dollar • Receiving - percentage and/or dollar • Freight - percentage and or dollar	1 - NA / Not Supported	
AP032	Processing	Define your ability to allow multiple invoices to be processed on a single purchase order, while preventing overpayment (Paying twice for the same item).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP033	Processing	Define your ability to address items that appear on invoices that were not stated on the PO including but not limited to: • Item Substitution • Additional Charges • Free Material	1 - NA / Not Supported	
AP034	Processing	Define your ability to validate/confirm unit prices from bids and contracts.	1 - NA / Not Supported	
AP035	Processing	Define your ability to determine whether freight charges are allowed based on bid and contract awards.	1 - NA / Not Supported	
AP036	Processing	Define your ability to change/override the reference PO number on invoice entry pages without having to delete and re-enter the entire invoice.	1 - NA / Not Supported	
AP037	Processing	Define your ability to pay a vendor number other than the vendor number on the Purchase Order.	1 - NA / Not Supported	
AP038	Processing	Define your ability to capture pass through data from the purchase order including but not limited to: • Project level information • Work order number • Account Code/structure • Fixed Asset information • Quantity and Unit of Measure	1 - NA / Not Supported	
AP039	Processing	Define your ability to allow multiple account entries from one or more invoices to pay a single purchase order with multiple allocation methods including but not limited to: • Percentage allocation • Flat dollar amount allocation	1 - NA / Not Supported	
AP040	Processing	Define your ability to process credit memo's and how it affects the Purchase Order.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP041	Processing	Define your ability to authorize and restrict who can release a matching discrepancy.	1 - NA / Not Supported	
AP042	Processing	Define your ability to generate Payment based on on-line receipt, Evaluated Receipt Settlement.	1 - NA / Not Supported	
AP043	Processing	Define your ability to process a single invoice against multiple Purchase Orders.	1 - NA / Not Supported	
AP044	Processing	Define your ability to perform online approvals of invoices.	1 - NA / Not Supported	
AP045	Processing	Define your ability to: • Pro-rate freight • Pro-rate Discounts Earned • Other miscellaneous charges across invoice lines	1 - NA / Not Supported	
AP046	Processing	Define your ability to Auto calculate sales and use tax, including look-up of Tax Rate.	1 - NA / Not Supported	
AP047	Processing	Define your ability to ensure balance between invoice total and distribution total for all process methods.	1 - NA / Not Supported	
AP048	Processing	Define your ability to prevent specified users from modifying invoice data once the invoice has reached approval status.	1 - NA / Not Supported	
AP049	Processing	Define your ability to place/remove an invoice on a Hold Status and specify reason codes for placing and removing the hold.	1 - NA / Not Supported	
AP050	Processing	Define your ability to disallow an originating worksite from entering requisitions until resolution of invoice problem is obtained.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP051	Processing	Define your ability to notify disallowed originating worksites the reason they have been disallowed from entering requisitions including the vendor name, PO Number, Invoice number and status of invoice.	1 - NA / Not Supported	
AP052	Processing	Define your ability to allow multiple users to process against the same vendor number or Purchase Order number concurrently.	1 - NA / Not Supported	
AP053	Processing	Define your ability to allow invoices manually entered to go through a verification process prior to scheduling payment date.	1 - NA / Not Supported	
AP054	Processing	Define your ability to allow "reverse keying" for selected fields to test accuracy of input.	1 - NA / Not Supported	
AP055	Processing	Define your software's Recurring Invoice processing including but not limited to: • Set-up process • modification process • Approval process	1 - NA / Not Supported	
AP056	Processing	Define your ability to cancel/close/delete an invoice with a reason for non-payment and retaining the document in invoice history as well as the associated audit trail.	1 - NA / Not Supported	
AP057	Processing	Define your ability to make adjustments to Invoices/Payments after period is closed with associated audit trail.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP058	Processing	Define your ability to accept and reject imported files containing invoice and payment information with multiple distribution lines that are created outside of the AP module including but not limited to: • Utilities • Construction • Customer Refunds • Payroll Garnishments	1 - NA / Not Supported	
AP059	Processing	Define your ability to accept and reject imported files containing invoice and payment information with multiple distribution lines that are received using various EDI formats.	1 - NA / Not Supported	
AP060	Processing	Define your ability to close invoices with corresponding credits netting zero and indicate cross-referencing invoice numbers without requiring a check to be issued or a check cycle to be run.	1 - NA / Not Supported	
AP061	Processing	Define your ability to enabling business rules that systematically close/purge purchase orders for which invoices are not received subject to defined aging thresholds including notifying the vendor and Purchasing buyer in advance of the purchase order number and date.	1 - NA / Not Supported	
AP062	Processing	Define your ability in preventing the closing/deleting of Purchase Orders when an unpaid invoice references that Purchase Order Number.	1 - NA / Not Supported	
AP063	Payments	Define your ability to print checks from a central and multiple locations	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP064	Payments	Define your ability to pay multiple invoices with multiple distribution lines on a single check as well as on demand check based on user defined criteria including but not limited to: • Discount Due Date • Net Due Date • Payment entity and provide detail of invoices included in the remittance	1 - NA / Not Supported	
AP065	Payments	Define your ability to automatically update the history file with check information and the General Ledger, liquidating the associated encumbrances.	1 - NA / Not Supported	
AP066	Payments	Define your ability to process payments on multiple cycle's including but not limited to: • Daily • Twice Weekly • Weekly	1 - NA / Not Supported	
AP067	Payments	Define your ability to automatically calculate and record discount earned/discount lost and generate/schedule payment based on status.	1 - NA / Not Supported	
AP068	Payments	Define your ability to include/exclude specific invoices in pay cycle.	1 - NA / Not Supported	
AP069	Payments	Define your ability to partially pay an invoice, allowing payment of line items received rather than leaving the entire invoice open because some items were not received.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP070	Payments	Define your ability to allow authorized users to record voided and/or stop payment checks on-line • With automatic generation of the appropriate accounting entries • with updates to the positive pay file	1 - NA / Not Supported	
AP071	Payments	Define your ability to retain history of invoice payment when a check is voided or stop paid and verify whether a check was reissued to pay the invoice providing new check number and date.	1 - NA / Not Supported	
AP072	Payments	Describe your ability to systematically update status of invoices paid by ACH/wire transfers with bank transaction number, date etc..	1 - NA / Not Supported	
AP073	Payments	Define your ability to create Positive Pay File.	1 - NA / Not Supported	
AP074	Payments	Define your ability to create EDI Payment File.	1 - NA / Not Supported	
AP075	Payments	Define your ability to create EFT Payment Files.	1 - NA / Not Supported	
AP076	Payments	Define your ability to indicate/assign beginning check number by bank for: • a system generated check run • for on-demand check	1 - NA / Not Supported	
AP077	Payments	Define your ability to handle check overflow for: • a system generated check run • for on-demand check	1 - NA / Not Supported	
AP078	Payments	Define your ability to produce copies of checks.	1 - NA / Not Supported	
AP079	Payments	Define your ability to limit access to check printing process.	1 - NA / Not Supported	
AP080	Payments	Define your ability to utilize a signature cartridge or signature bitmap on a secured drive.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP081	Payments	Define your ability to generate: • Trial Check Register • Payment Register	1 - NA / Not Supported	
AP082	Accounting Functions	Define your software's AP Closing process for any given period based on items entered into the AP module including but not limited to: • Types of accruals created • Type of entries created to be feed into the general ledger • Balancing of Inter-company interfaces	1 - NA / Not Supported	
AP083	Accounting Functions	Define your ability to automatically liquidate associated encumbrances, encumber in one area and charge expenditure in another, as invoices are processed.	1 - NA / Not Supported	
AP084	Accounting Functions	Define your ability to designate the accounting period to which an invoice is to be posted to including but not limited to: • Ability to allow invoice entry for multiple accounting periods concurrently • Ability to hold posting even after invoice verification • Ability to capture justification comments and audit trail on invoice being un-posted	1 - NA / Not Supported	
AP085	Accounting Functions	Define your ability to automatically post Accounts Payable activities to the General Ledger in detail or summary.	1 - NA / Not Supported	
AP086	Accounting Functions	Define your ability to restrict entry of Accounts Payable activity without affecting the General Ledger period.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Payable (AP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AP087	Accounting Functions	Define your ability to handle 1099s including but not limited to: • Ability to track and report 1099 Supplier as Self Employed, Partnerships, etc • Ability to identify which line items from a 1099 Supplier are 1099 applicable or exempt • Ability to process 1099 balance conversions • Ability to run 1099 reports centrally • Ability to report 1099s electronically or through magnetic media	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR001	Customer Master	Ability to define multiple customer addresses and parent/child location relationship/grouping in the customer master file, including the ability to identify duplicate customer numbers and the ability to determine which address prints on receipts, statements, invoices, refund checks and late charge/penalty charge notifications.	1 - NA / Not Supported	
AR002	Customer Master	Define your ability to accommodate information in the customer master file including, but not limited to: • Customer number • Customer Name • Multiple addresses • Multiple telephone/fax numbers • Email addresses • URLs • Contact names • Bill-To, Remit-From and bank information for electronic payments	1 - NA / Not Supported	
AR003	Customer Master	Define your ability to provide flexible customer search capabilities, including but not limited to: • Full or partial customer's name • Customer Number • Account Number • Wildcard searches	1 - NA / Not Supported	
AR004	Customer Master	Define your ability to cross-reference fields in the vendor and customer master files to link customer account numbers to vendor numbers (some customers may also be vendors).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR005	Customer Master	Define your ability to: • Define customer credit limits at the customer level • Monitor customer balances versus credit limits • Place customers on credit hold as needed	1 - NA / Not Supported	
AR006	Customer Master	Define your ability to deactivate/reactivate • Customers • Customer accounts	1 - NA / Not Supported	
AR007	Customer Master	Define your ability to classify customers by user-defined classification codes.	1 - NA / Not Supported	
AR008	Customer Master	Define your ability to track and update address changes using unique identifiers including but not limited to: • Social security number • Driver's license	1 - NA / Not Supported	
AR009	Customer Master	Define your ability to utilize alphanumeric characters for customer numbers.	1 - NA / Not Supported	
AR010	Customer Master	Define your ability to auto generate: • Customer Master File Numbers • Invoice Numbers while ensuring that duplication does not occur.	1 - NA / Not Supported	
AR011	Customer Master	Define your ability to restrict access to add/modify/delete customer information.	1 - NA / Not Supported	
AR012	Customer Master	Define your ability to track additions/deletions/modifications to the customer master file with an audit trail (including operator ID, date, time, etc.).	1 - NA / Not Supported	
AR013	Customer Master	Define your ability to validate user-defined customer codes during online entry.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR014	Customer Master	Define your ability to archive Customers and customer accounts with option of retaining or purging history.	1 - NA / Not Supported	
AR015	Customer Master	Define your ability to flag customers who have previously issued a bad check.	1 - NA / Not Supported	
AR016	Customer Master	Define your ability to record a designated collections manager and/or key contact by account.	1 - NA / Not Supported	
AR017	Billing	Define your ability to generate invoices where no payment is required/expected - zero balance.	1 - NA / Not Supported	
AR018	Billing	Define your ability to track differences between amount billed and amount realized.	1 - NA / Not Supported	
AR019	Billing	Define your ability to attach optically imaged or electronic documentation to an invoice. Imaging repository will be in Legato 5.0.	1 - NA / Not Supported	
AR020	Billing	Define your ability to include various sources of funding for billing.	1 - NA / Not Supported	
AR021	Billing	Define your ability to link billing to various programs and projects.	1 - NA / Not Supported	
AR022	Billing	Define your ability to generate "request for payments" from grantors and cross referencing payment information to other agency information and project numbers.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR023	Billing	Define your ability to provide a customer portal/customer self-service including but not limited to: • Secure Access including automatic password resets • Restricting data available to customers • Ability to make payment via credit card • ad-hoc reporting with drill-down capabilities • Billing by fund • Billing by organization • Billing by Account • Billing by program	1 - NA / Not Supported	
AR024	Billing	Define your ability to create new open receivable items for unapplied credits and chargeback's.	1 - NA / Not Supported	
AR025	Billing	Define your ability to prevent an invoice from being entered twice into the system.	1 - NA / Not Supported	
AR026	Billing	Define your ability to enter receivable items including but not limited to: • Invoices • Credits memos • Debit memos online through manual entry as well as import receivables items electronically from the billing system.	1 - NA / Not Supported	
AR027	Billing	Define your ability to add credit memos that reduce receivable balances from the customer that include but not limited to: • Credit Memo Number • Credit Memo date • Invoice Number related to the credit • Credit Memo amount	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR028	Billing	Define your ability to calculate and bill customers retroactively from an adjustment that has been made after the event has taken place.	1 - NA / Not Supported	
AR029	Billing	Define your ability to allow users to manually add additional charges or deductions to customer invoice as needed.	1 - NA / Not Supported	
AR030	Billing	Define your software's review process prior to billing being generated/posted to customer accounts.	1 - NA / Not Supported	
AR031	Billing	Define your software's Recurring Invoice/Billing processing including but not limited to: • Set-up process • modification process • Approval process	1 - NA / Not Supported	
AR032	Billing	Define your ability to accommodate bar coding on invoices.	1 - NA / Not Supported	
AR033	Billing	Define your process for generating invoices: • Systematically • On Demand • Ready-To-Mail invoices prepared in accordance with governmental regulations	1 - NA / Not Supported	
AR034	Billing	Define your ability to cancel invoices and generate automatic reversal entries.	1 - NA / Not Supported	
AR035	Billing	Define your ability to capture expenditure data for billing purposes.	1 - NA / Not Supported	
AR036	Billing	Define your ability to: • Correct Invoices • Reprint Invoices • Generate a copy of an invoice	1 - NA / Not Supported	
AR037	Billing	Define your ability to generate invoices via electronic methods.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR038	Billing	Define your ability to future date invoices.	1 - NA / Not Supported	
AR039	Billing	Define your ability to include billing date range and/or period on invoices.	1 - NA / Not Supported	
AR040	Billing	Define your ability to include/exclude in billing data including but not limited to: • Data elements • Allowable charges • Overhead	1 - NA / Not Supported	
AR041	Billing	Define your ability to include/exclude different customers or customer groups in a billing cycle based on user-defined parameters.	1 - NA / Not Supported	
AR042	Billing	Define your ability to record relevant or customer communication regarding an invoice and store the communication data with the invoice record.	1 - NA / Not Supported	
AR043	Billing	Define your ability to record customer information including but not limited to: • Balance forward • Account activity • Balance due	1 - NA / Not Supported	
AR044	Billing	Define your ability to set up one time customers with minimal data entry.	1 - NA / Not Supported	
AR045	Billing	Define your ability to show the actual date that the invoice was entered into the system.	1 - NA / Not Supported	
AR046	Billing	Define your ability to split invoices between multiple funds.	1 - NA / Not Supported	
AR047	Cash Application	Define your ability to track payments through their processing cycle.	1 - NA / Not Supported	
AR048	Cash Application	Define you ability to allow users to define levels of approval authority for adjustments.	1 - NA / Not Supported	
AR049	Cash Application	Define your ability to use multiple bank accounts for deposit of cash receipts.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR050	Cash Application	Define your ability to record payment date, customer check number and check amount.	1 - NA / Not Supported	
AR051	Cash Application	Define your ability to allow users to apply payment receipts to multiple open items (invoices/debit memos) and define specific amounts for each.	1 - NA / Not Supported	
AR052	Cash Application	Define your ability to apply cash receipts to customer accounts (on-account payments) and support prepayment for future-dated invoices.	1 - NA / Not Supported	
AR053	Cash Application	Define your ability to handle cash receipts for items other than invoices (i.e., unapplied cash. Miscellaneous cash receipts and other GL accounts). This is sometimes referred to as direct journal entry and provides flexibility for handling/tracking of unidentified cash receipts that can be applied to customer accounts/invoices at a later time.	1 - NA / Not Supported	
AR054	Cash Application	Define your ability to reopen invoices/debit memos automatically when NSF Checks are received.	1 - NA / Not Supported	
AR055	Cash Application	Define your ability to support multiple reversals and collection processes for NSF checks.	1 - NA / Not Supported	
AR056	Cash Application	Define your ability to write-off a receivable amount at time of cash application based on partial payment received and invoice written off using predefined GL distribution codes.	1 - NA / Not Supported	
AR057	Cash Application	Define your ability to auto generate bank deposit slips.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR058	Cash Application	Define your ability to provide cash application functionality that allows users to match receipts through a graphical interface that gives flexibility to sort by user-defined criteria.	1 - NA / Not Supported	
AR059	Cash Application	Define your ability to search for specific payments and determine payment status including invoice(s) the payment was applied to.	1 - NA / Not Supported	
AR060	Cash Application	Define your ability for automated cash application to electronically match cash receipts to open items based on flexible user defined cash application rules.	1 - NA / Not Supported	
AR061	Cash Application	Define your ability to process single or partial payment against multiple invoices.	1 - NA / Not Supported	
AR062	Cash Application	Define your ability to search for the accounts and invoices affected by a payment.	1 - NA / Not Supported	
AR063	Cash Application	Define your ability to identify and handle a customer overpayment including but not limited to: • Carrying a credit balance • Generating a refund	1 - NA / Not Supported	
AR064	Cash Application	Define your payment options for payments by receivable including but not limited to: • Electronically • Phone • Credit Card • ACH/Wire Transfers	1 - NA / Not Supported	
AR065	Cash Application	Define your ability to receive/process multiple payments for an invoice.	1 - NA / Not Supported	
AR066	Cash Application	Define your ability to accept payments in advance.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR067	Cash Application	Define your ability to generate customer refunds.	1 - NA / Not Supported	
AR068	Cash Application	Define your ability to: • Apply charges to NSF Checks • Charge Credit Card Fees • Apply Late payment fees	1 - NA / Not Supported	
AR069	Cash Application	Define your ability to calculate and apply interest charges and penalties based on established due dates.	1 - NA / Not Supported	
AR070	Cash Application	Define your ability to automatically update revenues and receivables based upon receipts.	1 - NA / Not Supported	
AR071	Cash Application	Define your ability to change or waive the fee/receivable amount at specific security levels based on user-defined criteria.	1 - NA / Not Supported	
AR072	Cash Application	Define your ability to distribute cash receipt deposits out to the department/location level and have information accessible on a real-time basis.	1 - NA / Not Supported	
AR073	Cash Application	Define your ability to generate a customer receipt as well as an internal transaction tape for each transaction.	1 - NA / Not Supported	
AR074	Cash Application	Define your ability to generate and save multiple receipt types by department/location.	1 - NA / Not Supported	
AR075	Cash Application	Define your ability to systematically update status of invoices paid by ACH/wire transfers with bank transaction number, date etc.	1 - NA / Not Supported	
AR076	Cash Application	Define your ability to post cash receipts.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR077	Cash Application	Define your ability to process all adjustments/maintenance and have the updated data available real-time for purposes of aging, trial balance and subsidiary ledger.	1 - NA / Not Supported	
AR078	Cash Application	Define your ability to process split or mixed tendering situations.	1 - NA / Not Supported	
AR079	Cash Application	Define your ability to project cash flow of receipts based on historical data by account receivable type.	1 - NA / Not Supported	
AR080	Cash Application	Define your ability to record miscellaneous cash receipts not related to invoicing.	1 - NA / Not Supported	
AR081	Cash Application	Define your ability to receive multiple payment methods for payment of one invoice.	1 - NA / Not Supported	
AR082	Cash Application	Define your ability to suspend partial payments and over-payments as separate open items against the original bill amount until the bill is fully cleared.	1 - NA / Not Supported	
AR083	Cash Application	Describe your ability to generate individual receipts for payments. More so, do you have a point-of-sale module?	1 - NA / Not Supported	
AR084	Customer Master	Define your ability to enter cash receipt's from a central and multiple locations.	1 - NA / Not Supported	
AR085	Customer Master	Define your ability to enter reimbursements (cash received) into an expense account.	1 - NA / Not Supported	
AR086	Collections	Define your ability to integrate with Payroll to resolve employees with balances requiring collection.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR087	Collections	Define your ability to record and categorize notes/comments on customer accounts including but not limited to: • Capturing date/time, invoice reference, customer contact name and setting follow-up date • Send conversational follow-up letters to customers via hardcopy, fax or email These notes/comments should be accessible from the customer master file, cash application screens and collection screens	1 - NA / Not Supported	
AR088	Collections	Define your ability to sort and display accounts receivable in a prescribed aging format.	1 - NA / Not Supported	
AR089	Collections	Define your ability to review aging data online by fiscal year or a rolling period basis by invoice date or due date.	1 - NA / Not Supported	
AR090	Collections	Define your ability to store multiple user-defined dunning messages.	1 - NA / Not Supported	
AR091	Accounting Functions	Ability to refund customer credit balances from AR to AP through an automated refund process where the process is initiated in AR, system links customer account number to vendor number and generates payment for approval in AP.	1 - NA / Not Supported	
AR092	Accounting Functions	Define your ability to allocate bills by fund number.	1 - NA / Not Supported	
AR093	Accounting Functions	Define your ability to roll-up bills by fund number and other fields.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR094	Accounting Functions	Define your ability to • predefine GL accounting distribution codes to control default accounting entries with ability to manually specify accounting entries as needed • allow user to override the default general ledger account(s) by an authorized user	1 - NA / Not Supported	
AR095	Accounting Functions	Define your ability for setting conditions for writing off uncollectible receivables subject to different dollar thresholds.	1 - NA / Not Supported	
AR096	Accounting Functions	Define your ability to define transaction codes for receivable transactions including but not limited to: • Invoice • Credit Memos • Debit Memos	1 - NA / Not Supported	
AR097	Accounting Functions	Define your ability to define reason codes for: • Write-offs • Adjustments • Credit/debit Memos	1 - NA / Not Supported	
AR098	Accounting Functions	Define your ability to allow users to define and assign a variety of payment terms and assign default payment terms at the customer level.	1 - NA / Not Supported	
AR099	Accounting Functions	Define your ability to define aging buckets and generate aging reports which query for payments 30, 60, 90, etc. days late.	1 - NA / Not Supported	
AR100	Accounting Functions	Define your ability to allow users to define discount calculations when setting up payment terms and override discounts as needed during cash application.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR101	Accounting Functions	Define your ability to allow users to: • Define finance charges/late payment penalties/NSF penalties • Assign default finance charge codes at the customer level • Allow users to waive/remove finance charges	1 - NA / Not Supported	
AR102	Accounting Functions	Define your ability to age items from: • Transaction Date • Payment Due Date • User Defined Dates	1 - NA / Not Supported	
AR103	Accounting Functions	Define your ability to create multiple: • Payment schedules • Billing Cycles	1 - NA / Not Supported	
AR104	Accounting Functions	Define your ability to reverse a cash receipt entry creating the appropriate account entries.	1 - NA / Not Supported	
AR105	Accounting Functions	Define your ability to void issuance of a receipt through system security.	1 - NA / Not Supported	
AR106	On-Line Inquiry	Define your wildcard search capability through the system.	1 - NA / Not Supported	
AR107	On-Line Inquiry	Define your ability to move from screen to screen without having to re-enter key information.	1 - NA / Not Supported	
AR108	Process	Provide a list of your software's "out-of the-box" AR Reports.	1 - NA / Not Supported	
AR109	Reporting	Define your software's report writer and ad-hoc query tools including support for multi-dimensional data analysis with drill down capability.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR110	Reporting	Define your ability to allow user defined online or hard copy reports utilizing ad-hoc query/reporting tool. Examples include but are not limited to: • Revenue received by department/location • Aging reports by district, department or location • Customers who have issued a bad check • Write-off's • Log of all receipt's with control totals	1 - NA / Not Supported	
AR111	Reporting	Define your ability to allow user defined online or hard copy reports utilizing ad-hoc query/reporting tool. Examples include but are not limited to: • Accrual reports • Close out report to be balanced with cash, checks etc. in the cashiers drawer • Billing by fund • Billing by organization • Billing by Account • Billing by program	1 - NA / Not Supported	
AR112	Reporting	Define your ability to allow user defined online or hard copy reports utilizing ad-hoc query/reporting tool. Examples include but are not limited to: • Total Credits • Total Write-offs • Total Receipts • Cash Receipts journal • Short Paid invoices • Over Paid invoices	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR113	Reporting	Define your ability to allow users to exclude selected items, i.e., credit memos, from customer statements, aging reports and dunning statements.	1 - NA / Not Supported	
AR114	Reporting	Define your ability to generate invoices and statements for all customers with open receivables balances.	1 - NA / Not Supported	
AR115	Reporting	Define your ability to report monthly receivables detail showing: • Credits • Write-off's • Payments • Invoices	1 - NA / Not Supported	
AR116	Reporting	Define ability to produce a daily accounts receivable control total with supporting details.	1 - NA / Not Supported	
AR117	Reporting	Define your ability to produce automatic dunning letters showing past due invoice amounts and generate aging reports of all past due invoices.	1 - NA / Not Supported	
AR118	Reporting	Define your ability to include dunning information on customer statements.	1 - NA / Not Supported	
AR119	Reporting	Define your ability to drill down to AR Summary and Detail from other modules including but not limited to: • General Ledger • Accounts Payable • Payroll • Cash/Treasury Management • Grants Management	1 - NA / Not Supported	
AR120	Reporting	Define your ability to estimate revenue.	1 - NA / Not Supported	
AR121	Reporting	Define your ability to accommodate and recognize: • Revenue earned and billed • Revenue earned and not billed	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR122	Reporting	Define your ability to age receivables in user-defined schedules including but not limited to: • Charge Types • Account • Customer type	1 - NA / Not Supported	
AR123	Reporting	Define your ability to generate grant reimbursement requests based on expenditures.	1 - NA / Not Supported	
AR124	Reporting	Define your ability to generate statements including but not limited to: •Specific Accounts •Customers •Delinquent account •Consolidating customers with multiple accounts	1 - NA / Not Supported	
AR125	Reporting	Define your ability to generate email notifications to: • Accounts Receivable staff • Customers providing information requiring follow-up with a customer based on date specific criteria	1 - NA / Not Supported	
AR126	Reporting	Define your ability to inquire online or provide hardcopy reporting of all accounts receivable activity and aging, including account's/customer's outstanding invoices/fees when receiving payments for any type of invoice/fee.	1 - NA / Not Supported	
AR127	Reporting	Define your ability to maintain detail of un-billed charges.	1 - NA / Not Supported	
AR128	Reporting	Define your ability to produce reconciliation statements for bank accounts.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR129	Reporting	Define your ability to produce reconciliation statements including but not limited to: • Beginning balance • Charges • Credits • Payments • New Balance	1 - NA / Not Supported	
AR130	Reporting	Define your ability to recognize/track revenue previously reported as deferred.	1 - NA / Not Supported	
AR131	Reporting	Define your ability to view next payment date by account/customer.	1 - NA / Not Supported	
AR132	Process	Define your ability to accommodate workflow.	1 - NA / Not Supported	
AR133	Process	Define your ability to track: • Transaction Date/Time, by step • Operator ID for additions/modifications/deletions	1 - NA / Not Supported	
AR134	Process	Define your ability to add/remove/modify entry screens.	1 - NA / Not Supported	
AR135	Process	Define your ability to add/remove/modify data fields.	1 - NA / Not Supported	
AR136	Process	Define your ability to drill down from any field within the accounts receivable module to any functional module within the system.	1 - NA / Not Supported	
AR137	Process	Define your ability to perform account validation for accounts receivable payments.	1 - NA / Not Supported	
AR138	Process	Define your ability to require a valid operator code in order to process a receipt.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Accounts Receivable (AR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
AR139	Process	Define your ability to secure registers at various levels (i.e., clerk, manager) depending on the function being performed.	1 - NA / Not Supported	
AR140	Process	Define your ability to support multiple point of sales interfaces for cash receipting to the Treasurer.	1 - NA / Not Supported	
AR141	Process	Describe the A/R interface or integration with a cash management module and/or treasury workstation bolt-on system (ex. Sunguard ICMS).	1 - NA / Not Supported	
AR142	Process	Describe the A/R interface or integration with a grants management module.	1 - NA / Not Supported	
AR143	Billing	Ability to record and utilize the agreement (contract) information for billing criteria. The image of the agreement must be referenced and accessible for viewing/printing.	1 - NA / Not Supported	
AR144	Collections	Ability to identify accounts sent to collection agencies.	1 - NA / Not Supported	
AR145	Reporting	Ability to allow for on-line inquiry and hard copy reporting of all Accounts Receivable by fund, organization, account and program.	1 - NA / Not Supported	
AR146	Process	Define your ability to integrate or interface with other modules including but not limited to: • General Ledger • Accounts Payable • Payroll • Cash/Treasury Management • Grants Management	1 - NA / Not Supported	

Miami-Dade County Public Schools: Business Performance Reporting (BPR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BPR001	Modify or Setup Reports	Ability to create user-defined reports.	1 - NA / Not Supported	
BPR002	Modify or Setup Reports	Ability to "drill down" on key performance indicators.	1 - NA / Not Supported	
BPR003	Modify or Setup Reports	Allows for the development of unlimited, diverse reports in spreadsheet formats by business users with a drag-and-drop graphical user interface (GUI) for report building. Should be able to provide highly formatted production quality reports.	1 - NA / Not Supported	
BPR004	Modify or Setup Reports	Allows hierarchical and multi-dimensional reporting and drill down capabilities based upon user-defined characteristics.	1 - NA / Not Supported	
BPR005	Modify or Setup Reports	Ability to include a business data dictionary to provide consistent definitions for terms, levels of detail, formulas and golden sources.	1 - NA / Not Supported	
BPR006	Modify or Setup Reports	Ability to include a central repository for information storage with easy access to data/metadata (accounts cost centers, hierarchies, attributes, business intelligence). This includes holding actual data and multiple versions of plan data.	1 - NA / Not Supported	
BPR007	Modify or Setup Reports	Ability to accept extracted data from external sources (enable inputs from various systems). Ability to export data.	1 - NA / Not Supported	
BPR008	Modify or Setup Reports	Ability to develop and produce new FORMS for users to collect data not currently residing in any system. Also includes the ability to modify existing schedules.	1 - NA / Not Supported	
BPR009	Modify or Setup Reports	Allow business rules to apply to specific DIMENSIONAL entities only (not all entities).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Business Performance Reporting (BPR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BPR010	Modify or Setup Reports	Ability to control what data is accessed (ROLE-level security).	1 - NA / Not Supported	
BPR011	Publish Report	Allows for pre-defined and conditional based formatting (color coding).	1 - NA / Not Supported	
BPR012	Modify or Setup Reports	Allows for variance reporting.	1 - NA / Not Supported	
BPR013	Modify or Setup Reports	Capability to disseminate and receive information via Portals or Internet/Intranet/Extranet.	1 - NA / Not Supported	
BPR014	Publish Report	Workflow management capabilities (includes process monitoring, hierarchical review, annotation capabilities, up-to-date status of submissions, color coded icons, email links, easy accept/reject ability, etc..).	1 - NA / Not Supported	
BPR015	Publish Report	Central repository for information storage with easy access to data/metadata (accounts cost centers, hierarchies, attributes, business intelligence). This includes holding actual data and multiple versions of plan data., as well as non-financial data.	1 - NA / Not Supported	
BPR016	Performance Driver Analysis	Allows for explicit (mathematical) and implicit (explanatory) drilldown to provide analysis capability.	1 - NA / Not Supported	
BPR017	Performance Driver Analysis	Provide data mining capabilities for root cause analysis.	1 - NA / Not Supported	
BPR018	Performance Driver Analysis	Ability to perform attribute driven analysis.	1 - NA / Not Supported	
BPR019	Performance Driver Analysis	Ability to create personal ad-hoc reports and schedules.	1 - NA / Not Supported	
BPR020	Performance Driver Analysis	Ability to develop and produce new schedules for users to collect data not currently residing in any system. Also includes the ability to modify existing schedules.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Business Performance Reporting (BPR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BPR021	General	Ability to provide systems training.	1 - NA / Not Supported	
BPR022	General	Ability to report on multiple periods, spanning multiple financial years.	1 - NA / Not Supported	
BPR023	General	Ability to remove reports that are not used.	1 - NA / Not Supported	
BPR024	General	Ability to establish user-defined reporting periods.		
BPR025	General	Ability to produce user-generated ad hoc reports.	1 - NA / Not Supported	
BPR026	General	Ability to communicate with online applications.	1 - NA / Not Supported	
BPR027	General	Ability to review and approve workflow.	1 - NA / Not Supported	
BPR028	General	Ability to align Key Performance Indicators (KPIs) and the Strategic Plan at all levels of the organization, including at the top with the Superintendent's KPIs.	1 - NA / Not Supported	
BPR029	General	Ability to provide fund, encumbrance and allotment transparency.	1 - NA / Not Supported	
BPR030	General	Ability to produce and work with multiple and comparable budget cycles with period flexibility spanning multiple years.	1 - NA / Not Supported	
BPR031	General	Ability to track and report on historical budget data associated with reorganizations and resolutions.	1 - NA / Not Supported	
BPR032	General	Ability to meet Federal, State and Local reporting requirements.	1 - NA / Not Supported	
BPR033	Consolidate Forecasts	Ability to provide high-level summary graphics and narrative of the financial translation of Ops plan.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP001	Develop Models Translating Op Plans to Fin Plans	Ability to do Line-Item budgeting. Ability to associate a calculation method with each budget line item.	1 - NA / Not Supported	
CP002	Develop Models Translating Op Plans to Fin Plans	Ability to pre-populate (seed) the base case capital budget with historical or future measures and/or drivers, including factors such as overhead, maintenance, debt service, and inflation.	1 - NA / Not Supported	
CP003	Develop Models Translating Op Plans to Fin Plans	Ability to do Asset-level budgeting - including: 1) add assets to budget, 2) search for existing assets, 3) perform queries and download asset-related data.	1 - NA / Not Supported	
CP004	Develop Models Translating Op Plans to Fin Plans	Ability to pre-populate historical and future depreciation amounts into base budget.	1 - NA / Not Supported	
CP005	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to run reports at all levels of the hierarchy and for types of analysis including Budget vs. Target and Version Analysis. Describe capability to report what if scenarios ability of users to generate reports on demand with data access limited by role.	1 - NA / Not Supported	
CP006	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to drill-down for reporting and analysis.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP007	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to compare budgets against planned targets - within application.	1 - NA / Not Supported	
CP008	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to inquire on budget data within application - including the ability to 1) download to an Excel format, 2) compare line-item budgets within a version, compare budget versions, and compare budgets by budget period.	1 - NA / Not Supported	
CP009	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to provide commentary on variances between budget and planned targets.	1 - NA / Not Supported	
CP010	Consolidate Budgets	Ability to automatically consolidate/aggregate individual budget components.	1 - NA / Not Supported	
CP011	Consolidate Budgets	Ability to run reports detailing high-level view of budget versus target.	1 - NA / Not Supported	
CP012	Consolidate Budgets	Ability to drill-down and drill-through from high-level report into lower levels of detail.	1 - NA / Not Supported	
CP013	Capital Planning	Ability to electronically approve capital budgets. Budget reviewer/approver should have the ability to: 1) modify, 2) apply mass adjustments, 3) reject, 4) and allocate line-item budgets.	1 - NA / Not Supported	
CP014	Readjust Tactics & Rerun Models	Ability to copy existing budget models.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP015	Readjust Tactics & Rerun Models	Ability to update budget models.	1 - NA / Not Supported	
CP016	Capital Planning	Ability to export budget data to central repository - to make available for use by other applications/reporting solutions. Also describe ability to retrieve historical data and archiving capability.	1 - NA / Not Supported	
CP017	Review Budget Guidelines	Identify budgets users.	1 - NA / Not Supported	
CP018	Run Models w/ Selected Scenario & Op Plans	Ability to 'check out' a budget for processing.	1 - NA / Not Supported	
CP019	Scan Internal Environment	Ability to review key performance indicators, trends and performance to plan over the last year.	1 - NA / Not Supported	
CP020	Run Models w/ Selected Scenario & Op Plans	Ability to send a user communication/update on a specific budget activity from within application.	1 - NA / Not Supported	
CP021	Review Budget Guidelines	Define and communicate budget guidelines.	1 - NA / Not Supported	
CP022	Review Budget Guidelines	Define data integration requirements and data sources - including GL, HR, A/P, Payroll, Assets and other related ERP modules.	1 - NA / Not Supported	
CP023	Review Budget Guidelines	Describe Web-based application interface.	1 - NA / Not Supported	
CP024	Run Models w/ Selected Scenario & Op Plans	Ability to submit and Reject capital budget planning versions.	1 - NA / Not Supported	
CP025	Scan External Environment	Ability to compare internal key performance indicators and trends- versus competitive analysis/data.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP026	Review Budget Guidelines	Define budget assumptions (i.e., targets for measures and/or drivers).	1 - NA / Not Supported	
CP027	Run Models w/ Selected Scenario & Op Plans	Ability to make mass adjustments to line item details.	1 - NA / Not Supported	
CP028	Review Budget Guidelines	Define capital budgeting roles - including Budget Coordinator, Budget Analyst, Budget Preparer, Budget Reviewer, and System Administrator.	1 - NA / Not Supported	
CP029	Run Models w/ Selected Scenario & Op Plans	Ability to override 'seeded' or calculated values.	1 - NA / Not Supported	
CP030	Scan External Environment	Describe ability to accept extracted data from external sources (enable inputs from various systems).	1 - NA / Not Supported	
CP031	Review Budget Guidelines	Assign users to Roles, Business Units, Budget Activities and Budget Centers.	1 - NA / Not Supported	
CP032	Run Models w/ Selected Scenario & Op Plans	Ability to add notes to individual line items.	1 - NA / Not Supported	
CP033	Scan Internal Environment	Allows hierarchical and multi-dimensional reporting and drill down/through capabilities based upon user-defined characteristics.	1 - NA / Not Supported	
CP034	Scan Internal Environment	Existence of a central data repository (accounts, cost centers, hierarchies, attributes, historical/current financial results, business intelligence).	1 - NA / Not Supported	
CP035	Run Models w/ Selected Scenario & Op Plans	Ability to have multiple working versions of budget.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP036	Review Budget Guidelines	Forecasting application integrated with Budgeting application.	1 - NA / Not Supported	
CP037	Review Budget Guidelines	Define budgeting status update procedures.	1 - NA / Not Supported	
CP038	Review Budget Guidelines	Define budget functions for each role.	1 - NA / Not Supported	
CP039	Capital Planning	Describe system's workflow capability to coordinate capital planning process between Facilities Planning, Facilities Budgeting, Capital Budgeting, Treasury, and Accounting.	1 - NA / Not Supported	
CP040	Capital Planning	Describe scheduling capability such as ability to establish a calendar of Due Dates for Deliverables and Milestones.	1 - NA / Not Supported	
CP041	Capital Planning	Ability to provide end to end Capital project planning, execution, accounting and completion. Describe any Grants Modules and Project Accounting Modules that may be applicable for the end to end process.	1 - NA / Not Supported	
CP042	Capital Planning	Ability to incorporate Workflow with Roles and Responsibilities - including Audit Trails and project priorities.	1 - NA / Not Supported	
CP043	Capital Planning	Ability to incorporate On-Line Capital Planning, Grants/Fund management and Project accounting help.	1 - NA / Not Supported	
CP044	Capital Planning	Ability to Register, access and report upon all Capital Planning, Grants/Fund Management and Project Accounting	1 - NA / Not Supported	
CP045	Capital Planning	Ability to perform Capital Planning (Capital Budgeting) over multiple fiscal years and funding sources.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP046	Capital Planning	Ability to project cash flow and comparison to Actuals for project management, funding of projects, timing of debt, and investment of proceeds.	1 - NA / Not Supported	
CP047	Capital Planning	Describe project's cash flow interface with Cash Management module or Treasury Workstation.	1 - NA / Not Supported	
CP048	Capital Planning	Ability to track and manage construction in progress by project (location, depreciation etc.) for all project related assets.	1 - NA / Not Supported	
CP049	Capital Planning	Ability to process work orders (Workflow).	1 - NA / Not Supported	
CP050	Capital Planning	Ability to allocate unique project numbers that can be identified for all project related transaction through capital planning, project accounting, resource usage etc.	1 - NA / Not Supported	
CP051	Capital Planning	Describe ability to tie in to District's Strategic Plan and prioritization schedule, including capability to list funded vs. unfunded projects (above/below the line).	1 - NA / Not Supported	
CP052	Capital Planning	Describe how your capital planning software supports integration with GL, Budgeting, and 5-Year Plan (Budget), including the following: 1. GL module capability to access to GL data over the life of projects, which may span several fiscal years. 2. GL module capability to provide job/project cost control features. Also, provide phase detail within a job or project.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP053	Capital Planning	Describe how your software integrates with AP and tracks PO's/invoices over the life of the project.	1 - NA / Not Supported	
CP054	Capital Planning	Describe how your software integrates with Purchasing. 1. Purchasing module's capability to track vendor info relative to construction purchasing applications. Also, describe construction purchasing features. 2. Provide ability to track contractor selection and procurement through entire process.	1 - NA / Not Supported	
CP055	Capital Planning	Describe how the capital planning and project tracking software integrates with Fixed Assets.	1 - NA / Not Supported	
CP056	Capital Planning	Describe how your software can interface with bolt-on project management systems such as Primavera and Magellan.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP057	Capital Planning	Describe how your software's Project master data file supports tracking the following key data elements: 1. Project Name 2. Project Address 3. Contractor/Subcontractor(s) - MWBE flagging at all levels 4. Reference Information 5. Planned/Actual Start Dates (track by phase) 6. Additional User-Defined Dates ("Notice to Proceed") 7. Project Description 8. Square Footage 9. Student Stations 10. Digitized Photographs 11. User-Defined category codes to identify project type (e.g., new construction, remodeling, codes for work order tracking for projects shared with the Maintenance Dept.) or specific source of revenue that may fund project.	1 - NA / Not Supported	
CP058	Run Models w/ Selected Scenario & Op Plans	Describe your software's capabilities for maintaining a detailed project chart of accounts to track: labor, material, overhead items by cost types (i.e., architect fees), building, parking lot, administrative etc.	1 - NA / Not Supported	
CP059	Run Models w/ Selected Scenario & Op Plans	Describe your software's capabilities for providing current period, cumulative current year, and inception-to-date inquiry and reporting for project budget and expenditures across fiscal years/accounting periods.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP060	Run Models w/ Selected Scenario & Op Plans	Describe your software's capabilities for performing funds availability checks at the project level for purchases and by account line item for projects.	1 - NA / Not Supported	
CP061	Capital Planning	Describe your software's capabilities for rolling forward encumbrances to the next fiscal year by specified fund group or other account strip criteria.	1 - NA / Not Supported	
CP062	Capital Planning	Describe your software's ability to roll forward budget amounts into the next fiscal year.	1 - NA / Not Supported	
CP063	Run Models w/ Selected Scenario & Op Plans	Describe how your software tracks productivity and improvement metrics (with historical data) including the ability to perform "what-if" analyses.	1 - NA / Not Supported	
CP064	Run Models w/ Selected Scenario & Op Plans	Describe your software's capabilities for providing custom reporting at the following levels: 1. Active/inactive projects 2. Projects grouped by project manager/admin 3. Project types (i.e., new construction, renovation, etc.)	1 - NA / Not Supported	
CP065	Capital Planning	Describe how your software can be used to allocate internal costs over multiple projects.	1 - NA / Not Supported	
CP066	Capital Planning	Describe your software's ability to track multiple Fund sources per Project.	1 - NA / Not Supported	
CP067	Capital Planning	Describe your software's ability to tie-in project information on construction activities to the Capital Improvement Plan (status on construction contracts).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Capital Planning (CP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CP068	Run Models w/ Selected Scenario & Op Plans	Describe your software's ability to track savings, including sales tax saved by purchasing project materials thru the District instead of by the contractor.	1 - NA / Not Supported	
CP069	Run Models w/ Selected Scenario & Op Plans	Describe how your software supports the ability to record estimates and maintain a history of changes by contractor and project.	1 - NA / Not Supported	
CP070	Scan Internal Environment	Describe how your software can be used to track retainage by project phase.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM001	Bank Account Maintenance and Integration	Ability to manage all bank accounts. Specifically, what is the max number of banks and bank accounts which can be managed through your system?	1 - NA / Not Supported	
CCM002	Bank Account Maintenance and Integration	Ability to support multiple accounts for a single bank.	1 - NA / Not Supported	
CCM003	Bank Account Maintenance and Integration	Maintain multiple payment methods for a single bank.	1 - NA / Not Supported	
CCM004	Bank Account Maintenance and Integration	Restrict access to update bank account information based on roles within treasury organization.	1 - NA / Not Supported	
CCM005	Bank Account Maintenance and Integration	Initiate wire transfers, EFT and ACH transactions directly from cash management application. Also, is there capability to turn off this functionality?	1 - NA / Not Supported	
CCM006	Bank Account Maintenance and Integration	Integration via secure access to bank systems.	1 - NA / Not Supported	
CCM007	Bank Account Maintenance and Integration	Maintain both internal and external bank account information.	1 - NA / Not Supported	
CCM008	Bank Account Maintenance and Integration	Maintain fee structures.	1 - NA / Not Supported	
CCM009	Bank Account Maintenance and Integration	Maintain settlement instructions for each bank.	1 - NA / Not Supported	
CCM010	Bank Account Maintenance and Integration	Record bank ratings and other analysis information.	1 - NA / Not Supported	
CCM011	Bank Account Maintenance and Integration	Account analysis function supporting bank fee comparisons and analysis of bank statement costs.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM012	Bank Integration	Ability to set up new bank account.	1 - NA / Not Supported	
CCM013	Bank Integration	Communication software allows dial-in to a individual financial institution. The system utilizes script files to retrieve/transfer the required information . Ability to store retrieved data.	1 - NA / Not Supported	
CCM014	Bank Integration	Ability to interface with and transfer files to/from multiple financial institutions.	1 - NA / Not Supported	
CCM015	Bank Integration	Automated balance and transaction reporting. Ability to download, store and report on balance and transaction details - electronic bank statement by bank account and date.	1 - NA / Not Supported	
CCM016	Bank Integration	Ability to transmit Issued payment check files to the bank directly from A/P and Payroll system or through Communication software - electronic payment system (EFT).	1 - NA / Not Supported	
CCM017	Bank Integration	Describe ability to dial-out and retrieve Cleared -realized payments with parsing by bank account. Does the system has ability to upload the file to the AP and Payroll systems?	1 - NA / Not Supported	
CCM018	Bank Integration	Ability to download, store, and report on balance and transaction details.	1 - NA / Not Supported	
CCM019	Bank Integration	Describe ACH capability, including discussion of file encryption occurring at the source.	1 - NA / Not Supported	
CCM020	Bank Integration	Ability to interface with bank files to view cleared check images, voided checks, etc.	1 - NA / Not Supported	
CCM021	Cash Forecasting	Ability to generate short and long-term cash forecasts.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM022	Cash Forecasting	Creation of a Bank Cash Flow schedule forecast including: Cash from Operations for X weeks. Transaction detail from designated accounts in the bank data table would auto populate this field with drill-down capabilities providing amount, date, account number, payer/payee, etc.	1 - NA / Not Supported	
CCM023	Cash Forecasting	Creation of a Bank Cash Flow schedule of actuality including Cash from Operation with drill down to the amounts, dates, account no, payer / payee, etc.	1 - NA / Not Supported	
CCM024	Cash Forecasting	Creation of a Bank Cash Flow schedule forecast including: Acquisitions, Investments, Sales and Dispositions. Information could be entered manually or pulled from other schedule and could be run by Cash Management Department or other functions.	1 - NA / Not Supported	
CCM025	Cash Forecasting	Describe ability and functionality around grouping of transaction types for cash forecast reporting.	1 - NA / Not Supported	
CCM026	Cash Forecasting	Define capabilities for entering forecasting transactions that affect multiple accounts, including in-house bank accounts.	1 - NA / Not Supported	
CCM027	Cash Forecasting	Describe reporting and reconciling capabilities from forecast to Actuals.	1 - NA / Not Supported	
CCM028	Cash Position and Settlements	Ability to define automatic, semi-manual, or manual reconciliation for each bank.	1 - NA / Not Supported	
CCM029	Cash Position and Settlements	Ability to initiate bank account fund transfers from cash management system.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM030	Cash Position and Settlements	Ability to manage cash position based on organizational structure.	1 - NA / Not Supported	
CCM031	Cash Position and Settlements	Describe ability to manually adjust daily cash position.	1 - NA / Not Supported	
CCM032	Cash Position and Settlements	Ability to prepare statistical cash forecasts.	1 - NA / Not Supported	
CCM033	Cash Position and Settlements	Ability to view detailed transactions that comprise each accounting entry from cash application.	1 - NA / Not Supported	
CCM034	Cash Position and Settlements	Actual vs. Forecast cash reports.	1 - NA / Not Supported	
CCM035	Cash Position and Settlements	Automated calculation of daily cash position.	1 - NA / Not Supported	
CCM036	Cash Position and Settlements	Bank Fees incorporated into cash forecasts.	1 - NA / Not Supported	
CCM037	Cash Position and Settlements	Calculate interest accruals.	1 - NA / Not Supported	
CCM038	Cash Position and Settlements	Describe capability to generate daily cash position, automatically created based on data received from integrated systems.	1 - NA / Not Supported	
CCM039	Cash Position and Settlements	Debt and investment instruments data integrated with cash forecast/position.	1 - NA / Not Supported	
CCM040	Cash Position and Settlements	Define components of cash positions to support analysis of cash that is available at a particular time.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM041	Cash Position and Settlements	Manage in-house banking transactions including calculating interest accruals and creating in-house bank statements.	1 - NA / Not Supported	
CCM042	Cash Position and Settlements	Select cash flows to net that result from deal transactions.	1 - NA / Not Supported	
CCM043	Cash Position and Settlements	Generate interest schedules.	1 - NA / Not Supported	
CCM044	Cash Position and Settlements	Letters of Credit are integrated with cash management system and incorporated into cash forecast.	1 - NA / Not Supported	
CCM045	Cash Position and Settlements	Maintain multiple cash forecasts models.	1 - NA / Not Supported	
CCM046	Cash Position and Settlements	Maintain role based security for all treasury and cash applications.	1 - NA / Not Supported	
CCM047	Cash Position and Settlements	Record all bank accounts and related information.	1 - NA / Not Supported	
CCM048	Cash Position and Settlements	Settlement transactions automatically triggered.	1 - NA / Not Supported	
CCM049	Cash Position and Settlements	Summary accounting entries automatically created and interfaced to General Ledger daily.	1 - NA / Not Supported	
CCM050	Cash Position and Settlements	View historic cash forecast data.	1 - NA / Not Supported	
CCM051	Cash Position and Settlements	Web, EFT and ACH technology utilized for disbursements.	1 - NA / Not Supported	
CCM052	Cash Position and Settlements	Web, EFT and ACH technology utilized for receipts.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM053	Cash Position and Settlements	Interest calculations incorporated into daily cash forecasts.	1 - NA / Not Supported	
CCM054	Cash Position Worksheet	Describe process to track cash transactions.	1 - NA / Not Supported	
CCM055	Cash Position Worksheet	Drilldown from cash position to sub ledgers for supporting details.	1 - NA / Not Supported	
CCM056	Cash Position Worksheet	Visible daily cash position.	1 - NA / Not Supported	
CCM057	Cash Position Worksheet	Cash management system integrated with cash forecasting system.	1 - NA / Not Supported	
CCM058	Cash Position Worksheet	Ability to populate prior day balance details for various bank accounts from data that has been downloaded from banks.	1 - NA / Not Supported	
CCM059	Cash Position Worksheet	Ability for credits from current day bank account reports to auto populate this worksheet/form. Need to be able to identify credits by bank account, date, vendor and type.	1 - NA / Not Supported	
CCM060	Cash Position Worksheet	Ability for debits from current day bank account reports to auto populate this worksheet/form. Need to be able to identify debits by bank account, date, vendor and type.	1 - NA / Not Supported	
CCM061	Cash Position Worksheet	Capability to auto populate fields from other areas (i.e., investment and debt maturities, daily EFTs, etc) that are integrated with system.	1 - NA / Not Supported	
CCM062	Cash Position Worksheet	Manual debit/credit and description entries can be made to the Cash Position Worksheet.	1 - NA / Not Supported	
CCM063	Cash Position Worksheet	Ability for worksheet/form to calculate an ending balance based on the entries.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM064	Cash Position Worksheet	Worksheet/form should have a target balance field that can be manually changed. This will be subtracted from the calculated ending balance giving a remaining available balance to prevent overdrafts .	1 - NA / Not Supported	
CCM065	Cash Position Worksheet	Describe capability for ending balance (upon completion and approval of worksheet/form) to trigger a wire transfer process of excess funds.	1 - NA / Not Supported	
CCM066	Cash Position Worksheet	Ability to perform As-of reporting for Cash Position. Capability to view Cash Position as of a certain date in the past, and for the values not to change.	1 - NA / Not Supported	
CCM067	Cash Position Worksheet	Ability to view reconciled as-of reporting for Cash Position. E.g. view previous day's Cash Position along with the expected items occurred and what the dollar difference was from the anticipated amounts - view of only exceptions to be included.	1 - NA / Not Supported	
CCM068	General	Describe system's client access for remote and intranet based users.	1 - NA / Not Supported	
CCM069	General	Ability to restrict inquiry or entry, etc. access to information by company, bank account, type of transaction. Primary restriction would be by Company (Fund)	1 - NA / Not Supported	
CCM070	General	Describe ability to grant various levels of access (security) by type of user and location.	1 - NA / Not Supported	
CCM071	General	Handle milestone payments, like payments for capital investments/debt.	1 - NA / Not Supported	
CCM072	General	Describe capability to handle Positive Pay.	1 - NA / Not Supported	
CCM073	General	Handle electronic payments with suppliers.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM074	General	Describe Integration between Cash Management and AP, AR, Payroll, General Ledger modules.	1 - NA / Not Supported	
CCM075	General	Ability to perform Treasury Workstation tasks. Describe in detail, your system's abilities as compared to SunGard ICMS.	1 - NA / Not Supported	
CCM076	General	Describe cash receipt integration ability with Grants and Accounts Receivable modules.	1 - NA / Not Supported	
CCM077	Info Reporting & Account Analysis	Ability to run daily ad hoc inquiries/reports based on the bank data tables.	1 - NA / Not Supported	
CCM078	Info Reporting & Account Analysis	Ability to export daily ad hoc inquiries/reports based on the bank data tables to Excel or other subsystems.	1 - NA / Not Supported	
CCM079	Info Reporting & Account Analysis	Ability to create prior and current day reports on individual bank accounts. Includes ledger balance, collected balance, available balance, float, total debits, total credits, individual credits, individual debits and all text included with the transactions.	1 - NA / Not Supported	
CCM080	Info Reporting & Account Analysis	Ability to create monthly reports on individual bank accounts. Includes ledger balance, collected balance, available balance, float, total debits, total credits, individual credits, individual debits and all text included with the transactions.	1 - NA / Not Supported	
CCM081	Info Reporting & Account Analysis	Ability to archive and access all account activity related to the bank integration.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM082	Info Reporting & Account Analysis	Ability to create Wire Transfer Reports (all wires entered into the transfer template) and Wire Confirmation Reports (date, amount, beneficiary, ref no, ref text)	1 - NA / Not Supported	
CCM083	Info Reporting & Account Analysis	Capability to store images.	1 - NA / Not Supported	
CCM084	Info Reporting & Account Analysis	Ability to easily compile data on individual bank accounts. Would like to be able to run a query on any field in the bank data table for ad hoc reporting like but not limited to : statistics on number of transfers for a given period or calculation of the average daily collected balance for given period.	1 - NA / Not Supported	
CCM085	Info Reporting & Account Analysis	Describe ability to manage GASB 31 and GASB 40 requirements, and any further GASB pronouncements.	1 - NA / Not Supported	
CCM086	Info Reporting & Account Analysis	Describe ability to report portfolio and other metrics. Are scorecards and/or dashboards available?	1 - NA / Not Supported	
CCM087	Info Reporting & Account Analysis	Describe capability for audit trail reporting	1 - NA / Not Supported	
CCM088	Info Reporting & Account Analysis	Describe how each in-house bank participant's daily balance is determined.	1 - NA / Not Supported	
CCM089	Info Reporting & Account Analysis	Describe how each in-house bank participant's average balance is determined.	1 - NA / Not Supported	
CCM090	Info Reporting & Account Analysis	Describe how interest is apportioned to each in-house bank participant.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM091	Investment and Debt	Ability to store Investment and Debt instruments, including deal terms, conditions, maturity amounts, interest and special features. Ability to manually enter and auto populate the investment tables with prior month data, formulas, data from other worksheets.	1 - NA / Not Supported	
CCM092	Investment and Debt	Ability for overnight investment details to be retrieved from the bank transaction table and populate automatically.	1 - NA / Not Supported	
CCM093	Investment and Debt	Ability to generate investment schedules (i.e., maturity) YTD	1 - NA / Not Supported	
CCM094	Investment and Debt	Describe interface capability with outside files, such as excel, and upload/download process.	1 - NA / Not Supported	
CCM095	Investment and Debt	Ability to automatically notify personnel when investment strategy is out of tolerance with guidelines	1 - NA / Not Supported	
CCM096	Investment and Debt	Ability to apportion interest or fees across entities included in In-House banking system?	1 - NA / Not Supported	
CCM097	Investment and Debt	Describe how interest earnings determined in the Investment Management Module will interface with the Pool/In-House Bank Module or if applicable with Cash Management and Forecasting Module for interest apportionment purposes.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM098	Investment and Debt	Capability to support the accounting for all the investment types listed below in addition to those permitted by statute or regulation. Describe in detail how each investment is accounted for and list all other investments supported. Include any formulas and rounding conventions used to calculate interest & amortization for each investment type. Also describe how new investment types would be added.	1 - NA / Not Supported	
CCM099	Investment and Debt	Bankers Acceptances	1 - NA / Not Supported	
CCM100	Investment and Debt	Corporate Bonds	1 - NA / Not Supported	
CCM101	Investment and Debt	Commercial Paper	1 - NA / Not Supported	
CCM102	Investment and Debt	Time Deposits	1 - NA / Not Supported	
CCM103	Investment and Debt	Florida State Board Local Government Investment Pool	1 - NA / Not Supported	
CCM104	Investment and Debt	Repurchase Agreements	1 - NA / Not Supported	
CCM105	Investment and Debt	Revolving Repurchase Agreements	1 - NA / Not Supported	
CCM106	Investment and Debt	Obligations of the United States Government	1 - NA / Not Supported	
CCM107	Investment and Debt	Federal Farm Credit Bank Agency	1 - NA / Not Supported	
CCM108	Investment and Debt	Federal Home Loan Bank Agency	1 - NA / Not Supported	
CCM109	Investment and Debt	Federal Home Loan Mortgage Corporation Agency	1 - NA / Not Supported	
CCM110	Investment and Debt	Government National Mortgage Association Agency	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM111	Investment and Debt	Securities of any investment company or trust	1 - NA / Not Supported	
CCM112	Investment and Debt	Capability to track all investments by transaction number, and by the following fields:	1 - NA / Not Supported	
CCM113	Investment and Debt	Description	1 - NA / Not Supported	
CCM114	Investment and Debt	Portfolio	1 - NA / Not Supported	
CCM115	Investment and Debt	Custodian	1 - NA / Not Supported	
CCM116	Investment and Debt	Yield to Call	1 - NA / Not Supported	
CCM117	Investment and Debt	Call Price	1 - NA / Not Supported	
CCM118	Investment and Debt	Original Price	1 - NA / Not Supported	
CCM119	Investment and Debt	Par Value	1 - NA / Not Supported	
CCM120	Investment and Debt	Shares/Units Purchased	1 - NA / Not Supported	
CCM121	Investment and Debt	CUSIP Number	1 - NA / Not Supported	
CCM122	Investment and Debt	Interest Calculation	1 - NA / Not Supported	
CCM123	Investment and Debt	Amortization Code	1 - NA / Not Supported	
CCM124	Investment and Debt	Yield to Maturity	1 - NA / Not Supported	
CCM125	Investment and Debt	Call Schedule	1 - NA / Not Supported	
CCM126	Investment and Debt	Last Interest Date	1 - NA / Not Supported	
CCM127	Investment and Debt	Next Interest Date	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM128	Investment and Debt	CUSIP Number	1 - NA / Not Supported	
CCM129	Investment and Debt	Interest Calculation	1 - NA / Not Supported	
CCM130	Investment and Debt	Amortization Code	1 - NA / Not Supported	
CCM131	Investment and Debt	Yield to Maturity	1 - NA / Not Supported	
CCM132	Investment and Debt	Call Schedule	1 - NA / Not Supported	
CCM133	Investment and Debt	Last Interest Date	1 - NA / Not Supported	
CCM134	Investment and Debt	Next Interest Date	1 - NA / Not Supported	
CCM135	Investment and Debt	Ratings	1 - NA / Not Supported	
CCM136	Investment and Debt	Broker	1 - NA / Not Supported	
CCM137	Investment and Debt	Rate	1 - NA / Not Supported	
CCM138	Investment and Debt	Maturity Date	1 - NA / Not Supported	
CCM139	Investment and Debt	Issue Date	1 - NA / Not Supported	
CCM140	Investment and Debt	Fair Value	1 - NA / Not Supported	
CCM141	Investment and Debt	Book Value	1 - NA / Not Supported	
CCM142	Investment and Debt	Describe field formats, length of fields, and limitations as to the number of fields provided by proposed system for the above noted fields.	1 - NA / Not Supported	
CCM143	Investment and Debt	Capability to account for all purchases, full sales, partial sales, and calls of securities. Describe in detail each process.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM144	Investment and Debt	Does the Investment Management Module recognize different amortization and compounding conventions? Identify and explain any restrictions.	1 - NA / Not Supported	
CCM145	Investment and Debt	Capability to account for variable rate securities such as money market mutual funds. Describe in detail this process.	1 - NA / Not Supported	
CCM146	Investment and Debt	Capability to account for uneven cash flow schedules. Describe in detail this process.	1 - NA / Not Supported	
CCM147	Investment and Debt	Capability to account for all interest and dividend receipts. Describe in detail this process.	1 - NA / Not Supported	
CCM148	Investment and Debt	Capability to calculate earnings accruals and amortization of premiums and discounts. Describe in detail this process and include any formulas and rounding conventions used.	1 - NA / Not Supported	
CCM149	Investment and Debt	Capability to provide maturity and interest receipts schedules. Describe in detail this process. Does the system include a holiday calendar table and compare maturity dates to the table? How are notifications handled?	1 - NA / Not Supported	
CCM150	Investment and Debt	Capability to handle multiple investment portfolios and allow for the flexibility to group/consolidate separate portfolios. Describe in detail this process.	1 - NA / Not Supported	
CCM151	Investment and Debt	Capability to reconcile investments included in a portfolio to the Statement of Assets Held reported by the Custodial Banks from information provided via Bank Polling & Reconciliation Module. If so, describe in detail this process.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM152	Investment and Debt	Capability to provide fair value reporting and determine unrecognized gains or losses as required by GASB. Describe in detail this process.	1 - NA / Not Supported	
CCM153	Investment and Debt	Ability to have mark-to-market capabilities for current and historical time frames. Describe in detail this process and any special features or limitations.	1 - NA / Not Supported	
CCM154	Investment and Debt	Capability to report by investment, investment type, portfolio, groupings of portfolios, and consolidated positions all portfolio statistics, as follows:	1 - NA / Not Supported	
CCM155	Investment and Debt	Total Income Received	1 - NA / Not Supported	
CCM156	Investment and Debt	Total Net Earnings	1 - NA / Not Supported	
CCM157	Investment and Debt	Average Daily Portfolio Balance	1 - NA / Not Supported	
CCM158	Investment and Debt	Earned Income Yield This Period	1 - NA / Not Supported	
CCM159	Investment and Debt	End of Period Portfolio Balance	1 - NA / Not Supported	
CCM160	Investment and Debt	Current Amortized Book Value	1 - NA / Not Supported	
CCM161	Investment and Debt	Weighted Average Yield at End of Period	1 - NA / Not Supported	
CCM162	Investment and Debt	Weighted Average Days to Maturity	1 - NA / Not Supported	
CCM163	Investment and Debt	Weighted Average Days to Call	1 - NA / Not Supported	
CCM164	Investment and Debt	Capability to support the following debt instruments:	1 - NA / Not Supported	
CCM165	Investment and Debt	General Obligation Bonds	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM166	Investment and Debt	Certificates of Participation	1 - NA / Not Supported	
CCM167	Investment and Debt	Variable Rate Debt	1 - NA / Not Supported	
CCM168	Investment and Debt	Revenue Anticipation Notes	1 - NA / Not Supported	
CCM169	Investment and Debt	Tax Anticipation Notes	1 - NA / Not Supported	
CCM170	Investment and Debt	List all additional instruments that the Debt Management Module supports and any financial instrument that it does not support. Explain each instance an instrument is not supported. Describe instances where new debt instruments have become available in the market and how the Debt Management Module has been updated to support the addition.	1 - NA / Not Supported	
CCM171	Investment and Debt	For all debt instruments noted above provide the interest calculation methods used with each instrument and include any formulas and rounding conventions used. Is there a table maintained for interest calculations?	1 - NA / Not Supported	
CCM172	Investment and Debt	For all the debt instruments noted above provide the calculation methods used for amortization/accretion of premiums and discounts and include any formulas and rounding conventions used.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM173	Investment and Debt	Capability to calculate all premium and discount amortization/accretions under GASB requirements. Describe how interest and amortization/accretion of premium and discounts are recorded and reported in the Debt Management Module. Provide a sample for one bond and a sample for all the bonds in one series. Show how a series of interest payments are aggregated and how it updates the payment schedule.	1 - NA / Not Supported	
CCM174	Investment and Debt	Capability to handle interest expense accruals. Describe in detail the process and any limitations.	1 - NA / Not Supported	
CCM175	Investment and Debt	Describe how bond terms such as maturity dates can be edited. Describe how edit capabilities are restricted to authorized users.	1 - NA / Not Supported	
CCM176	Investment and Debt	Capability to monitor calls and sinking fund payments. Describe the process.	1 - NA / Not Supported	
CCM177	Investment and Debt	Capability to handle different resets on floating rate debt. Describe how floating rate agreements are recorded and reported in the Debt Management Module, including how interest rate resets are handled. Is there any limitation as to the timing of resets? Describe each limitation.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM178	Investment and Debt	Capability to handle an advance refunding/defeasance. Describe the process for recording and reporting of a refunding/defeasance. Can the Debt Management Module handle the calculation of gains or losses under an advance refunding? If so, describe the process. Include any formulas and rounding conventions used.	1 - NA / Not Supported	
CCM179	Investment and Debt	Can the Debt Management Module accommodate additions/deletions of principal, early termination or extension of maturity dates, and or rolling over of interest? If so, describe each process and whether it is manual or automatic.	1 - NA / Not Supported	
CCM180	Investment and Debt	Capability to handle semi-annual coupon interest payments, as well as short/long coupon dates. Describe the process to record these payments and any limitations as to different timing of payment dates, (i.e., monthly, quarterly, and annually).	1 - NA / Not Supported	
CCM181	Investment and Debt	Capability to support the following functionality:	1 - NA / Not Supported	
CCM182	Investment and Debt	Payment calculations/verifications	1 - NA / Not Supported	
CCM183	Investment and Debt	Payment scheduling	1 - NA / Not Supported	
CCM184	Investment and Debt	Payment forecasting	1 - NA / Not Supported	
CCM185	Investment and Debt	Payment instructions management	1 - NA / Not Supported	

Miami-Dade County Public Schools: Cash & Capital Management (CCM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CCM186	Investment and Debt	Does the Debt Management Module provide fields that will link an issuance to a related transaction(s), (e.g. a public bond with a related swap)? If so, describe the process.	1 - NA / Not Supported	
CCM187	Investment and Debt	Capability to allow for tracking, viewing and reporting by the following criteria:	1 - NA / Not Supported	
CCM188	Investment and Debt	Consolidated Debt Position	1 - NA / Not Supported	
CCM189	Investment and Debt	Portfolio/Fund	1 - NA / Not Supported	
CCM190	Investment and Debt	Debt Type (GOB, COP, etc.)	1 - NA / Not Supported	
CCM191	Investment and Debt	Series	1 - NA / Not Supported	
CCM192	Investment and Debt	Payment Status (Outstanding, Paid, Refunded, Called)	1 - NA / Not Supported	
CCM193	Investment and Debt	Payment/Maturity Schedules (Interest, Principal)	1 - NA / Not Supported	
CCM194	Investment and Debt	Payment Instructions Detail	1 - NA / Not Supported	
CCM195	Investment and Debt	Date Ranges	1 - NA / Not Supported	
CCM196	Investment and Debt	Describe in detail capability for viewing and reporting of payment/maturity schedules by:	1 - NA / Not Supported	
CCM197	Investment and Debt	Fiscal Year	1 - NA / Not Supported	
CCM198	Investment and Debt	Calendar Year	1 - NA / Not Supported	
CCM199	Investment and Debt	Interest/Principal	1 - NA / Not Supported	
CCM200	Investment and Debt	Issue	1 - NA / Not Supported	
CCM201	Investment and Debt	Type	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR001	Accounting Functions	Define your ability for authorized users to lookup grant funding information.	1 - NA / Not Supported	
GR002	Accounting Functions	Define your ability to modify the grant award amount, the grant end date and/or the grant liquidation date.	1 - NA / Not Supported	
GR003	Accounting Functions	Define your ability to maintain payment history.	1 - NA / Not Supported	
GR004	Accounting Functions	Define your ability to incorporate an audit trail of all project transactions.	1 - NA / Not Supported	
GR005	Accounting Functions	Define ability to link funding sources to a specific bills and bill amounts through integration with AR/Billing module.	1 - NA / Not Supported	
GR006	Accounting Functions	Define your ability to allocate expenses by fund number, account number, project or sub-object number.	1 - NA / Not Supported	
GR007	Accounting Functions	Define your ability to record transaction history through the full grant life cycle taking into account grants that do not close at the same fiscal year end as the District.	1 - NA / Not Supported	
GR008	Accounting Functions	Define your ability to account for and manage grants over multiple fiscal years.	1 - NA / Not Supported	
GR009	Accounting Functions	Define your ability to consolidate fund, budget, and expense information on a project and/or bureau/department basis or by Funding Source number (i.e., Catalog of Federal Domestic Assistance (CFDA) Number).	1 - NA / Not Supported	
GR010	Accounting Functions	Define how your system performs the transfer of funds between grants.	1 - NA / Not Supported	
GR011	Accounting Functions	Define your ability to track the review and approval of documents throughout the grant life cycle.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR012	Accounting Functions	Define the method utilized to rollover funds allocated for a specific grant for multiple years.	1 - NA / Not Supported	
GR013	Accounting Functions	Define your ability to enable users to monitor changes in grantor project agreement amounts, accurately track funding availability, and adjust budget accordingly.	1 - NA / Not Supported	
GR014	Accounting Functions	Define your ability to track expenses incurred (not billed), bills in progress of being paid, and bills not paid.	1 - NA / Not Supported	
GR015	Accounting Functions	Define your ability to make budget amendments, subject to grantor/sponsor approval.	1 - NA / Not Supported	
GR016	Accounting Functions	Define your ability to prohibit requisitions from posting after a specified date while program is still open for expenditures and liquidation of purchase orders.	1 - NA / Not Supported	
GR017	Accounting Functions	Define your ability to prohibit service contracts (purchase orders) from exceeding the grant period.	1 - NA / Not Supported	
GR018	Accounting Functions	Define your ability to prohibit additional purchase orders from being created, while allowing expenditure transfers and purchase order liquidations to continue to post.	1 - NA / Not Supported	
GR019	Accounting Functions	Define your ability to prohibit payroll and non-payroll expenditures from being charged to the grant beyond the grant term. In the case of non-payroll also explain how your system handles attempts to pay against unavailable funds.	1 - NA / Not Supported	
GR020	Accounting Functions	Define your ability to enable only time worked during the grant period to post in the GL.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR021	Accounting Functions	Define your ability to enable the payment of invoices during the liquidation period, without allowing payroll expenditures to post.	1 - NA / Not Supported	
GR022	Accounting Functions	Define your ability to enforce a "lock-out" to allow clearing of old invoices and purchase orders after a grant is closed.	1 - NA / Not Supported	
GR023	Accounting Functions	Define your ability to charge one employee to multiple funding sources with varying time periods/end-dates.	1 - NA / Not Supported	
GR024	Accounting Functions	Define your ability to track Federal grants by CFDA number assigned to each funding opportunity by the federal sponsor and typically identified in program announcements and award notices.	1 - NA / Not Supported	
GR025	Accounting Functions	Define your ability to define revenue recognition plans and methods for grants in Contract Management.	1 - NA / Not Supported	
GR026	Accounting Functions	Define your ability to track budget/revenue information and variances in budgeted/actual amounts.	1 - NA / Not Supported	
GR027	Accounting Functions	Define your ability to generate temporary bills for review by a billing administrator with ability to amend rate-based bills.	1 - NA / Not Supported	
GR028	Accounting Functions	Define your ability to accommodate deferred revenue accounting to generate accounting entries that defer revenue recognition based on the chosen revenue recognition date and method.	1 - NA / Not Supported	
GR029	Accounting Functions	Define your ability to define a chart of accounts that includes the entity, natural account, department and other chart values	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR030	Accounting Functions	Define your ability to control spending versus budget at various levels with the budget.	1 - NA / Not Supported	
GR031	Accounting Functions	Define your ability to validate costs charged to the program.	1 - NA / Not Supported	
GR032	Accounting Functions	Define your ability to track fixed assets purchased with grant resources.	1 - NA / Not Supported	
GR033	Accounting Functions	Define your ability to validate transaction dates against the grant award period.	1 - NA / Not Supported	
GR034	Accounting Functions	Define your ability to prevent charges (payroll, accounts payable) to close programs.	1 - NA / Not Supported	
GR035	Accounting Functions	Define your ability to enter pre-approved batches of entries or import entries from spreadsheets.	1 - NA / Not Supported	
GR036	Accounting Functions	Define your ability to view budget changes, encumbrances and expenditures on line.	1 - NA / Not Supported	
GR037	Accounting Functions	Define your ability for unrecognized revenue to be carried forward at year end.	1 - NA / Not Supported	
GR038	Accounting Functions	Define your ability to drill-down from any field with the grants accounting screen to any functional module within the system.	1 - NA / Not Supported	
GR039	Accounting Functions	Define your ability to reconcile the sub ledger balances or transaction detail to the GL.	1 - NA / Not Supported	
GR040	Accounting Functions	Define your ability to inform users to recognize revenue after grant expenditures have been recorded for a user-specified period of time.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR041	Accounting Functions	Define your ability to post the "suspended" grant transaction with supervisory control or post with supervisory override (Address approval chain for override).	1 - NA / Not Supported	
GR042	Accounting Functions	Define how your system handles account structures inactivated during the current fiscal year of the grant award.	1 - NA / Not Supported	
GR043	Accounting Functions	Define your ability to suspend a grant prior to its expiration date.	1 - NA / Not Supported	
GR044	Accounting Functions	Define your ability to electronically wire transfers for drawdown or letters of credit.	1 - NA / Not Supported	
GR045	Accounting Functions	Define your ability to access actual expenditure information form other modules at a detail and summary level for each grant.	1 - NA / Not Supported	
GR046	Accounting Functions	Define your ability to access salary costs associated with a specific grant.	1 - NA / Not Supported	
GR047	Accounting Functions	Define your ability to calculate on a user-defined basis indirect costs associated with any grant and to provide system generated entries (Not all grants have the same indirect cost rate).	1 - NA / Not Supported	
GR048	Accounting Functions	Define your ability to capture all grant activity through the general ledger.	1 - NA / Not Supported	
GR049	Accounting Functions	Define your ability to charge and track administrative costs to a grant.	1 - NA / Not Supported	
GR050	Accounting Functions	Define your ability to choose drawdown on grant funds during expenditure transactions.	1 - NA / Not Supported	
GR051	Accounting Functions	Define your ability to control expenditures and encumbrances charged to a grant.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR052	Accounting Functions	Define your ability to define the program and budget year of the grant differently than the system established fiscal year.	1 - NA / Not Supported	
GR053	Accounting Functions	Define your ability to establish grant receivables based on expenditures.	1 - NA / Not Supported	
GR054	Accounting Functions	Define your ability to identify revenue to a funding source.	1 - NA / Not Supported	
GR055	Accounting Functions	Define your ability to maintain detailed transaction history online for the life of a grant.	1 - NA / Not Supported	
GR056	Accounting Functions	Define your ability to make adjustments for any accounting period in a any fiscal year.	1 - NA / Not Supported	
GR057	Accounting Functions	Define your ability to make adjustments to open grants.	1 - NA / Not Supported	
GR058	Accounting Functions	Define your ability to monitor progress of grant expenditures/revenues against original grant contract information.	1 - NA / Not Supported	
GR059	Accounting Functions	Define your ability to provide an edit to ensure that grant billings do not exceed the reimbursable budget.	1 - NA / Not Supported	
GR060	Accounting Functions	Define your ability to report actual employee hours worked by grant.	1 - NA / Not Supported	
GR061	Accounting Functions	Define your ability to track and account for grant reimbursements and advance payments in accordance with federal and state requirements.	1 - NA / Not Supported	
GR062	Accounting Functions	Define your ability to track cost-covered and non-cost covered expenditures.	1 - NA / Not Supported	
GR063	Accounting Functions	Define your ability to track expenditures and revenue by individual sub-categories within a single grant.	1 - NA / Not Supported	
GR064	Accounting Functions	Define your ability to track grant activity over multiple years.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR065	Accounting Functions	Define your ability to integrate Grant Management with Budget Development, General Ledger, Billing/AR, Accounts Payable, Project Accounting, Procurement, Payroll, Human Resources, and Contract Management ERP modules.	1 - NA / Not Supported	
GR066	Budget Functions	Define your ability to populate Budget Development Module from the grant proposal. Does the ability include positions and their set up in Position Control?	1 - NA / Not Supported	
GR067	Budget Functions	Define your ability to assign new program numbers for the successor year in a grant based on District criteria for employee assignments that may vary.	1 - NA / Not Supported	
GR068	Budget Functions	Define your ability to transfer positions and assign successor program numbers.	1 - NA / Not Supported	
GR069	Budget Functions	Define your ability to pre-determine whether a grant has roll-forward or not and how to re-budget those resources.	1 - NA / Not Supported	
GR070	Budget Functions	Define your ability to capture matching funds requirements.	1 - NA / Not Supported	
GR071	Budget Functions	Define your ability to track matching funds and generate reports on anticipated shortfalls of matching funds.	1 - NA / Not Supported	
GR072	Budget Functions	Define your ability to manage Budget Transfers (i.e., Assign tracking numbers, upload from spreadsheet).	1 - NA / Not Supported	
GR073	Budget Functions	Define your ability to create automatic notification of Budget Create and/or Budget Transfer to pre-defined staff member(s).	1 - NA / Not Supported	
GR074	Budget Functions	Define your ability to define Budget Create/Budget Transfer approval levels.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR075	Budget Functions	Define your ability to identify potentially surplussed staff by a predefined date.	1 - NA / Not Supported	
GR076	Budget Functions	Define your ability to entry a successor grant number in the records for the current grant number.	1 - NA / Not Supported	
GR077	Budgeting Functions	Define your ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next until the grant expires.	1 - NA / Not Supported	
GR078	Budgeting Functions	Define your ability to budget based on on-going grant funding sources.	1 - NA / Not Supported	
GR079	Budgeting Functions	Define your ability to budget by total grant amount.	1 - NA / Not Supported	
GR080	Budgeting Functions	Define your ability to budget grant by fiscal year.	1 - NA / Not Supported	
GR081	Budgeting Functions	Define your ability to budget grants at various levels and combinations of budget classification structures.	1 - NA / Not Supported	
GR082	Budgeting Functions	Define your ability to carry forward appropriations/balances at year end.	1 - NA / Not Supported	
GR083	Budgeting Functions	Define your ability to establish a grant budget that is separate and independent of all other budgets.	1 - NA / Not Supported	
GR084	Budgeting Functions	Define your ability to establish and report budget information on multiple years and grant years.	1 - NA / Not Supported	
GR085	Budgeting Functions	Define your ability to track actual expenditures against budgeted/allowable expenditures by user-defined periods (e.g., daily, monthly, quarterly, etc).	1 - NA / Not Supported	
GR086	Grants Administration	Define your ability to calculate and report the financial status of the project, including all direct costs, and providing for indirect cost allocations.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR087	Grants Administration	Define your ability to account for and track required matching funds for a grant award if applicable.	1 - NA / Not Supported	
GR088	Grants Administration	Define your ability to restrict the addition of Account Structures not allowed by the funding agency.	1 - NA / Not Supported	
GR089	Grants Administration	Define your ability to publish a narrative description of the restrictions on the use of the grant financial resources.	1 - NA / Not Supported	
GR090	Grants Administration	Define your ability to disclose both performance and financial reports and the due dates.	1 - NA / Not Supported	
GR091	Grants Administration	Define your ability to generate notices to staff based on pre-defined conditions (i.e., the grant closes in 90 days and 80% of funds remain unspent).	1 - NA / Not Supported	
GR092	Grants Administration	Define your ability to create reports combining financial and narrative data.	1 - NA / Not Supported	
GR093	Grants Administration	Define your ability to create fields for information such as District Program Manager, Funding Contact, Roll-forward funding, prior years award amounts.	1 - NA / Not Supported	
GR094	Grants Administration	Define your ability to allow multiple project per awards and multiple awards per project.	1 - NA / Not Supported	
GR095	Grants Administration	Define your ability to "suspend" grant transactions based on grant and user-defined criteria (e.g., expiration date, year-end closing, etc).	1 - NA / Not Supported	
GR096	Grants Administration	Define your ability to differentiate between federal, state, and other types of grants for audit purposes.	1 - NA / Not Supported	
GR097	Grants Administration	Define your ability to establish grant restrictions and controls that may differ between funder and original award.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR098	Grants Administration	Define your ability to accommodate grant year accounting and comply with both calendar year and fiscal year budgeting requirements.	1 - NA / Not Supported	
GR099	Grants Administration	Define your ability to account for grant revenues and expenditures for the fiscal year, grant year, state fiscal year, federal fiscal year, etc.	1 - NA / Not Supported	
GR100	Grants Administration	Define your ability to add, modify or delete grant information online with audit trail of all changes.	1 - NA / Not Supported	
GR101	Grants Administration	Define your ability to allocate allowable costs from one grant to another.	1 - NA / Not Supported	
GR102	Grants Administration	Define your ability to archive closed grants with no activity beyond a user-defined time interval.	1 - NA / Not Supported	
GR103	Grants Administration	Define your ability to assign grant identification number for budgeting and reporting activities.	1 - NA / Not Supported	
GR104	Grants Administration	Define your ability to associate multiple grants with a single location.	1 - NA / Not Supported	
GR105	Grants Administration	Define your ability to associate multiple locations and/or programs with a single grant.	1 - NA / Not Supported	
GR106	Grants Administration	Define your ability to capture/establish effective beginning and end date of a grant.	1 - NA / Not Supported	
GR107	Grants Administration	Define your ability to conduct "what if" scenarios on the life of a grant.	1 - NA / Not Supported	
GR108	Grants Administration	Define your ability to duplicate preexisting grants to create/establish templates for new grants.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR109	Grants Administration	Define your ability to establish and track grant contracts and grant agreements.	1 - NA / Not Supported	
GR110	Grants Administration	Define your ability to identify each grant by user-defined identifiers (e.g., award number, grantor's grant number, etc).	1 - NA / Not Supported	
GR111	Grants Administration	Define your ability to maintain data about grantors.	1 - NA / Not Supported	
GR112	Grants Administration	Define your ability to maintain data about locations receiving grant funds.	1 - NA / Not Supported	
GR113	Grants Administration	Define your ability to maintain historical grant information.	1 - NA / Not Supported	
GR114	Grants Administration	Define your ability to notify administrators and other users of grant milestones (e.g., expiration date, revenue distribution, etc).	1 - NA / Not Supported	
GR115	Grants Administration	Define your ability to notify administrators and other users when grant expenditures reach a user-defined threshold.	1 - NA / Not Supported	
GR116	Grants Administration	Define your ability to provide complete grant accounting in conformity with all federal and state requirements.	1 - NA / Not Supported	
GR117	Grants Administration	Define your ability to provide grant summary history online.	1 - NA / Not Supported	
GR118	Grants Administration	Define your ability to purge expired or non-awarded grants.	1 - NA / Not Supported	
GR119	Grants Administration	Define your ability to track grant application information (e.g., grant number, name, description, grantor, etc.).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR120	Grants Administration	Define your ability to track grant applications.	1 - NA / Not Supported	
GR121	Grants Administration	Define your ability to track grant budgets, expenditures, encumbrances, and revenues over different periods.	1 - NA / Not Supported	
GR122	Proposals	Define your ability to manage grants throughout the entire grant life cycle from concept development, proposal preparation through funding, project administration, and award closeout.	1 - NA / Not Supported	
GR123	Proposals	Define your ability to track the development, verification, and submission status of proposals to sponsors. Ability to monitor progress points through the development stage.	1 - NA / Not Supported	
GR124	Proposals	Define your ability to link award (executed agreement between the institution and the grant sponsor) notification with data from proposals without having to re-enter data and to link award information to contracts in Contract Management module and Budget Create in Budget Development Module.	1 - NA / Not Supported	
GR125	Proposals	Define your ability to monitor pre-determined performance benchmarks against actual results.	1 - NA / Not Supported	
GR126	Proposals	Define your ability to track and report on grants that are applied for and not awarded. How does your system handle that data after the proposal stage?	1 - NA / Not Supported	
GR127	Proposals	Define your ability to create non-financial reports at the proposal stage of the grant process.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR128	Proposals	Define your ability to classify proposals by major initiative category.	1 - NA / Not Supported	
GR129	Reporting	Define your ability to electronically transmit quarterly grant progress reports.	1 - NA / Not Supported	
GR130	Reporting	Define your ability to provide full grant term, potentially spanning multiple fiscal years, reporting as well as combination reporting over a multi-year period allowing for varying budget year allocations to be reported cumulatively.	1 - NA / Not Supported	
GR131	Reporting	Define your ability to create access privileges to reports by responsibility.	1 - NA / Not Supported	
GR132	Reporting	Define your ability to generate FA 399 Reports.	1 - NA / Not Supported	
GR133	Reporting	Define your ability to create ad hoc queries and reports.	1 - NA / Not Supported	
GR134	Reporting	Define your ability to roll-up grant to higher levels for internal and external reporting.	1 - NA / Not Supported	
GR135	Reporting	Define your ability to download reports into desktop applications.	1 - NA / Not Supported	
GR136	Reporting	Define your ability to generate expenditure and revenue transaction reports.	1 - NA / Not Supported	
GR137	Reporting	Define your ability to generate report data in graphical form.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Grants (GR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GR138	Reporting	Define your ability to produce reports for annual or multi-year funding allocations that allow for expenditures and carry-overs of the prior year budget.	1 - NA / Not Supported	
GR139	Reporting	Define your ability to produce reports using the grantor-defined categories, the district's chart of accounts, and the state's Red Book.	1 - NA / Not Supported	
GR140	Reporting	Define your ability to report on grant expenditures within user-defined date range.	1 - NA / Not Supported	
GR141	Reporting	Define your ability to run reports by various accounting methods (e.g., cash, accrual, etc).	1 - NA / Not Supported	
GR142	Security	Define your ability to allow multiple administrators to enter information on a single grant with security levels established at the transaction level.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Financial and Operational Planning (FOP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FOP001	Develop Models Translating Op Plans to Fin Plans	Ability to do Line-Item budgeting. Ability to associate a calculation method with each budget line item.	1 - NA / Not Supported	
FOP002	Develop Models Translating Op Plans to Fin Plans	Ability to pre-populate (seed) the base case budget with historical or future measures and/or drivers.	1 - NA / Not Supported	
FOP003	Develop Models Translating Op Plans to Fin Plans	Ability to do Asset-level budgeting - including: 1) add assets to budget, 2) search for existing assets, 3) perform queries and download asset-related data.	1 - NA / Not Supported	
FOP004	Develop Models Translating Op Plans to Fin Plans	Ability to pre-populate historical and future depreciation amounts into base budget.	1 - NA / Not Supported	
FOP005	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to run reports at all levels of the hierarchy and for types of analysis including Budget vs. Target and Version Analysis. Reports should be able to be run by users on demand - and data access should be limited by role.	1 - NA / Not Supported	
FOP006	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to drill-down for reporting and analysis	1 - NA / Not Supported	

Miami-Dade County Public Schools: Financial and Operational Planning (FOP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FOP007	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to compare budgets against planned targets - within application.	1 - NA / Not Supported	
FOP008	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to inquire on budget data within application - including the ability to 1) download to an Excel format, 2) compare line-item budgets within a version, compare budget versions, and compare budgets by budget period.	1 - NA / Not Supported	
FOP009	Compare Outcome to Op/Fin Plan Targets Provided at Start	Ability to provide commentary on variances between budget and planned targets.	1 - NA / Not Supported	
FOP010	Consolidate Budgets	Ability to automatically consolidate/aggregate individual budget components.	1 - NA / Not Supported	
FOP011	Consolidate Budgets	Ability to run reports detailing high-level view of budget versus target.	1 - NA / Not Supported	
FOP012	Consolidate Budgets	Ability to drill-down from high-level report into lower levels of detail.	1 - NA / Not Supported	
FOP013	N/A	Ability to approve budgets. Budget reviewer/approver should have the ability to: 1) modify, 2) apply mass adjustments, 3) reject, 4) and allocate line-item budgets.	1 - NA / Not Supported	
FOP014	Readjust Tactics & Rerun Models	Ability to copy existing budget models.	1 - NA / Not Supported	
FOP015	Readjust Tactics & Rerun Models	Ability to update budget models.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Financial and Operational Planning (FOP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FOP016	N/A	Ability to export budget data to central repository - to make available for use by other applications/reporting solutions.	1 - NA / Not Supported	
FOP018	Run Models w/ Selected Scenario & Op Plans	Ability for multiple users to work on a budget simultaneously (i.e., make a screen or data "read-only" while another user is working on it).	1 - NA / Not Supported	
FOP019	Scan Internal Environment	Ability to review key performance indicators, trends and performance to plan over the last year.	1 - NA / Not Supported	
FOP020	Run Models w/ Selected Scenario & Op Plans	Ability to send a user communication/update on a specific budget activity from within application.	1 - NA / Not Supported	
FOP021	Review Budget Guidelines	Define and communicate budget guidelines.	1 - NA / Not Supported	
FOP022	Review Budget Guidelines	Define data integration requirements and data sources - including GL, HR, Assets.	1 - NA / Not Supported	
FOP023	Review Budget Guidelines	Web-based application interface.	1 - NA / Not Supported	
FOP024	Run Models w/ Selected Scenario & Op Plans	Ability to Submit and Reject Versions.	1 - NA / Not Supported	
FOP025	Scan External Environment	Ability to compare internal key performance indicators and trends- versus competitive analysis/data.	1 - NA / Not Supported	
FOP026	Review Budget Guidelines	Define budget assumptions (i.e., targets for measures and/or drivers)	1 - NA / Not Supported	
FOP027	Run Models w/ Selected Scenario & Op Plans	Ability to make mass adjustments to line item details.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Financial and Operational Planning (FOP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FOP028	Review Budget Guidelines	Define budgeting roles - including Budget Coordinator, Budget Analyst, Budget Preparer, Budget Reviewer, and System Administrator.	1 - NA / Not Supported	
FOP029	Run Models w/ Selected Scenario & Op Plans	Ability to override 'seeded' or calculated values.	1 - NA / Not Supported	
FOP030	Scan External Environment	Ability to accept extracted data from external sources (enable inputs from various systems).	1 - NA / Not Supported	
FOP031	Review Budget Guidelines	Assign users to Roles, Business Units, Budget Activities and Budget Centers.	1 - NA / Not Supported	
FOP032	Run Models w/ Selected Scenario & Op Plans	Ability to add notes to individual line items.	1 - NA / Not Supported	
FOP033	Scan Internal Environment	Allows hierarchical and multi-dimensional reporting and drill down capabilities based upon user-defined characteristics.	1 - NA / Not Supported	
FOP034	Scan Internal Environment	Existence of a central data repository (accounts, cost centers, hierarchies, attributes, historical/current financial results, business intelligence).	1 - NA / Not Supported	
FOP035	Run Models w/ Selected Scenario & Op Plans	Ability to have multiple working versions of budget.	1 - NA / Not Supported	
FOP036	Review Budget Guidelines	Forecasting application integrated with Budgeting application.	1 - NA / Not Supported	
FOP037	Review Budget Guidelines	Ability to establish and amend Budgeting procedures and policies.	1 - NA / Not Supported	
FOP039	General	Ability to leverage multiple budget scenarios.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Financial and Operational Planning (FOP)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FOP040	General	Ability to feed scorecard.	1 - NA / Not Supported	
FOP041	General	Ability to perform projections.	1 - NA / Not Supported	
FOP042	General	Define district objectives and targets.	1 - NA / Not Supported	
FOP043	General	Enable full organizational overview in planning.	1 - NA / Not Supported	
FOP044	General	Ability to maintain budget history over multiple periods.	1 - NA / Not Supported	
FOP045	General	Ability to maintain historical and trend information.	1 - NA / Not Supported	
FOP046	General	Ability to budget salaries across MDCPS objects, functions and locations.	1 - NA / Not Supported	
FOP047	General	Ability to retain budget history at different approvals levels including adoption.	1 - NA / Not Supported	
FOP048	General	Ability to interface budget development system with opening budget balance in General Ledger system.	1 - NA / Not Supported	
FOP049	General	Ability to display "Drill Down" detail of adopted budget changes after adoption.	1 - NA / Not Supported	
FOP050	General	Ability to utilize different budget models (i.e., line-item based, zero-based, etc.).	1 - NA / Not Supported	
FOP051	General	Ability to populate Position Control from adopted budget.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA001	Asset Disposal/ Retirement	Ability to dispose of an asset or assets and interface the appropriate entries to General Ledger.	1 - NA / Not Supported	
FA002	Asset Disposal/ Retirement	Ability to post proceeds (cash or cash clearing) and expenses to funds, accounts and cost centers.	1 - NA / Not Supported	
FA003	Asset Disposal/ Retirement	Ability to write off missing/obsolete assets.	1 - NA / Not Supported	
FA004	Asset Disposal/ Retirement	Ability to automatically calculate gain/loss on asset disposals and retirements for all books and to post the appropriate entry to the GL; and ability to track assets to fund/location for gain/loss at disposal.	1 - NA / Not Supported	
FA005	Asset Disposal/ Retirement	Ability to reverse disposals made in error.	1 - NA / Not Supported	
FA006	Create Assets	Describe software's ability to allow for the definition of user-defined class and categories of fixed assets.	1 - NA / Not Supported	
FA007	Create Assets	Ability to use mass assets (bundle) to account for depreciation and disposals of small value, numerous assets which are alike.	1 - NA / Not Supported	
FA008	Create Assets	Ability to define common asset types/classes, including asset lives and depreciation method.	1 - NA / Not Supported	
FA009	Create Assets	Ability to report on "Surplus" or "Idle" assets available company wide.	1 - NA / Not Supported	
FA010	Create Assets	Ability to add assets to the fixed asset system manually.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA011	Create Assets	Ability to automatically create an asset record from Activity/Project System and/or Accounts Payable.	1 - NA / Not Supported	
FA012	Create Assets	Ability to integrate or interface with Accounts Payable, General Ledger, Purchasing, Capital Budgeting, and Project Accounting systems using asset model number and serial number.	1 - NA / Not Supported	
FA013	Create Assets	Ability to post asset values to accounts and cost centers.	1 - NA / Not Supported	
FA014	Create Assets	Ability to define edit controls at the front end of the fixed asset system to detect	1 - NA / Not Supported	
FA015	Maintain/ Track Assets	Describe your software's capabilities for tracking leased equipment, including: 1. Date equipment was leased 2. Term of the lease 3. Annual cost shown in monthly and annual increments 4. Value 5. Tracking of maintenance contracts for leased equipment with terms and costs	1 - NA / Not Supported	
FA016	Maintain/ Track Assets	System should have the capability to mass transfer assets to reflect organizational changes when they occur.	1 - NA / Not Supported	
FA017	Maintain/ Track Assets	Ability to transfer or adjust an asset or assets and automatically interface the appropriate entries to the General Ledger.	1 - NA / Not Supported	
FA018	Maintain/ Track Assets	Ability to maintain a history of the transfers with From and To locations and dates (with an appropriate audit trail, effective dating, etc.).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA019	Maintain/ Track Assets	Ability to attach a document to an asset as backup for the addition, adjustment, transfer or disposal of that asset.	1 - NA / Not Supported	
FA020	Maintain/ Track Assets	Ability to temporarily take assets out of service and stop depreciating them.	1 - NA / Not Supported	
FA021	Maintain/ Track Assets	Ability to make changes to an asset record (with an appropriate audit trail, date, etc.).	1 - NA / Not Supported	
FA022	Maintain/ Track Assets	Ability to reclassify an asset to a different category.	1 - NA / Not Supported	
FA023	Maintain/ Track Assets	Ability to conduct physical inventories/cycle counts.	1 - NA / Not Supported	
FA024	Maintain/ Track Assets	Ability to Integrate fixed asset system with insurance applications. Establish guidelines for integrating the business processes between fixed assets and risk management groups to ensure accurate reporting of assets to external entities.	1 - NA / Not Supported	
FA025	Maintain/ Track Assets	Ability to delete/remove assets from the system that are added in error with proper audit trail.	1 - NA / Not Supported	
FA026	Maintain/ Track Assets	Ability to revalue assets for impairment and retention of original values.	1 - NA / Not Supported	
FA027	Maintain/ Track Assets	Ability to record and report on the date of an addition, adjustment, transfer or disposal of an asset.	1 - NA / Not Supported	
FA028	Maintain/ Track Assets	Ability to implement a bar coding or asset tag procedure to physically track assets.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA029	Maintain/ Track Assets	Describe your software's ability to allow users (schools, departments) to update their own asset records, initiate online asset transfers, retirements and other maintenance transactions , check assets in/out and generate reports via remote access to the ERP system, which is interfaced to the Fixed Assets System.	1 - NA / Not Supported	
FA030	Maintain/ Track Assets	Describe your software's ability to track transfers of assets (i.e., buses, computers): Initiate asset transfers online Receive transferred assets online Initiate disposal or transfer to surplus online Logging of asset transfer transactions.	1 - NA / Not Supported	
FA031	Maintain/ Track Assets	Describe your software's ability to maintain detailed property records for all fixed assets, including identification codes, commodity classification, acquisition data, supplier information, make, model, serial number, insurance information (cost/replacement values), disposition data, and asset useful life.	1 - NA / Not Supported	
FA032	Maintain/ Track Assets	Ability to define workflow scenarios to allow end users to perform asset maintenance transactions.	1 - NA / Not Supported	
FA033	Period End Accounting	Ability to run reports as of a given date (FA lists, additions/disposals).	1 - NA / Not Supported	
FA034	Period End Accounting	Ability to produce a Fixed Assets roll-forward schedule denoting beginning balances, additions, deletions and ending balances for both asset cost and accumulated depreciation.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA035	Period End Accounting	Ability to provide standard reports available on-line with drill-down capabilities.	1 - NA / Not Supported	
FA036	Period End Accounting	Ability to produce reports sorted by tag numbers (bar code numbers).	1 - NA / Not Supported	
FA037	Period End Accounting	Ability to report on year-end book value, YTD and Life to date depreciation while processing transactions in the next year.	1 - NA / Not Supported	
FA038	Period End Accounting	Ability to report on fully depreciated and retired assets.	1 - NA / Not Supported	
FA039	Period End Accounting	Ability to report accumulated depreciation by asset type with depreciation, retirement, and value adjustments, period and YTD.	1 - NA / Not Supported	
FA040	Period End Accounting	Ability to calculate and report monthly depreciation.	1 - NA / Not Supported	
FA041	Period End Accounting	Ability to generate report detailing capital expenditures by fund.	1 - NA / Not Supported	
FA042	Period End Accounting	Ability to report capital expenditures by category or major component.	1 - NA / Not Supported	
FA043	Period End Accounting	Ability to report capital expenditures sorted by cost.	1 - NA / Not Supported	
FA044	Period End Accounting	Ability to integrate fixed assets system with the General Ledger system. Allow the fixed assets system to automatically create all asset related journal entries, including monthly depreciation.	1 - NA / Not Supported	
FA045	Period End Accounting	Ability to report on asset balances by account, detailed by additions, retirements, transfers from CIP, re-classes, transfers, and other adjustments.	1 - NA / Not Supported	
FA046	Period End Accounting	Ability to close the fiscal period and year.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA047	Period End Accounting	Ability to have on-line access to query data.	1 - NA / Not Supported	
FA048	Period End Accounting	Ability to maintain the book value for the assets.	1 - NA / Not Supported	
FA049	Period End Accounting	Ability to provided detailed capitalization report, Period and YTD.	1 - NA / Not Supported	
FA050	Period End Accounting	Ability to report ending balances with addition, retirement and value adjustments, period and YTD.	1 - NA / Not Supported	
FA051	Period End Accounting	The system should provide the ability for self service and drill down inquiry to address ad hoc questions.	1 - NA / Not Supported	
FA052	System Maintenance	Ability to define asset templates that define standard categories/classes, depreciation attributes and asset books. Templates to be used when adding assets.	1 - NA / Not Supported	
FA053	System Maintenance	Ability for integrated applications to access asset addition templates to interface new assets.	1 - NA / Not Supported	
FA054	System Maintenance	Ability to define default general ledger accounting templates based on type of asset and type of transactions.	1 - NA / Not Supported	
FA055	System Maintenance	Ability to maintain GAAP books in fixed asset application.	1 - NA / Not Supported	
FA056	System Maintenance	Ability to set up the asset calendar in monthly periods with end dates matching the calendar of the General Ledger.	1 - NA / Not Supported	
FA057	System Maintenance	Ability to assign the asset to an asset type/category or class.	1 - NA / Not Supported	
FA058	System Maintenance	Ability to automatically calculate GAAP depreciation and post to the GL.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA059	System Maintenance	Ability to compute multiple depreciation methods by category i.e., DDB, Straight line, and depreciation by tables (e.g., percentage).	1 - NA / Not Supported	
FA060	System Maintenance	Ability to charge depreciation expenses to specific posting cost centers within company.	1 - NA / Not Supported	
FA061	System Maintenance	Ability to spread depreciation among cost centers automatically as needed.	1 - NA / Not Supported	
FA062	System Maintenance	Ability to calculate depreciation adjustments for assets put in service in previous periods.	1 - NA / Not Supported	
FA063	System Maintenance	Ability to maintain and report on the book value of an asset.	1 - NA / Not Supported	
FA064	System Maintenance	Ability to mark the asset as non-depreciating.	1 - NA / Not Supported	
FA065	System Maintenance	Ability to use different conventions for calculating depreciation.	1 - NA / Not Supported	
FA066	System Maintenance	Ability to forecast future period depreciation expenses.	1 - NA / Not Supported	
FA067	System Maintenance	Ability to perform 'what-if' depreciation analysis based on possible scenarios.	1 - NA / Not Supported	
FA068	System Maintenance	Ability to create system generated fixed assets numbering.	1 - NA / Not Supported	
FA069	System Maintenance	Ability to assign the asset to a cost center.	1 - NA / Not Supported	
FA070	System Maintenance	Ability to track insurance information related to an asset.	1 - NA / Not Supported	
FA071	System Maintenance	Ability to track Fixed Assets by serial number, location, cost center and to individual.	1 - NA / Not Supported	
FA072	System	Ability to enter the life of an asset.	1 - NA / Not	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA073	System Maintenance	Ability to report the fixed assets for companies separately.	1 - NA / Not Supported	
FA074	System	Ability to assign the asset to an employee.	1 - NA / Not	
FA075	System Maintenance	Ability to have on-line access and drill down capability to detailed asset records and reports.	1 - NA / Not Supported	
FA076	System Maintenance	Ability to provide for the definition of funds, asset accounts, depreciation, and funding sources for accounting entries.	1 - NA / Not Supported	
FA077	System Maintenance	Ability to identify and access assets by tag number.	1 - NA / Not Supported	
FA078	System Maintenance	Ability to track warranty information related to an asset.	1 - NA / Not Supported	
FA079	System Maintenance	Ability to enter the manufacturer information.	1 - NA / Not Supported	
FA080	General	Describe how Fixed Assets module handles exceptions, such as warranty replacements, E-Rates, etc.	1 - NA / Not Supported	
FA081	General	Ability to maintain the inventory of all fixed assets including buildings, vehicles, buses, FF&E, etc. and calculate/process the depreciation.	1 - NA / Not Supported	
FA082	General	Ability to transfer CIP projects to completed projects for capitalization.	1 - NA / Not Supported	
FA083	General	Ability to automatically calculate and assign overhead to completed projects.	1 - NA / Not Supported	
FA084	General	Ability to automatically calculate the inventory of capitalized leases and the corresponding depreciation.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Fixed Assets (FA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
FA085	General	Ability to reconcile the General Ledger capital expenditure accounts to the Fixed Assets system, including the identification of capitalized vs. non-capitalized purchases based on materiality thresholds.	1 - NA / Not Supported	
FA086	General	Ability to automatically reclassify/redirect expenditures for financial reporting purposes such as function reclassifications and reclassifications of charges posted to capitalizable vs. non-capitalizable accounts and vice versa.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL001	Account Analysis and Reconciliation	Ability to automatically schedule or manually request the reconciliation reports and/or process comments.	1 - NA / Not Supported	
GL002	Account Analysis and Reconciliation	Ability to drill-down to sub-ledger detail from General Accounting System.	1 - NA / Not Supported	
GL003	Account Analysis and Reconciliation	Ability to reconcile the sub-ledger balances or transaction details to the GL.	1 - NA / Not Supported	
GL004	General Accounting Maintenance	Ability to add additional values to the chart of accounts at any given point in time.	1 - NA / Not Supported	
GL005	General Accounting Maintenance	Ability to change an account's 'Active' date range.	1 - NA / Not Supported	
GL006	General Accounting Maintenance	Ability to change an account's 'Active' status.	1 - NA / Not Supported	
GL007	General Accounting Maintenance	Ability to define a chart of accounts that includes the entity, natural account, cost center, department, product and other chart values.	1 - NA / Not Supported	
GL008	General Accounting Maintenance	Ability to define account relationship rules.	1 - NA / Not Supported	
GL009	General Accounting Maintenance	Ability to define Parent/Child account relationships (or account hierarchy structure). Describe software's capabilities for duplicating the account hierarchy structure and associated relationships.	1 - NA / Not Supported	
GL010	General Accounting Maintenance	Ability to create Accounting periods based on the requirements of the business, i.e., Months, 4-4-5, Calendar or Fiscal Year, 13th period.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL011	General Accounting Maintenance	Ability to create additional ledgers/books.	1 - NA / Not Supported	
GL012	Translation and Consolidation	Ability to define default elimination entries based on legal entity structure.	1 - NA / Not Supported	
GL013	General Accounting Maintenance	Ability to define future accounting periods.	1 - NA / Not Supported	
GL014	General Accounting Maintenance	Ability to have multiple ledgers in the same system, (i.e., forecast, budget, report, statutory, Actuals).	1 - NA / Not Supported	
GL015	Period End Close	Ability to enter and post period end adjustments to general accounting.	1 - NA / Not Supported	
GL016	Journal Processing	Ability for General Accounting to automatically generate recurring journals as required.	1 - NA / Not Supported	
GL017	Journal Processing	Ability for General Accounting to automatically generate allocation journals as required.	1 - NA / Not Supported	
GL018	Journal Processing	Ability for General Accounting to automatically generate inter-company journals as required.	1 - NA / Not Supported	
GL019	Journal Processing	Ability for General Accounting to automatically generate reversing journals as required.	1 - NA / Not Supported	
GL020	Journal Processing	Ability to automate the creation of inter-company transactions.	1 - NA / Not Supported	
GL021	Journal Processing	Ability to consolidate transactions from multiple ledgers/books into one ledger/book in an automated process.	1 - NA / Not Supported	
GL022	Journal Processing	Ability to define and setup sources of journal transactions imported.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL023	Journal Processing	Ability to identify and resolve out-of-balance journal entries prior to posting. Describe your software's capabilities for providing error identification and correction before posting occurs, including exception reporting/notification to user.	1 - NA / Not Supported	
GL024	Journal Processing	Ability to 'import' journals from external applications and systems.	1 - NA / Not Supported	
GL025	Journal Processing	Ability to interface journals at summary level from sub ledgers.	1 - NA / Not Supported	
GL026	Journal Processing	Ability to manually enter journals into general accounting via a direct feed or through the application itself.	1 - NA / Not Supported	
GL027	Journal Processing	Ability to revalue transactions based on fluctuations in rates and percentages.	1 - NA / Not Supported	
GL028	Journal Processing	Ability to route journal entries through an automated, on-line approval process.	1 - NA / Not Supported	
GL029	Journal Processing	Ability to suspend journals based on predefined parameters and allow for the ability to correct and release for posting.	1 - NA / Not Supported	
GL030	Journal Processing	The ability to post journals through an automated and / or manual process based on predefined parameters.	1 - NA / Not Supported	
GL031	Period End Close	Is there the ability, and how long will the system allow archiving of ledger balances from prior years.	1 - NA / Not Supported	
GL032	Period End Close	Ability to archive prior year transactions, while maintaining access to ledger balances for comparative reporting purposes.	1 - NA / Not Supported	
GL033	Period End Close	Ability to close periods upon completion of month end activities and approval. Describe the process of closing the books and preparing complete financial statements.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL034	General Accounting Maintenance	Ability to maintain a single chart of accounts with values that can be shared across the entire organization. Describe your process.	1 - NA / Not Supported	
GL035	General Accounting Maintenance	Ability to purge / delete old account numbers.	1 - NA / Not Supported	
GL036	General Accounting Maintenance	Define the process for adding fields and values to the chart of accounts.	1 - NA / Not Supported	
GL037	General Accounting Maintenance	Define detailed standards for the creation and maintenance of the accounting calendar(s).	1 - NA / Not Supported	
GL038	General Accounting Maintenance	Ability to manually or automatically maintain (create, enter, update, etc.) rates. Describe the process for creating, entering, and updating accounting rates.	1 - NA / Not Supported	
GL039	General Accounting Maintenance	Define detailed standards for the creation and maintenance of the Ledger/Set of Books.	1 - NA / Not Supported	
GL040	GL Rate Update	Ability to add additional rates for reporting and transactional items for additional ledgers/books.	1 - NA / Not Supported	
GL041	Journal Processing	Define detailed standards and materiality thresholds for the creation and processing of Journals in the General Accounting system.	1 - NA / Not Supported	
GL042	Journal Processing	Define detailed standards for the consolidation of Journals for multiple funds in the General Accounting system.	1 - NA / Not Supported	
GL043	Journal Processing	Define detailed standards for the creation and maintenance of the Consolidation Mapping (i.e., roll-up of funds).	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL044	Journal Processing	Define detailed standards for the creation and maintenance of the inter-company business rules, including materiality.	1 - NA / Not Supported	
GL045	Journal Processing	Define detailed standards for the creation and maintenance of the Journal Sources.	1 - NA / Not Supported	
GL046	Journal Processing	Define detailed standards for the posting of Journals in the General Accounting system.	1 - NA / Not Supported	
GL047	Journal Processing	Define reconciliation and drilldown procedures to facilitate the research of journal entry details in the sub ledgers.	1 - NA / Not Supported	
GL048	Journal Processing	Refine accounting processes to allow sub systems and integrated sub ledgers to automatically create accounting entries.	1 - NA / Not Supported	
GL049	Period End Close	Ability to close periods upon completion of year-end activities and approval. Describe the process of closing books and preparing complete financial statements.	1 - NA / Not Supported	
GL050	Period End Close	Ability to create a beginning balance period that stores balance forward transactions separate from Period 1 activity.	1 - NA / Not Supported	
GL051	Period End Close	Ability to create journal entries to populate beginning balances for all balance forward accounts.	1 - NA / Not Supported	
GL052	Period End Close	Ability to define a separate year end close adjustment period to separate year end transactions from Period 12 transactions.	1 - NA / Not Supported	
GL053	Period End Close	Ability to define, configure and automate the month end-closing schedule.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL054	Period End Close	Ability to define, configure and automate the year-end closing schedule.	1 - NA / Not Supported	
GL055	Period End Close	Ability to ensure sub-ledgers are properly closed prior to close of the General Ledger.	1 - NA / Not Supported	
GL056	Period End Close	Ability to manually or automatically generate reports critical to the closing of the month or year.	1 - NA / Not Supported	
GL057	Period End Close	Ability to notify selected users of events that are not within defined tolerances.	1 - NA / Not Supported	
GL058	Period End Close	Ability to open a sequential New Fiscal Year at any point into the future.	1 - NA / Not Supported	
GL059	Period End Close	Ability to prevent users in both the general accounting and sub ledger applications from posting transactions to closed periods.	1 - NA / Not Supported	
GL060	Period End Close	Ability to 'unclose' a year in order to make audit adjustments. Describe your process.	1 - NA / Not Supported	
GL061	Period End Close	Define detailed standards and close calendar for the processing of Month End Closing and Reporting.	1 - NA / Not Supported	
GL062	Period End Close	Define detailed standards for period end adjustments.	1 - NA / Not Supported	
GL063	Period End Close	Define detailed standards for the processing of Year-End Closing and Reporting.	1 - NA / Not Supported	
GL064	Period End Close	Define detailed standards for the reconciliation processes.	1 - NA / Not Supported	
GL065	Period End Close	Define standards for closing an accounting period.	1 - NA / Not Supported	
GL066	Period End Close	Define standards for opening a new accounting period.	1 - NA / Not Supported	
GL067	Period End Close	Define standards for opening a new fiscal year.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL068	Period End Close	Refine close process to utilize soft close for non-quarter-end months, utilize high materiality levels for journal entries and minimize number of allocations to reach two day close.	1 - NA / Not Supported	
GL069	Translation and Consolidation	Ability to define default elimination entries based on legal entity structure.	1 - NA / Not Supported	
GL070	Translation and Consolidation	Ability to map the consolidation process.	1 - NA / Not Supported	
GL071	Accounting Functions	Describe Fund accounting capabilities.	1 - NA / Not Supported	
GL072	Acounting Functions	Describe system's abilities to handle encumbrance and commitment accounting.	1 - NA / Not Supported	
GL073	Account Analysis and Reconciliation	Describe system's abilities to perform exception reporting/variance reporting, etc.	1 - NA / Not Supported	
GL074	Translation and Consolidation	Ability to automatically roll-up individual actual balances into one, consolidated balance.	1 - NA / Not Supported	
GL075	Chart of Accounts	Describe your software's capabilities for enabling the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds' records being processed simultaneously by the common system.	1 - NA / Not Supported	
GL076	Chart of Accounts	Describe your software's capabilities for viewing the chart of accounts online and validating the accuracy of function/object selections.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL077	Chart of Accounts	Describe your software's functionality for maintaining the chart of accounts online and preventing deletion of any account containing current year activity.	1 - NA / Not Supported	
GL078	Chart of Accounts	Provide for classification of each individual fund, as follows: General Fund Multiple Special Revenue Funds Multiple Debt Service Funds Multiple Capital Projects Funds Multiple Enterprise Funds Multiple Internal Service Funds Multiple Trust/Agency Funds	1 - NA / Not Supported	
GL079	Chart of Accounts	Describe your software's capabilities for automatic rollover of the chart of accounts, code structures and tables at year end, including: 1. Ability to crosswalk old code numbers to new numbers (i.e., grant, project numbers). 2. Ability to "end date" account codes that should not be carried forward to the next year.	1 - NA / Not Supported	
GL080	Chart of Accounts	Ability to prevent the deletion of accounts with balances.	1 - NA / Not Supported	
GL081	Chart of Accounts	Describe your software's capabilities for charging average or actual salary to specified salary accounts.	1 - NA / Not Supported	
GL082	Chart of Accounts	Describe your software's capabilities for consolidating accounts at multiple reporting levels: fund, object, function, department, project, etc.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL083	Period End Close	Describe your software's capabilities for automatically performing the journal entry to close all income and expense items to the retained earnings fund balance at year end.	1 - NA / Not Supported	
GL084	Period End Close	Describe your software's capabilities for starting the fiscal year with a roll-over of all balance sheet accounts, while leaving the prior year open.	1 - NA / Not Supported	
GL085	Period End Close	Provide ability to require a review of unposted batches prior to the month-end close.	1 - NA / Not Supported	
GL086	Period End Close	Ability to print a trial balance before the month-end close.	1 - NA / Not Supported	
GL087	Accounting Functions	Describe your software's capabilities for enabling online interactive double-entry accounting in the GL system.	1 - NA / Not Supported	
GL088	Accounting Functions	Describe your software's capabilities for allowing the entry of transactions across funds.	1 - NA / Not Supported	
GL089	Accounting Functions	Describe your software's capabilities for assigning accounting periods to transactions.	1 - NA / Not Supported	
GL090	Accounting Functions	Provide ability to maintain up to 5 years historical financial data, such as actual amounts (not including the current fiscal year) for both budgetary and financial data. This information must be available for both system reports and inquiry functions.	1 - NA / Not Supported	
GL091	Accounting Functions	Describe your software's capabilities for generating suspense/exception files (transactions out of balance, funds not available, etc.) with override functionality for authorized users.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL092	Accounting Functions	Describe your software's capabilities for enabling the user to reverse or cancel a previously posted/updated journal entry, including: 1. Ability to systematically re-post a journal entry after reversal and provide transaction detail reports.	1 - NA / Not Supported	
GL093	Accounting Functions	Describe your software's capabilities for adding/attaching explanatory notes for all transactions.	1 - NA / Not Supported	
GL094	Accounting Functions	Describe your software's capabilities for accommodating consolidated (pooled) cash accounting for transactions of multiple funds that are accounted for in one centralized (pooled) bank account.	1 - NA / Not Supported	
GL095	Accounting Functions	Describe your software's capabilities for preventing funds from being out of balance and allowing fully automated inter-funds.	1 - NA / Not Supported	
GL096	Accounting Functions	Describe your software's capabilities for moving year-end encumbrances to alternate fund sources.	1 - NA / Not Supported	
GL097	Accounting Functions	Describe your software's complete bank reconciliation process including the matching of outstanding and cleared checks with issued checks - with online check imaging review and check status capability. System should be capable of displaying this information to authorized vendors through a vendor portal where vendors can view only information specific to them.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL098	General	Ability to have 2 fiscal years / accounting periods open without impacting system performance.	1 - NA / Not Supported	
GL099	General	Ability to charge multiple account structures in payroll system for one employee	1 - NA / Not Supported	
GL100	General	Ability to provide real-time general ledger reports (e.g., transaction registers, etc.).	1 - NA / Not Supported	
GL101	General	Accounting Rules. Describe, in detail, your system's ability to define and configure accounting rules.	1 - NA / Not Supported	
GL102	General	Internal School Accounting Module fully integrated with General Ledger, including automatic entry (or interface) of financial transactions (receipts, disbursements, etc.) into General Ledger system.	1 - NA / Not Supported	
GL103	General	Describe your software's capabilities for processing/uploading manual journal entries from Excel worksheets and other standard file formats (i.e., .txt, .csv) including: 1. Including spreadsheet/source file attachment with the manual journal entry.	1 - NA / Not Supported	
GL104	General	Ability to see check cleared date on system.	1 - NA / Not Supported	
GL105	General	Ability to automatically generate "stale date check" letters after X months.	1 - NA / Not Supported	
GL106	General	Ability to show or reflect replacement checks (payments) as “voided and replaced with check # XXXXX."	1 - NA / Not Supported	
GL107	General	The ability to automatically feed cleared check information transmitted from the bank.	1 - NA / Not Supported	

Miami-Dade County Public Schools: General Ledger Accounting (GL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
GL108	General	Describe the ability / design of your system to comply with all GASB Requirements.	1 - NA / Not Supported	
GL109	General	Ability to track vehicle mileage via internet portal access.	1 - NA / Not Supported	
GL110	General	Ability to programmatically transfer expenditures from closed programs to successor programs.	1 - NA / Not Supported	
GL111	General	Describe system's scalability.	1 - NA / Not Supported	
GL112	General	Ability to future date journal entries.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Outlook (OL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
OL001	Actuals Track to Latest Plan	Ability to compare Actuals results versus plan for current and historical data.	1 - NA / Not Supported	
OL002	Actuals Track to Latest Plan	Ability to enter notes for a given forecast.	1 - NA / Not Supported	
OL003	Actuals Track to Latest Plan	Ability to handle exceptions and conditions defined by company business rules, with ability to email alerts.	1 - NA / Not Supported	
OL004	Consolidate Forecasts	Ability to notify users of forecast due dates, consolidation process.	1 - NA / Not Supported	
OL005	Consolidate Forecasts	Ability to automatically roll-up individual forecast components into one, consolidated forecast.	1 - NA / Not Supported	
OL006	Consolidate Forecasts	Ability to provide high-level summary graphics and narrative of the financial translation of Ops plan.	1 - NA / Not Supported	
OL007	Review Forecast Guidelines	Ability to forecast and display revenue and expenditures across functions, units, locations, activities etc.	1 - NA / Not Supported	
OL008	Review Forecast Guidelines	Web-based application interface.	1 - NA / Not Supported	
OL009	Review Forecast Guidelines	Forecasting application integrated with Budgeting application.	1 - NA / Not Supported	
OL010	Review Forecast Guidelines	Define performance measures / drivers.	1 - NA / Not Supported	
OL011	Review Forecast Guidelines	Define forecast functions for each role.	1 - NA / Not Supported	
OL012	Scan External Environment	Ability to compare internal key performance indicators and trends- versus competitive analysis/data.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Outlook (OL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
OL013	Scan External Environment	Ability to accept extracted data from external sources (enable inputs from various systems).	1 - NA / Not Supported	
OL014	Scan Internal Environment	Allows hierarchical and multi-dimensional reporting and drill down capabilities based upon user-defined characteristics.	1 - NA / Not Supported	
OL015	Scan Internal Environment	Ability to review key performance indicators, trends and performance to plan over the last 5 years.	1 - NA / Not Supported	
OL016	Budgeting	Ability to enforce tolerance / target checking.	1 - NA / Not Supported	
OL017	Load Numbers Into Company Data Repository	Ability to export forecast data to central repository - to make available for use by other applications/reporting solutions.	1 - NA / Not Supported	
OL018	Budgeting	Define and communicate forecast guidelines, due dates, etc.	1 - NA / Not Supported	
OL019	Budgeting	Define data integration requirements and data sources required for forecasting models.	1 - NA / Not Supported	
OL020	Budgeting	Ability to update forecast horizon period.	1 - NA / Not Supported	
OL021	Budgeting	Ability to generate trend chart to cover the specified forecast time horizon	1 - NA / Not Supported	
OL022	Budgeting	Define user defaults and preferences.	1 - NA / Not Supported	
OL023	Budgeting	Ability to update driver models to cover the specified forecast time horizon.	1 - NA / Not Supported	
OL024	Budgeting	Assign users to Roles and Planning Activities.	1 - NA / Not Supported	
OL025	Budgeting	Define forecast status update procedures.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Outlook (OL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
OL026	Budgeting	Ability to develop and maintain numerous planning versions and modeling scenarios. Ability to modify and project multiple scenarios without modifying the original.	1 - NA / Not Supported	
OL027	Budgeting	Ability to include explanations for forecasted results outside of acceptable performance tolerance.	1 - NA / Not Supported	
OL028	Budgeting	Allows for global formula or allocation based changes to be applied to planning data.	1 - NA / Not Supported	
OL029	Budgeting	Ability to compare forecast results to latest forecast/budget to any new changes in targets.	1 - NA / Not Supported	
OL030	Budgeting	Ability to update / create new forecast amounts at any time during process.	1 - NA / Not Supported	
OL031	Review Forecast Guidelines	Define forecasting roles - including Planning Administrator, Security Administrator, Executive/Reviewer and Analyst.	1 - NA / Not Supported	
OL032	Review Forecast Guidelines	Ability to set up performance measure warning levels.	1 - NA / Not Supported	
OL033	Review Forecast Guidelines	Ability to establish user-defined Projection Methods.	1 - NA / Not Supported	
OL035	Review Forecast Guidelines	Ability to define level of planning detail with respect to major revenue and expenditure assumptions. (e.g. economic conditions, position vacancies, etc.)	1 - NA / Not Supported	
OL036	Review Forecast Guidelines	Determine planning horizon - and associated level of detail required.	1 - NA / Not Supported	
OL037	General	Formal forecasting calendar, deadlines, and milestones in system.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Outlook (OL)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
OL038	General	Well-defined user roles and responsibilities set up in the system.	1 - NA / Not Supported	
OL039	General	Describe system and process training needed.	1 - NA / Not Supported	
OL040	General	Ability to forecast full-time salary savings.	1 - NA / Not Supported	

Miami-Dade County Public Schools: P-Card (PC)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PC001	Procurement Card Processing	Define, in detail, P-Card capabilities.	1 - NA / Not Supported	
PC002	Procurement Card Processing	Ability to electronically record purchases and reconcile P-Card transactions.	1 - NA / Not Supported	
PC003	Procurement Card Processing	Ability to handle card holder issuance requests, electronic approval routing and issuance processing via an on-line, web-based application.	1 - NA / Not Supported	
PC004	Procurement Card Processing	Ability to integrate P-Card transactional history into system for reporting, prevention of duplicate payments, etc.	1 - NA / Not Supported	
PC005	M-DCPS Requirement	Ability to integrate P-card transactions into General Ledger.	1 - NA / Not Supported	
PC006	M-DCPS Requirement	Ability to adjust bid/RFP amounts based on P-card purchases.	1 - NA / Not Supported	
PC007	Procurement Card Processing	Ability to utilize P-cards and EFT for purchase order settlement.	1 - NA / Not Supported	
PC008	Procurement Card Processing	Ability to post procurement card transactions to a single or multiple general-ledger accounts.	1 - NA / Not Supported	
PC009	Procurement Card Processing	Describe available interfaces to bolt-on P-Card software packages.	1 - NA / Not Supported	
PC010	Procurement Card Processing	Define your ability to integrate Procurement card transactional history into AP module for generating and reporting 1099 activity.	1 - NA / Not Supported	
PC011	Procurement Card Processing	Define your ability to interface with bank software to support the District's purchasing card program.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Contract Management (CM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CM001	Contract Administration	Ability to store supplier contracts in one centralized database.	1 - NA / Not Supported	
CM002	Contract Creation	Ability to link master contract information to other contracts for same supplier.	1 - NA / Not Supported	
CM003	Contract Administration	Ability to link contract ID to supplier ID in supplier master file.	1 - NA / Not Supported	
CM004	Contract Communication	Ability to display contract terms amendment history to ensure visibility to changes that will impact organizational wide contracts.	1 - NA / Not Supported	
CM005	Contract Creation	Ability to provide a searchable library of pre-approved templates and alternative contract clauses, and to configure standard contract template information, for both qualitative & quantitative service level terms.	1 - NA / Not Supported	
CM006	Contract Creation	Ability to auto populate contract template with Bids/RFP information.	1 - NA / Not Supported	
CM007	Contract Creation	Ability to take existing contract information and populate Bid/RFP as part of contract renewal and/or re-bid process.	1 - NA / Not Supported	
CM008	Contract Communication	Describe how your software provides the ability for an electronic workflow approval process, including validation of funding sufficiency, the ability to tie a contract in process to a requisition, and to view the contract status through checkpoints in the workflow process (i.e., approved by legal, operations).	1 - NA / Not Supported	
CM009	Contract Administration	Ability to attach to the contract scanned images of documents that are required by the organization.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Contract Management (CM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CM010	Contract Administration	Ability to set multiple calendar driven flags to alert contract manager prior to expiration of required documents (insurance, bonds).	1 - NA / Not Supported	
CM011	Contract Administration	Describe how your software provides the ability to interface contracts with the requisition, Purchase Order, and Payables processes, regarding workflow, encumbrance accounting, price, payment terms, volume discounts, delivery times, etc. to insure compliance with negotiated terms and budget limits.	1 - NA / Not Supported	
CM012	Contract Adminis	Describe your software's ability to enable invoice and Purchase Order cross referencing, and to tie payments to a contract, providing real time data regarding current spend against a contract.	1 - NA / Not Supported	
CM013	Contract Adminis	Describe your software's ability to specify effective dates for all contracts.	1 - NA / Not Supported	
CM014	Contract Communication	Ability to create a contract management dashboard that displays purchase and performance activity against specific contracts.	1 - NA / Not Supported	
CM015	Contract Administration	Ability to provide automated warnings, triggered by any business condition (e.g., contracted volume delivered, or quality is below a given threshold, or dollar threshold is reached) to ensure that suppliers take action to meet their own obligations.	1 - NA / Not Supported	
CM016	Contract Administration	Ability to manage contract performance through project based milestones and budget specific limits.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Contract Management (CM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CM017	Contract Communication	Ability to display contract details real time via intranet.	1 - NA / Not Supported	
CM018	Contract Communication	Ability to populate specific contract details into email template for communication to users via web based portal or intranet.	1 - NA / Not Supported	
CM019	Contract Creation	Ability to configure contract information to allow only specific details to be visible to user community.	1 - NA / Not Supported	
CM020	Contract Communication	Ability to inform suppliers involved in RFP process of contract award via standardized email template.	1 - NA / Not Supported	
CM021	Contract Administration	Ability to link line item level detail in contract to item master and/or catalogs.	1 - NA / Not Supported	
CM022	Contract Administration	Ability to associate a contract with a pre-defined commodity coding schema.	1 - NA / Not Supported	
CM023	Contract Administration	Ability to associate a contract with specific organizational departments.	1 - NA / Not Supported	
CM024	Contract Administration	Describe your software's ability to analyze vendor performance and tie specific performance variables to a contract.	1 - NA / Not Supported	
CM025	Contract Administration	Describe your software's ability to maintain historical records of contracts (i.e., amounts, revisions, dates, co-items, quantities, payments, etc), and to archive expired contracts.	1 - NA / Not Supported	
CM026	Contract Administration	Describe your software's ability to query contracts by wildcard, and to modify or create ad-hoc reports.	1 - NA / Not Supported	
CM027	Contract Administration	Describe how your software enables tracking and analysis of long-term contracts that span multiple fiscal years or accounting periods.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM001	External Systems	Define your ability to integrate the Inventory system with the Receiving function in the Purchasing system in order to update inventory with actual quantities received.	1 - NA / Not Supported	
IM002	External Systems	Define your ability to integrate the Inventory system with Fixed Assets to facilitate redistribution/disposal of obsolete/surplus equipment.	1 - NA / Not Supported	
IM003	External Systems	Define your ability to interface with Accounts Payable including but not limited to: • generate required receiving documentation • automatically transfer receiving data for evaluated receipt settlement • access receiving data for payment settlement	1 - NA / Not Supported	
IM004	Receiving	Define your ability to enter receipts online by receiving departments.	1 - NA / Not Supported	
IM005	Receiving	Define your ability to provide for electronic receipts read by a bar code reader including but not limited to: • reading embedded information to record receipts in purchase orders	1 - NA / Not Supported	
IM006	Receiving	Define your ability to match the receiving to the purchase order both manually and electronically.	1 - NA / Not Supported	
IM007	Receiving	Define your ability to receive advanced shipment notifications (ASNs) electronically or via the Web.	1 - NA / Not Supported	
IM008	Receiving	Define your ability to post real time to customer inventory systems.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM009	Receiving	Define your ability to enter quality inspection information online at point of receiving.	1 - NA / Not Supported	
IM010	Receiving	Define your ability to receive items into receiving inspection, directly to inventory or the shop floor.	1 - NA / Not Supported	
IM011	Receiving	Define your ability to receive unordered items and later match them to POs.	1 - NA / Not Supported	
IM012	Receiving	Define your ability to record lot and serial number.	1 - NA / Not Supported	
IM013	Receiving	Define your ability to receive substitute items.	1 - NA / Not Supported	
IM014	Receiving	Define your ability to print receipt traveler.	1 - NA / Not Supported	
IM015	Receiving	Define your ability to define your ability to alert buyers, requestors and vendors of receiving discrepancies.	1 - NA / Not Supported	
IM016	Receiving	Define your ability to automatically close a PO Line to receiving when the amount received is greater than or equal to the amount ordered.	1 - NA / Not Supported	
IM017	Receiving	Define your ability to print shortage information including but not limited to: • Item • Quantity • Deliver-to-location on the receipt traveler/label.	1 - NA / Not Supported	
IM018	Receiving	Define your ability to back date receipts.	1 - NA / Not Supported	
IM019	Receiving	Define your ability to automatically determine put away location for a receipt.	1 - NA / Not Supported	
IM020	Receiving	Define your ability to hold a put away if the designated location is part of a cycle count that has not been completed.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM021	Receiving	Define your ability to prompt to add item physically in designated location to a cycle count for immediate counting.	1 - NA / Not Supported	
IM022	Receiving	Define your ability to flag hazardous material or items requiring special handling.	1 - NA / Not Supported	
IM023	Receiving	Define your ability to utilize RF scanning devices to: • Move and close product receipt at putaway: • Capture counts	1 - NA / Not Supported	
IM024	Receiving	Define your ability to track all receiving record stages of receipt, from loading dock to final consignment.	1 - NA / Not Supported	
IM025	Return Process	Define your ability to support an RA/RMA-based item return process.	1 - NA / Not Supported	
IM026	Return Process	Define your ability to automatically reverse receiving for returns and adjust Accounts Payable records with the expectation of a credit memo.	1 - NA / Not Supported	
IM027	Inventory Tracking	Define your ability to maintain a store's inventory for office supplies, textbook inventory tracking and other movable assets on-line and allow departments to view the inventory prior to requisitioning.	1 - NA / Not Supported	
IM028	Inventory Tracking	Define your ability to set up and track inventory at multiple locations/warehouses.	1 - NA / Not Supported	
IM029	Inventory Tracking	Define your ability to transfer inventory between locations and partially fill orders, while maintaining the audit trail.	1 - NA / Not Supported	
IM030	Inventory Tracking	Define your ability to integrate the Inventory system with external bar-coding/scanning applications to facilitate more accurate tracking of inventory.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM031	Inventory Tracking	Define your ability to support tracking of textbook inventory at the School level.	1 - NA / Not Supported	
IM032	Inventory Tracking	Define your ability to provide visibility into inventory balances for specific warehouses to all departments and schools on an inquiry basis.	1 - NA / Not Supported	
IM033	Inventory Tracking	Define your ability to support paperless picking, packing and shipping.	1 - NA / Not Supported	
IM034	Inventory Tracking	Define your ability to support an electronic signature system for delivery and tracking of delivery.	1 - NA / Not Supported	
IM035	Inventory Tracking	Define your ability to track work orders through each stage (received at warehouse, pick, pack, in transit, delivered) and allows customers to look up the status of their order in the system.	1 - NA / Not Supported	
IM036	Inventory Tracking	Define your ability to provide visibility into the queue of work orders packed but not shipped.	1 - NA / Not Supported	
IM037	Inventory Tracking	Define your ability to provide backorder processing.	1 - NA / Not Supported	
IM038	Inventory Tracking	Define your ability to provide aged backlog tracking.	1 - NA / Not Supported	
IM039	Inventory Tracking	Define your ability to provide a reserve inventory backup location finder.	1 - NA / Not Supported	
IM040	Inventory Tracking	Define your ability to report daily on a driver's time stamped deliveries.	1 - NA / Not Supported	
IM041	Inventory Tracking	Define your ability to support the use of multiple units of measure (UOMs) for the same item. Example: the District may purchase paper by the case, but distribute ("sell") to schools by the ream.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM042	Inventory Tracking	Define your ability to provide information on orders placed but not approved at the book code/SKU level.	1 - NA / Not Supported	
IM043	Inventory Tracking	Define your ability to alert users when individual book codes/SKUs are in a position of shortfall, stock out or excess for expedited reaction to these situations.	1 - NA / Not Supported	
IM044	Inventory Tracking	Define your ability to perform a WIP physical inventory.	1 - NA / Not Supported	
IM045	Inventory Tracking	Define your ability to disable specific transactions or user access during inventory count.	1 - NA / Not Supported	
IM046	Inventory Tracking	Define your ability to define physical count scope and tolerance including but not limited to: • Organization • Sub-inventory	1 - NA / Not Supported	
IM047	Inventory Tracking	Define your ability to identify tags/counts sheets that are not entered.	1 - NA / Not Supported	
IM048	Inventory Tracking	Define your ability to systematically compare counts to system on-hand balances and calculate adjustments.	1 - NA / Not Supported	
IM049	Inventory Tracking	Define your ability to understand which adjustments fall outside of tolerances and need approval.	1 - NA / Not Supported	
IM050	Inventory Tracking	Define your ability to systematically approve and post adjustments.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM051	Inventory Tracking	Define your ability to add/delete/modify fields on Tag/Count sheets to include but not limited to: • Item number • Description • Count Quantity • Unite of Measure • Locator • Comments • Counter initials	1 - NA / Not Supported	
IM052	Inventory Tracking	Define your ability to track inventory the district owns at external sites as separate sub-inventory and/or location.	1 - NA / Not Supported	
IM053	Inventory Tracking	Define your ability to manage returns for but not limited to: • Damage • Defective product • Cores • Unused issued items	1 - NA / Not Supported	
IM054	Inventory Tracking	Define your ability to track and manage stock levels on a bench and/or truck.	1 - NA / Not Supported	
IM055	Inventory Tracking	Define your ability to signal counts when the balance in a locator hits zero.	1 - NA / Not Supported	
IM056	Inventory Tracking	Define your ability to divide the counts that are to be conducted over time into relatively equal daily count lists.	1 - NA / Not Supported	
IM057	Inventory Tracking	Define your ability to require a recount when a mismatch in serial numbers occurs prior to an adjustment being made.	1 - NA / Not Supported	
IM058	Inventory Tracking	Define your ability to set tolerance levels to automatically determine whether or not a recount is necessary. Are tolerances based on quantities, extended value or both.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM059	Inventory Tracking	Define your ability to • Specify Serial Numbers on the count list so they can be verified as part of the count process • Enable serial numbers to be scanned in from bar code as part of the count process	1 - NA / Not Supported	
IM060	Inventory Tracking	Define your ability to allow Lot Numbers to be specified on the count list so that lots can be verified as part of the count process.	1 - NA / Not Supported	
IM061	Inventory Tracking	Define your approval process for adjustments.	1 - NA / Not Supported	
IM062	Inventory Tracking	Define your ability to support on-site supplier managed replenishment transactions.	1 - NA / Not Supported	
IM063	Inventory Tracking	Define your ability to establish inventory usage categories and to select usage when inventory transactions are created.	1 - NA / Not Supported	
IM064	Planning	Define your ability to provide support for Min/Max Planning and reporting and integrate with Purchasing to facilitate replenishment as needed.	1 - NA / Not Supported	
IM065	Planning	Define your ability to provide the ability to electronically transmit inventory information and min/max windows to vendors. Does the system provide web-access to vendors with consignment inventory that don't have the facility for electronic data transfer.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM066	Planning	Define your ability to provide simple forecasting and demand planning including but not limited to: • Best fit forecasting functionality • Seasonal item forecasting • Forecasting variance analysis • Does the Forecasting tool provide a graphical view of the forecasts on a per item basis.	1 - NA / Not Supported	
IM067	Planning	Define your ability to do supplier lead time analysis in order to identify trends in early/late deliveries and under/over delivery for inventory management calculations.	1 - NA / Not Supported	
IM068	Planning	Define your ability to perform trip planning including but not limited to: • Reviewing order backlog, • Group order lines into deliveries and trips to simplify the pick and stage process	1 - NA / Not Supported	
IM069	Administrating Orders	Define your ability to utilize claims and returns reason and feed them to order fulfillment to improve overall delivery quality.	1 - NA / Not Supported	
IM070	Administrating Orders	Define your ability to automatically update customer order information once picking, verification and loading are complete.	1 - NA / Not Supported	
IM071	Administrating Orders	Define your ability to order products by shipment volume to minimize handling and to optimize traffic flow; use of fulfillment zones based on product volume.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM072	Administrating Orders	Define your ability to specify the sequence of vehicle loading/unloading for a delivery utilizing vehicle loading sequence to drive order fulfillment cycles.	1 - NA / Not Supported	
IM073	Administrating Orders	Define your ability to automatically perform available-to-promise calculation based on material request against any stocked item and alert requestor.	1 - NA / Not Supported	
IM074	Administrating Orders	Define your ability to place a location on hold to prevent picks from being routed to it (i.e., part problem, quantity discrepancies, etc.).	1 - NA / Not Supported	
IM075	Administrating Orders	Define your ability to utilize FIFO and other picking rules when more than one location is possible for an item.	1 - NA / Not Supported	
IM076	Administrating Orders	Define your ability to create backorders (shortages) based on unfulfilled picks of any kind.	1 - NA / Not Supported	
IM077	Administrating Orders	Define your ability to trigger a cycle count based on a discrepancy noted during a pick.	1 - NA / Not Supported	
IM078	Administrating Orders	Define your ability to generate a cycle count credit at a location that a pick has zeroed out.	1 - NA / Not Supported	
IM079	Generate Picking Documents	Define your ability to insert "hot" picks into the picking process without interrupting the normal flow. Also able to flag the pick as "hot" to prompt special handling.	1 - NA / Not Supported	
IM080	Generate Picking Documents	Define your ability to verify pick accuracy.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM081	Generate Picking Documents	Define your ability to eliminate from the pick process pick shorts due to lack of inventory and communicate automatically to customer service and inventory planning organizations.	1 - NA / Not Supported	
IM082	Generate Picking Documents	Define your ability to automatically update performance measurement program database with picker quality.	1 - NA / Not Supported	
IM083	Generate Picking Documents	Define your ability to define pick rules and sort picklist to: • Optimize picking • Direct pick to a location with enough parts to minimize split pulls.	1 - NA / Not Supported	
IM084	Generate Picking Documents	Define your ability to display picking tasks and track picking performance on RF Terminal, Handheld device (RF or batch).	1 - NA / Not Supported	
IM085	Generate Picking Documents	Define your ability to record product relief which occurs at time product is removed from location.	1 - NA / Not Supported	
IM086	Generate Picking Documents	Define your ability to allow replenishment/putaway operations to occur simultaneously with picking operations.	1 - NA / Not Supported	
IM087	Generate Picking Documents	Define your ability to display special handling instructions during picking.	1 - NA / Not Supported	
IM088	Generate Picking Documents	Define your ability to send picking requirements electronically to a external third party.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM089	Order Fulfillment	Define your ability to Integrated with applications for order management, warehouse management and transportation management.	1 - NA / Not Supported	
IM090	Order Fulfillment	Define your ability to leverage VMI techniques and technologies to manage customer inventories and smooth order demand.	1 - NA / Not Supported	
IM091	Order Fulfillment	Define your ability to: • Systematically generate Material requirements: • Replenishment trigger: • Periodic pulls	1 - NA / Not Supported	
IM092	Warehouse Layout Management	Define your ability to: • Identify a list of empty storage locations at a facility • The percentage of the total storage locations that are empty • The percentage of the storage locations in each size category that are empty	1 - NA / Not Supported	
IM093	Warehouse Layout Management	Define your ability to specify that certain locations are appropriate for hazardous material.	1 - NA / Not Supported	
IM094	Warehouse Layout Management	Define your ability to identify how frequently a given item and/or storage location and/or item in a given storage location has been accessed at a given facility.	1 - NA / Not Supported	
IM095	Warehouse Layout Management	Define your ability to report the proportion of a given time period that a storage location is empty or occupied.	1 - NA / Not Supported	
IM096	Accounting Functions	Define your ability to facilitate inventory accounting to enable charging dollar cost to items in inventory.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM097	Accounting Functions	Define your available inventory accounting methods (i.e., average cost) for tracking/segregating purchased and "free" inventory items.	1 - NA / Not Supported	
IM098	Accounting Functions	Define your ability to support consignment inventory functionality.	1 - NA / Not Supported	
IM099	Accounting Functions	Define your ability to change the SKU unit cost based on cost averaging the combination of the on hand inventory and the new receipt.	1 - NA / Not Supported	
IM100	Accounting Functions	Define your ability to provide a cycle count program based on ABC analysis.	1 - NA / Not Supported	
IM101	Accounting Functions	Define your ability to provide cycle count history tracking.	1 - NA / Not Supported	
IM102	Accounting Functions	Define your ability to view transaction activity on book code/SKU for a designated period of time.	1 - NA / Not Supported	
IM103	Accounting Functions	Define your ability to allow all functionality interfacing with accounting to be transparent to the warehouse.		
IM104	Accounting Functions	Define your ability to address physical inventory & reconciliation processes.	1 - NA / Not Supported	
IM105	Accounting Functions	Define your ability to generate an invoice/bill of sale.	1 - NA / Not Supported	
IM106	Reporting	Define your software's report writer and ad-hoc query tools including support for multi-dimensional data analysis with drill down capability.	1 - NA / Not Supported	
IM107	Reporting	Define your ability to allow user defined online or hard copy reports utilizing ad-hoc query/reporting tool. Examples include but are not limited to: • book code/SKU-level information on orders placed, but not approved	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM108	Reporting	Define your ability to provide activity tracking and produce graphs.	1 - NA / Not Supported	
IM109	Reporting	Define your ability to provide productivity tracking by operator/activity.	1 - NA / Not Supported	
IM110	Reporting	Define your ability to view/report expected receipts by promised date.	1 - NA / Not Supported	
IM111	Reporting	Define your ability to provide a vendor portal/vendor self-service including but not limited to: • Secure Access including automatic password resets • Restricting data available to vendors • Ability to view status of receipts • Ability to select invoices for early payment by offering a discount • Ad-hoc reporting with drill-down capabilities	1 - NA / Not Supported	
IM112	Reporting	Define your ability to provide a vendor portal/vendor self-service including but not limited to: • Ability to view the inventory that they manage • Ability to capture min/max levels • Access supplier’s (external/internal) minimum/maximum replenishment level data at the Third Party Logistics warehouse • Measure and report supplier's effectiveness in managing replenishment (i.e., min/max performance, inventory turns, service level) • Ability to view balance, receipt, actual consumption and planned consumption information	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM113	Reporting	Define your ability to report adjustments pending approval.	1 - NA / Not Supported	
IM114	Reporting	Define your ability to view/report consigned inventory belonging to a particular customer and its location.	1 - NA / Not Supported	
IM115	Reporting	Define your ability to view/report all adjustments and sort by including but not limited to: • Date • Item • Absolute dollar difference • Actual dollar difference • Absolute quantity difference • Actual quantity difference • Ad-hoc reporting with drill-down capabilities	1 - NA / Not Supported	
IM116	Reporting	Define your ability to view/report record statistics about the cycle counting process including but not limited to: • Date last counted for an item in a sub-inventory • Quantity and value of any count adjustment • Absolute quantity and value of any count adjustment • rolling six month averages Define the calculations to determine if the cycle count program is meeting requirements.	1 - NA / Not Supported	
IM117	Reporting	Define your ability to generate email notifications to: • Purchasing Buyer notifying when min/max levels are violated	1 - NA / Not Supported	

Miami-Dade County Public Schools: Inventory Management (IM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
IM118	Reporting	Define your ability to view/report and generate automatic email notification on excess inventory based on user defined parameters including but not limited to: • New excess situation • Review frequency (calendar/fiscal period) • Disposition status	1 - NA / Not Supported	
IM119	Reporting	Define your ability to input and report upon causes of excess inventory.	1 - NA / Not Supported	
IM120	Reporting	Define your ability to review lot numbers/serial numbers and date codes of items in an asset or expensed sub-inventory.	1 - NA / Not Supported	
IM121	Reporting	Define your ability to view/report by planner/buyer for items where adjustments cause a stockout.	1 - NA / Not Supported	
IM122	Reporting	Define your ability to view/report labor percentages and picks per hour for employee performance goals.	1 - NA / Not Supported	
IM123	Reporting	Define your ability to view/report measures of efficiency over time for a storage facility, including but not limited to: • Transactions per time period • Transactions per time period per person • Average time between request and fulfillment of request	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT001	Requisition Creation and Processing	Ability to utilize web-based item catalogs used for self-service requisition and web-based tools used for direct and indirect materials and services and capital purchases.	1 - NA / Not Supported	
PT002	Requisition Creation and Processing	Ability to electronically integrate between procurement systems and other systems within the organization.	1 - NA / Not Supported	
PT003	Requisition Creation and Processing	Describe your software's capacity for utilization of automated workflow for routing, modification (i.e., account cost center) and approval verification and signature process for requisitions, Po's, change orders, contracts, etc.	1 - NA / Not Supported	
PT004	Requisition Creation and Processing	Ability to set approval levels based on dollar thresholds as well as by item type (Capital and Technical items).	1 - NA / Not Supported	
PT005	Requisition Creation and Processing	Ability to delete, place on hold and suspend Requisitions.	1 - NA / Not Supported	
PT006	Requisition Creation and Processing	Describe your systems ability for the software to automatically assign Requisition number.	1 - NA / Not Supported	
PT007	Requisition Creation and Processing	Ability to prorate freight and other miscellaneous charges across Requisition lines by percentage and by quantity.	1 - NA / Not Supported	
PT008	Requisition Creation and Processing	Describe your systems ability to create a requisition from a template using pre-populated account information and other financial information (e.g., terms, contract info., etc.) based on user, business unit, vendor, etc .	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT009		Describe how your software allows users on-line access to all information on items available to purchase including pictures, prices, delivery time, specifications, etc.	1 - NA / Not Supported	
PT010	Requisition Creation and Processing	Describe your software's budget validation/encumbrance workflow for requisitions, including the following: 1. Validating requisitions versus budget (funds availability checking/warnings) and pre-encumbering money by department at requisition entry. 2. Prevent approval of requisitions where spending exceeds a pre-determined threshold versus a total commodity contract dollar/unit amount. 3. Preventing NSF/non-validated requisitions from entering purchasing agent/buyer work queues. 4. Automatically assigning validated (funds available/pre-encumbered) requisitions to purchasing agent/buyer work queues. 5. Automatically generating encumbrances as requisitions become approved purchase orders.	1 - NA / Not Supported	
PT011	Requisition Creation and Processing	Describe your software's ability to process Requisitions at a centralized location, and either keep expenses centrally or spread across multiple locations.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT012	Requisition Creation and Processing	Ability to use account/cost center distributions on Requisition lines.	1 - NA / Not Supported	
PT013	Requisition Creation and Processing	Ability to view Vendor details while entering Requisitions.	1 - NA / Not Supported	
PT014	Requisition Creation and Processing	Describe your systems software's ability to accommodate changes in the number of characters per field.	1 - NA / Not Supported	
PT015	Requisition Creation and Processing	Ability to enter Requisitions tied to existing PO's (i.e., Blanket PO process).	1 - NA / Not Supported	
PT016	Requisition Creation and Processing	Ability to create recurring Requisition for utilities, leases, etc.	1 - NA / Not Supported	
PT017	Requisition Creation and Processing	Ability to enter a Requisition for a given Vendor, but indicate a different Vendor to remit payment to (i.e., factoring).	1 - NA / Not Supported	
PT018	Requisition Creation and Processing	Ability to enter suggested delivery dates for a Requisition line item.	1 - NA / Not Supported	
PT019	Requisition Creation and Processing	Describe your systems software's ability to order from a shopping cart and to prompt for substitute / alternate items if required item is out of stock.	1 - NA / Not Supported	
PT020	Requisition Creation and Processing	Ability to record vendor's item #, manufacturer / brand information on req. line.	1 - NA / Not Supported	
PT021	Requisition Creation and Processing	Ability to flag line item for inspection.	1 - NA / Not Supported	
PT022	Requisition Creation and Processing	Describe your system software's ability to select standard, canned comments or addition of free form text and how it attaches to the Requisition header or line item.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT023	Requisition Creation and Processing	Ability to query and sort on multiple fields including, Location, Vendor, Buyer, Approval Date, Requisition Status, Account, Quantity, Unit of Measure and Commodity coding information.	1 - NA / Not Supported	
PT024	Requisition Creation and Processing	Ability to create request for quotations (RFQs) automatically from online requisitions.	1 - NA / Not Supported	
PT025	Requisition Creation and Processing	Describe your system software's ability to partially source a requisition to a PO or multiple purchase orders and multiple requisitions to a single PO using single and/or multiple contracts.	1 - NA / Not Supported	
PT026	Requisition Creation and Processing	Describe your software's ability to allow purchasing agents to override either user specified or system generated vendors and prices.	1 - NA / Not Supported	
PT027	Requisition Creation and Processing	Describe your software's ability to order from multiple contracts on one requisition.	1 - NA / Not Supported	
PT028	Standard PO Processing	Ability to convert approved requisitions to purchase orders automatically using requisition detail.	1 - NA / Not Supported	
PT029	Standard PO Processing	Ability to inquire on Purchase Orders by multiple criteria including Requisition number, Vendor, Requisition date, PO number, Contract, Account, Cost, and Location.	1 - NA / Not Supported	
PT030	Standard PO Processing	Describe your systems software's ability to utilize both two and three way matching, criteria for matching (unit price, qty invoiced, qty received) and override process, as well as the query and reporting functions.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT031	Standard PO Processing	Ability to use account/cost center distributions on PO lines.	1 - NA / Not Supported	
PT032	Standard PO Processing	Ability to automatically match Purchase Order and receipt information within defined parameters/tolerance.	1 - NA / Not Supported	
PT033	Standard PO Processing	Ability to request an MSDS for the PO line item.	1 - NA / Not Supported	
PT034	Standard PO Processing	Ability to provide multiple shipment schedules/distribution lines per PO line.	1 - NA / Not Supported	
PT035	Standard PO Processing	Ability to access sourcing and inventory information online while building PO's.	1 - NA / Not Supported	
PT036	Standard PO Processing	Describe your software's ability to add specific information regarding asset placement to a Req./PO. Details could include Department Area or Room Number, more specific than delivery address, to assist Asset staff in locating new capital assets for proper tagging.	1 - NA / Not Supported	
PT037	Standard PO Processing	Ability to assign work order # and project level information to a purchase order from the Requisition.	1 - NA / Not Supported	
PT038	Standard PO Processing	Ability to reference purchasing contracts and reference them on POs.	1 - NA / Not Supported	
PT039	Standard PO Processing	Ability of system to create a Purchase Order based on stockroom / inventory demand (stock replenishment).	1 - NA / Not Supported	
PT040	Standard PO Processing	Describe your systems ability to query and sort on multiple fields including, Location, Vendor, Buyer, Approval Date, PO Status, Account, Quantity, Unit of Measure and Commodity coding information.	1 - NA / Not Supported	
PT041	Standard PO Processing	Ability to create Blanket Orders, Standard Orders and Pricing Agreements.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT042	Standard PO Processing	Ability to define due dates on Purchase Order.	1 - NA / Not Supported	
PT043	Standard PO Processing	Ability to transmit Pos and PO change information via multiple methods: (e.g. hard copy, fax, email or other electronic method)	1 - NA / Not Supported	
PT044	Standard PO Processing	Ability to auto number Purchase Orders.	1 - NA / Not Supported	
PT045	Standard PO Processing	Ability to identify anomalies and errors in Requisitions and Purchase Orders.	1 - NA / Not Supported	
PT046	PO Change Order Processing	Ability to make adjustments to Requisitions and Purchase Orders.	1 - NA / Not Supported	
PT047	Procurement Card Processing	Ability to utilize P-cards and EFT for purchase order settlement.	1 - NA / Not Supported	
PT048	Procurement Card Processing	Ability to post procurement card transactions to a single or multiple general-ledger account structure.	1 - NA / Not Supported	
PT049	Reporting	Describe your software system's ability to generate Ad-Hoc reports by vendor, terms, volume, fund, location, contract, spend etc. and define how user controls are applied.	1 - NA / Not Supported	
PT050	Reporting	Ability to interface with the vendor master to support performance measurement calculation and reporting (cycle time, spend volume).	1 - NA / Not Supported	
PT051	Requisition Creation and Processing	Describe your systems software's ability to direct low dollar, high volume transactions to a P-Card, Shopping Cart or Web-based catalogs.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT052	Standard PO Processing	Describe your software systems training manuals and guidelines as they exist related to the software package for requisition, po processing.	1 - NA / Not Supported	
PT053	M-DCPS Requirement	Ability to convert UOM from information integrated from subsystems.	1 - NA / Not Supported	
PT054	M-DCPS Requirement	Ability to change fund structure, without losing history of past financial information.	1 - NA / Not Supported	
PT055	M-DCPS Requirement	Ability to generate automatic email notification to party assigned to receive goods/services (when buying on behalf of).	1 - NA / Not Supported	
PT056	M-DCPS Requirement	Ability to integrate P-card vendor transactional history into system for historic reporting.	1 - NA / Not Supported	
PT057	M-DCPS Requirement	Ability to create a "dashboard" view of key Procurement transaction information, updated automatically.	1 - NA / Not Supported	
PT058	M-DCPS Requirement	Ability run multiple sessions and view specific transaction information (multiple screens in single session).	1 - NA / Not Supported	
PT059	Purchasing	Describe your software's ability to allow for free text and/or clauses to be applied throughout POs (i.e., Header, footer, line item).	1 - NA / Not Supported	
PT060	Purchasing	Describe your software's capabilities for electronically attaching/viewing/transmitting additional documents (i.e., terms & conditions) with all purchase orders.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT061	Purchasing	Describe your software's ability to identify trade-ins and show trade in value as a credit on purchase order including: 1. Ability to route to Fixed Assets for approval on trade-ins involving capital assets.	1 - NA / Not Supported	
PT062	Purchasing	Describe your software's capabilities for processing change orders including the following: 1. Maintaining history of changes. 2. Alerting affected users (requester, purchasing agent/buyer, vendor) of changes to the purchase order. 3. Automatically or manually close/adjust purchase order without receiving items.	1 - NA / Not Supported	
PT063	Purchasing	Describe your software's ability to do expediting reports, past due deliveries, purchase order aging, etc.	1 - NA / Not Supported	
PT064	Purchasing	Describe your software's ability to allow annual automatic processing or renewal of ongoing blanket purchase orders.	1 - NA / Not Supported	
PT065	Purchasing	Describe your software's ability to enable schools, departments or other end users to check the status of bids / quotes, requisitions, purchase orders, etc.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT066	Purchasing	Describe your software's capabilities for enabling end-user (i.e., buyer or purchasing agent) communication with vendors (i.e., emailing follow-up letters or other system-generated notifications) regarding purchase orders.	1 - NA / Not Supported	
PT067	Purchasing	Describe your software's ability to automatically close a purchase order when all items are received and the final invoice is paid.	1 - NA / Not Supported	
PT068	Purchasing	Describe your software's ability to carry over open purchase orders to the following fiscal year.	1 - NA / Not Supported	
PT069	Purchasing	Describe your system's capabilities for generating repair orders and link them to purchase orders for tracking vendor violations such as short shipments, quality problems, late shipments, etc.	1 - NA / Not Supported	
PT070	Purchasing	Describe your software's capabilities for referencing data in the contract management system by commodity to find the best prices per negotiated contracts.	1 - NA / Not Supported	
PT071	Purchasing	Describe your software's ability to provide for immediate printing of the purchase order.	1 - NA / Not Supported	
PT072	Purchasing	Describe your software's capabilities for notifying the user if item, unit quantity or price does not match contract terms and alerting the user of contract price breaks at purchase order entry.	1 - NA / Not Supported	
PT073	Textbook Purchasing	Describe how your software allows on-line access to District-adopted texts and ancillaries for ordering by schools.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT074	Textbook Purchasing	Describe your software's ability to use integrated textbook database that can sort by any of the fields in the textbook record.	1 - NA / Not Supported	
PT075	Textbook Purchasing	Describe your software's ability to assign multiple (minimum of 5) course codes to the records of textbooks in the database.	1 - NA / Not Supported	
PT076	Textbook Purchasing	Describe your software's ability to restrict items in the database that can be ordered by schools.	1 - NA / Not Supported	
PT077	Textbook Purchasing	Describe your software's ability to consolidate school orders entered into the ERP textbook ordering system and produce order lists by vendor.	1 - NA / Not Supported	
PT078	Textbook Purchasing	Describe your software's ability to calculate quantities of free materials that will be generated by purchase of associated textbooks.	1 - NA / Not Supported	
PT079	Textbook Purchasing	Describe your software's ability to get system-generated shipping invoices for separation of each school's order.	1 - NA / Not Supported	
PT080	Textbook Purchasing	Describe your software's ability to have a District-wide inventory database and to maintain an individual school inventory record of items on hand at each location book code, ISBN or title.	1 - NA / Not Supported	
PT081	Textbook Purchasing	Describe your software's ability to have schools list excess quantities of items that are available for transfer to other schools.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT082	Textbook Purchasing	Describe your software's ability to match student enrollment databases in courses and grades (student information system) against current textbook inventory records for the school to prevent over-ordering.	1 - NA / Not Supported	
PT083	Textbook Purchasing	Describe your software's capabilities for enabling free material tracking at the inventory and accounting levels including ability to exclude free materials from showing as a budgetary expense.	1 - NA / Not Supported	
PT084	Textbook Purchasing	Describe your software's ability to update inventory records when books are issued to schools or returned to warehouse from schools.	1 - NA / Not Supported	
PT085	Textbook Purchasing	Describe your software's ability to track item expenditures by book code (6-digit minimum) or ISBN.	1 - NA / Not Supported	
PT086	Textbook Purchasing	Describe your software's ability to store publisher free ratio for items in database and to calculate quantity of free materials based on total order.	1 - NA / Not Supported	
PT087	Textbook Purchasing	Describe your software's ability to easily add, delete, and modify records of items in the database.	1 - NA / Not Supported	
PT088	Textbook Purchasing	Describe your software's ability to track items issued to schools by teacher or by student.	1 - NA / Not Supported	
PT089	Textbook Purchasing	Describe how your software tracks backorders by school/location, item, purchase order number, and order date.	1 - NA / Not Supported	
PT090	Textbook Purchasing	Describe your software's ability to restrict schools' access to ordering screens and reporting of losses during certain times of the year.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Procurement Transactional (PT)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PT091	Textbook Purchasing	Describe your software's ability to track student textbook obligations by book in any school in the district.	1 - NA / Not Supported	
PT092	Textbook Purchasing	Describe your software's ability to zero out quantities of consumable materials from all schools' inventory records prior to ordering period for next school year.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Sourcing (S)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
S001	Sourcing Planning	Describe your software's ability for staff to select vendors by their designated commodity codes or by name and to notify vendors electronically of a bid opportunity (i.e., EDI, e-mail or fax) from more than one commodity code and place them on a vendor list.	1 - NA / Not Supported	
S002	Sourcing Planning	Describe your software's ability to aggregate multiple sources of expenditure data (line item spend data, PO, P-card, supplier contract information, multiple bid/RFP/RFQ information) to the sourcing activity.	1 - NA / Not Supported	
S003	Sourcing Planning	Describe your software's ability to conduct supplier searches by multiple criteria (geography, revenue size, minority/woman owned business).	1 - NA / Not Supported	
S004	Sourcing Planning	Describe your software's ability to assign specific weighting to the strategic importance of a commodity.	1 - NA / Not Supported	
S005	Sourcing Planning	Describe your software's ability to provide a flexible dashboard tool that will include work plan, messaging, event planning, etc.	1 - NA / Not Supported	
S006	Solicitation	Describe your software's ability for vendors to receive Invitations to Bid and other competitive solicitations on-line.	1 - NA / Not Supported	
S007	Solicitation	Describe your software's ability to advertise bid information on the internet allowing other vendors to compete if interested.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Sourcing (S)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
S008	Solicitation	Describe your software's ability to notify all vendors who received solicitations of release of addendums and obtain electronic proof of the vendors who downloaded or otherwise received solicitation and addendums for record.	1 - NA / Not Supported	
S009	Solicitation	Describe your software's ability for vendors to complete competitive solicitations on-line, electronically sign and return them to us via a "lockbox" to be opened at a specified date and time.	1 - NA / Not Supported	
S010	Solicitation	Describe your software's ability to use reverse auctioning.	1 - NA / Not Supported	
S011	Solicitation	Describe your software's ability to notify buyer of quote expiration.	1 - NA / Not Supported	
S012	Analysis	Describe your software's ability to tabulate competitive solicitations and highlight lowest bidders for evaluation.	1 - NA / Not Supported	
S013	Analysis	Describe your software's ability to use "what if" scenarios when tabulating vendors to analyze total cost, or comparison against historical actuals.	1 - NA / Not Supported	
S014	Analysis	Describe your software's ability to send acceptance and rejection letters after analysis of competitive solicitation.	1 - NA / Not Supported	
S015	Sourcing Data Mgmt	Describe your software's ability to post the completed tabulations and all associated documents online and to automatically update the School District's web site.	1 - NA / Not Supported	
S016	Sourcing Data Mgmt	Describe your software's ability to provide savings breakdown on bids or other competitive solicitations.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Sourcing (S)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
S017	Sourcing Data Mgmt	Describe your software's ability to enable schools or departments to check status of bids/quotes, requisitions, PO's etc on-line.	1 - NA / Not Supported	
S018	Sourcing Data Mgmt	Describe your software's ability to perform ad hoc queries and reports of data, including drill down capabilities (by buyer, commodity, requisitioner).	1 - NA / Not Supported	
S019	Sourcing Data Mgmt	Describe your software's ability to integrate with other enterprise systems to collect and consolidate information for commodity analysis.	1 - NA / Not Supported	
S020	Sourcing Data Mgmt	Describe your software's ability to link customer satisfaction and performance history to upcoming sourcing activities.	1 - NA / Not Supported	
S021	Sourcing Data Mgmt	Describe your software's ability to maintain a library of templates for bids, quotes, and RFP's, including the ability to add spreadsheet, and image files.	1 - NA / Not Supported	
S022	Analysis	Describe your software's ability to adjust bid/RFP or contract amounts based on P-card purchases.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Supply Data Management (SDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
SDM001	Item Management	Describe your software's ability to maintain a centralized item master, using a template to create new items.	1 - NA / Not Supported	
SDM002	Item Management	Describe your software's ability to add, update, remove, and inactivate items from the item master.	1 - NA / Not Supported	
SDM003	Item Management	Describe your software's ability to define and modify commodity codes to classify/categorize items (i.e., parent/child).	1 - NA / Not Supported	
SDM004	Item Management	Describe your software's ability to associate purchasable items to supplier(s), bids, contracts, or external data files (catalogs).	1 - NA / Not Supported	
SDM005	Item Management	Describe how, once items are awarded, your software has the ability to electronically input items from bid tabulations, catalogs, or other PDF file formats to populate a Shopping Cart that end users will use to order items.	1 - NA / Not Supported	
SDM006	Item Management	Describe your ability to maintain price quotations, and flag buyers prior to expiration of quote.	1 - NA / Not Supported	
SDM007	Item Management	Describe your ability to establish integration points (crosswalk) to existing item master subsystems.	1 - NA / Not Supported	
SDM008	Item Management	Describe your software's ability to maintain and update price, delivery time, vendor, total spend, spend by department, spend by vendor, etc. on each item.	1 - NA / Not Supported	
SDM009	Item Management	Describe your ability to maintain item information for multiple revisions of the same item, UOM's, and substitute items.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Supply Data Management (SDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
SDM010	Item Management	Describe your software's ability to trend item and pricing information including number of items purchased, dollar value, supplier(s), commodity item was purchased from, etc. across multiple fiscal years/accounting periods.	1 - NA / Not Supported	
SDM011	Item Management	Describe how your software allows users on-line access to all information on items available to purchase including pictures, prices, delivery time, specifications, etc.	1 - NA / Not Supported	
SDM012	Item Management	Describe your ability to enable users to create their own item catalog of favorite items.	1 - NA / Not Supported	
SDM013	Item Management	Describe your ability to attach specifications, terms and conditions to each item ordered within the Shopping Cart.	1 - NA / Not Supported	
SDM014	Item Management	Describe your ability to update and remove items automatically from the Shopping Cart once bids expire or items become unavailable without losing their history.	1 - NA / Not Supported	
SDM015	Item Management	Describe your software's ability to track items that are out for bid during the bidding process.	1 - NA / Not Supported	
SDM016	Item Management	Describe your software's ability to update pricing catalogs, contracts, or agreements.	1 - NA / Not Supported	
SDM017	Item Management	Describe your software's ability to identify substitute or replacement items within the Shopping Cart.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Supply Data Management (SDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
SDM018	Vendor Management	Describe your software's vendor portal/vendor self service capabilities including: Basic Vendor and M/WBE application on-line, ability to provide portal access instructions to new vendors at time they are added to vendor master.	1 - NA / Not Supported	
SDM019	Vendor Management	Vendor's ability to manage their own contact information, commodity codes, remittance information, etc.	1 - NA / Not Supported	
SDM020	Vendor Management	Ability to secure access to vendor information, including automatic password resets, and to restrict data available to vendors or specific groups or individuals.	1 - NA / Not Supported	
SDM021	Vendor Management	Ability to periodically contact suppliers for updated information, or to provide online information to suppliers.	1 - NA / Not Supported	
SDM022	Vendor Management	Describe your software's capabilities for defining multiple vendor addresses and parent/child location relationships/groupings in the vendor master file, including the following: 1. Associating specific addresses with commodity codes 2. Designating Ordering, Invoicing, Remitting, returning addresses 3. Linking all "child" addresses/locations to a single "parent" vendor ID. 4. Linking multiple supplier locations assigned to a single supplier.	1 - NA / Not Supported	
SDM023	Vendor Management	Describe your software's capabilities for classifying/categorizing vendors (i.e., minority, construction, consultant, etc., and for distinguishing vendor status (i.e. active/inactive).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Supply Data Management (SDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
SDM024	Vendor Management	Ability to have a single database for the supplier master and ability for system to assign vendor numbers automatically.	1 - NA / Not Supported	
SDM025	Vendor Management	Ability to change vendor status with explanation and retain historical data.	1 - NA / Not Supported	
SDM026	Vendor Management	Describe your software's capability for linking vendor data with the item/material master file including: 1. Integrating vendor pricing and item information, quantity breaks, payment terms, freight terms, and shipping information for each vendor location specified in the vendor master file.	1 - NA / Not Supported	
SDM027	Vendor Management	Ability to search for vendors easily including while in other purchasing processes such as requisitioning, processing purchase orders, receiving etc. (use of wildcard search capabilities needed throughout system).	1 - NA / Not Supported	
SDM028	Vendor Management	Describe your software's capabilities for exchanging documents (i.e., reports, addendums, notices) electronically with vendors including: 1. Workflow functionality for sending email notifications with document attachments. 2. Functionality for posting notifications and documents to the vendor through a secure vendor portal/self-service application.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Supply Data Management (SDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
SDM029	Vendor Management	Describe your software's ability to integrate MWBE vendor data (including user-defined MWBE-specific data elements) with Bid/Quote Management functionality in order to drive MWBE reporting and analysis.	1 - NA / Not Supported	
SDM030	Vendor Management	Describe your software's ability to measure supplier performance criteria, to link to Sourcing and Contract performance history.	1 - NA / Not Supported	
SDM031	Vendor Management	Describe your software's ability to define Supplier bank account #, Social Security number, or W-9 Tax ID securely on Supplier setup screen, and to define specific 1099 information (i.e., rent, medical, commission).	1 - NA / Not Supported	
SDM032	Vendor Management	Ability to set up multiple payment term options at vendor level, or at PO level, and assign method of payment, including discounts, check, electronic funds transfer (EFT).	1 - NA / Not Supported	
SDM033	Vendor Management	Ability to place suppliers on hold (not allowing new transactions), to identify inactive suppliers, to inactivate suppliers, to re-activate inactive suppliers, and to maintain this information in the vendor master.		
SDM034	Vendor Management	Describe your software's ability to capture new or modified supplier information on-line, to route additions or modifications electronically for approval.	1 - NA / Not Supported	
SDM035	Vendor Management	Describe your software's ability to maintain future effective date addresses, bid or contract effective dates for vendor, effective dates of licenses, insurance, etc.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Supply Data Management (SDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
SDM036	Vendor Management	Describe your software's ability to scan existing supplier master for duplicates, and to periodically review Vendor Master for duplicates and Inactive suppliers, to identify potential void or duplicate suppliers.	1 - NA / Not Supported	
SDM037	Vendor Management	Describe your software's ability to identify suppliers for potential deletion (i.e., last date used, last activity), delete suppliers from the vendor master, and to archive suppliers after a specific period of inactivity.	1 - NA / Not Supported	
SDM038	Vendor Management	Describe your software's ability to rack supplier responses to requests for quotes or bids for a category, maintain a record of responses, and delete or inactivate that vendor/category after a period of no response.	1 - NA / Not Supported	
SDM039	Vendor Management	Describe your ability to generate mailing labels and form letters from Supplier file.	1 - NA / Not Supported	
SDM040	Vendor Management	Describe your ability to set time flagged reminders for required documents attached to the vendor file (i.e., occupational licenses, proof of insurance), and tie these to vendor contracts.	1 - NA / Not Supported	
SDM041	Vendor Management	Ability to access IRS, TIN, SSN validation site, Zip Code plus 4 table, through vendor master.	1 - NA / Not Supported	
SDM042	Vendor Management	Ability to reference legacy information to Supplier record, to auto-populate vendor master with existing vendor information, and to prevent use of unique vendor number previously assigned.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA001	Benefits	Provision of benefits communication in multiple languages to accommodate the needs of the employee population. The forms associated with benefit activities should be generated in languages which match these specified primary languages.	1 - NA / Not Supported	
BA002	Benefits	Creation and maintenance of a corporate firewall(s) engineered to allow access to designated "approved" vendor sites while preventing access to unapproved sites or unapproved parts of otherwise appropriate sites.	1 - NA / Not Supported	
BA003	Benefits	Creation and maintenance of corporate Intranet or links within system set up to allow employee access to personalized benefits information such as: -confirmation statements -plan descriptions/SPDs -handbook information -required forms and information. NOTE: Instructions/rules regarding access and usage should be clearly defined and easily understood.	1 - NA / Not Supported	
BA004	Benefits	Creation and maintenance of links to external approved vendor sites through hyperlinks. Instructions/rules regarding access and usage should be clearly defined and easily understood.	1 - NA / Not Supported	
BA005	Benefits	Ability to perform online "what if" benefit modeling linked to employee pay data, benefit elections, tax filing status and alternative election costs (including varying contribution amounts for savings and flexible spending account plans). Modeling should clearly indicate the effect on net pay of such changes.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA006	Benefits	Creation of random, system-generated and assigned Personal Identification Numbers (PINs) linked to Employee IDs upon hire. Employees must be permitted to change PINs upon request and on demand.	1 - NA / Not Supported	
BA007	Benefits	Administration of non-standard subsidiary bargaining unit plans consolidated to leverage consulting and actuarial costs and utilization. While different plans may be maintained, the ability to consolidate for funding purposes should be retained.	1 - NA / Not Supported	
BA009	Benefits	Ability for the system to separate, based on eligibility rules, particular plans for which employee is eligible from a larger pool of all plans maintained while allowing billing / cost accrual for these plans to be combined on company ledger.	1 - NA / Not Supported	
BA010	Benefits	Implementation and maintenance of Edit / Validation criteria applied to elections to ensure that only eligible elections are permitted.	1 - NA / Not Supported	
BA011	Benefits	Completion of employee benefit plan enrollment at time of hire using employee self-service, including tests for eligibility based on plan rules.	1 - NA / Not Supported	
BA012	Benefits	Ability for employees to enter life event changes and dependent information online via employee self-service, and have the required documentation sent to shared services center.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA013	Benefits	Support of a passive enrollment process instituted; reenrollment occurs only when making changes or when legally required, such as for flexible spending accounts.	1 - NA / Not Supported	
BA014	Benefits	Capability for line managers or HR generalists to initiate the return-to-work process.	1 - NA / Not Supported	
BA015	Benefits	Ability for employees to enter valid benefit elections online.	1 - NA / Not Supported	
BA016	Benefits	Utilization of a centralized database with shared information for all HR, Benefits, and Payroll data. All employee information relevant to eligibility must be maintained in this database, and payroll must be able to read the benefit election records in order to properly calculate deductions.	1 - NA / Not Supported	
BA017	Benefits	Ability to accommodate different service dates (i.e., total employment, credited service, original hire and seniority) by bargaining unit and job code.	1 - NA / Not Supported	
BA018	Benefits	Ability to accommodate adjustments (manual or automatic) to service and seniority dates as needed, based on company rules (i.e., union negotiations, rehires within eligibility period, 401(k) break in service requirements, etc.)	1 - NA / Not Supported	
BA019	Benefits	Acceptance of future dated enrollment actions for a hire, acknowledging waiting periods as configured for specific employee groups.	1 - NA / Not Supported	
BA020	Benefits	Introduce a table-driven system capable of storing data and configuration rules used in determining in which benefit plans an employee may enroll.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA021	Benefits	Provide full support for arrears processing, arrears balance adjustments, calculation of retroactive benefit deductions for employees on paid or unpaid leave of absence.	1 - NA / Not Supported	
BA022	Benefits	Ability to support a single point-of-contact for all employee questions (i.e., web-based helpdesk)	1 - NA / Not Supported	
BA024	Benefits	Support for Direct Deposit of all payments relating to current and former employees (i.e., disability, workers' compensation, etc.)	1 - NA / Not Supported	
BA025	Benefits	Payment of benefit providers through the client's Accounts Payable group via electronic means. Automatic generation of associated auditing reports is also required.	1 - NA / Not Supported	
BA026	Benefits	Capability to track, identify and analyze employee issues relative to providers and Third Party Administrators (TPAs).	1 - NA / Not Supported	
BA027	Benefits	Ability for employees to make changes to their records via self-service, and have those changes automatically flow to vendor databases. (e.g., life events)	1 - NA / Not Supported	
BA028	Benefits	Design of interfaces to ensure that they meet vendor and client specifications. Verification that vendor specifications account for changes / corrections made within the system in a timely fashion, to ensure that participants are reported with accurate coverage on frequent basis. Evaluate the frequency of the primary vendor 'feed' and formulate/introduce a process for reporting changes to vendors more frequently than primary feed for "emergency enrollments."	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA029	Benefits	Ability to support a paperless process to meet approval requirements; paperless process equivalent to signature approval.	1 - NA / Not Supported	
BA030	Benefits	Ability to interface with corporate e-mail system and on-line calendars.	1 - NA / Not Supported	
BA031	Benefits	Ability to allow individuals eligible for COBRA benefits to enroll online. Ability to allow benefits staff to make COBRA elections for paper-based enrollments.	1 - NA / Not Supported	
BA032	Benefits	Ability for employees to submit manual payment for benefits while on Leave of Absence	1 - NA / Not Supported	
BA033	Benefits	Ability for the HR Benefits team to enroll employees and correct errors made by employees.	1 - NA / Not Supported	
BA034	Benefits	Allow HR benefits to send COBRA notifications to employees with a qualifying event.	1 - NA / Not Supported	
BA035	Benefits	If employee shifts from a 10 month, 11 month or 12 month payroll schedule to another, benefits premiums would shift as well to meet a 20, 24, or 26 pay period schedule. System must have the capability to annualize and then prorate contributions.	1 - NA / Not Supported	
BA036	Benefits	Capacity to track participation in and remit payment to Union-managed plans through payroll deductions.	1 - NA / Not Supported	
BA037	Benefits	Calculation of unique deductions for participation in plans by half-time employees in accordance to School Board Policy and Bargaining unit.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA038	Benefits	Coordination and calculation of sick leave bank participation offered by Unions (Employee opts in, they remit a portion of their sick days to union pool, and that pool is allocated to eligible participants. Each union has their own plan and has to maintain a minimum balance which can be replenished by participants).	1 - NA / Not Supported	
BA039	Benefits	Ability to track contribution thresholds being approached by plan participants (401(k), 403(b), 457(b)).	1 - NA / Not Supported	
BA040	Benefits	Coordination and calculation of deferred leave bank plan and interface with TPA BENCOR	1 - NA / Not Supported	
BA041	Benefits	Ability to prorate premiums across plans based on effective change date	1 - NA / Not Supported	
BA042	Benefits	Ability to allow HR benefits to send enrollment notifications to employees triggered by a qualifying event.	1 - NA / Not Supported	
BA043	Benefits	Hardship withdrawals trigger contribution suspensions across affected plans (401(k), 403(b), 457(b))	1 - NA / Not Supported	
BA044	Benefits	Ability to generate benefit invoices to any employee on leave or without deductions, or deductions in arrears.	1 - NA / Not Supported	
BA045	Benefits	Ability to either bill or notify pension TPA of benefit elections and process and remit payments to either source.	1 - NA / Not Supported	
BA046	Benefits	Ability to manage employee based FSA accounts (e.g., retiree healthcare reimbursement).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA047	Benefits	Ability to allocate pre- and post-tax deductions based on mid-year changes (i.e., move from domestic partner to spouse in benefits dependant) and elections selected during open enrollment.	1 - NA / Not Supported	
BA048	Benefits	For DROP participants, the ability to accrue wages and payout balances based on pre-enrollment retirement plans. Payout is based on defined benefits schedule.	1 - NA / Not Supported	
BA049	Benefits	Ability to manage multiple balances from transfers to/from supplemental retirement plans.	1 - NA / Not Supported	
BA050	Benefits	System must allow for a single point of entry and reporting for employee data.	1 - NA / Not Supported	
BA051	Benefits	System must allow for future dating of benefit effective date.	1 - NA / Not Supported	
BA052	Benefits	System must support interfacing and reporting to TPA's and Benefit Providers.	1 - NA / Not Supported	
BA053	Benefits	System must be configured to accommodate termination of benefits and benefit contributions / deductions based on expiration date or other triggering event.	1 - NA / Not Supported	
BA055	Benefits	System is capable of defining accumulators per benefit plan, and alerting administrators when contribution limits are reached, including: (1) Providing required reporting to providers; (2) COBRA Compliance; (3) Compliance with applicable State laws pertaining to the coverage of grandchildren (4) Compliance with rules regarding maximum amount contributable (MAC) for 403(b) Plans.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA056	Benefits	System is capable of tracking service history according to user-defined criteria.	1 - NA / Not Supported	
BA057	Benefits	System is capable of tracking history on all benefit plan attributes (additions, changes and cancellations) for all employees.	1 - NA / Not Supported	
BA058	Benefits	System is capable of tracking Board-paid and employee-paid benefits for employees on leave of absence; not all benefits for employees on leave are Board-paid – which ones vary by type of leave, length of leave, bargaining unit and salary schedule.	1 - NA / Not Supported	
BA059	Benefits	Ability to have arrears for benefits premiums carried over from one plan year to the next.	1 - NA / Not Supported	
BA060	Benefits	System is capable of tracking premium payments by employees via payroll deduction and direct pay with the ability to issue refunds on a post-tax or pre-tax basis.	1 - NA / Not Supported	
BA061	Workers' Comp	System is capable of tracking number of days returned to work following a workers' compensation claim.	1 - NA / Not Supported	
BA062	Workers' Comp	Ability to have injury in the line of duty retirement requests submitted for approval via workflow.	1 - NA / Not Supported	
BA063	Workers' Comp	System is capable of maintaining online tables of accident types, injury types and OSHA types and verifying in real-time during entry to assure consistent usage and reporting.	1 - NA / Not Supported	
BA064	Benefits	System is capable of managing multiple retirement/pension plans.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA065	Workers' Comp	System is capable of tracking Line Of Duty days (LOD) by fiscal year and specifically by the accident in compliance with labor agreements.	1 - NA / Not Supported	
BA066	Workers' Comp	Software is able to provide Workers' Compensation & LOD tracking for absences & payments	1 - NA / Not Supported	
BA067	Benefits	Ability to comply with HIPAA.	1 - NA / Not	
BA068	Benefits	Ability to comply with COBRA, including issuing of bills, accounting of administration fees and premiums paid, and notification of enrollment and termination of benefits.	1 - NA / Not Supported	
BA069	Workers' Comp	Ability to pay exempt (full-time) employees on an hourly basis based upon limitations stipulated from a workers' comp claim.	1 - NA / Not Supported	
BA070	Workers' Comp	System is capable of tracking full history of accidents/injuries and related settlements including: (1) Ability to flag settlements (WC) that stipulate "Do Not Rehire."; (2) Ability to prevent the future re-hiring of applicant's flagged "Do Not Rehire" as a result of accident/injury settlement(s); (3) Tracking of employees and non-employees injured, or involved, in accidents on District property.	1 - NA / Not Supported	
BA071	Benefits	Software supports claim processing for flexible spending accounts.	1 - NA / Not Supported	
BA072	Benefits	Ability to allow retired employees to enroll online or for HR Benefits staff to make elections for paper-based enrollments.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Benefits Administration (BA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
BA073	Benefits	Ability to support multiple plan designs for retired employees; benefits available and premiums paid by the employee and employer can vary by bargaining unit, date of retirement and Medicare eligibility status. Some plan designs allow dependents of retired employees to receive benefits for a specified number of years, until Medicare eligible, or death.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Compensation Administration (CA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CA001	Compensation Administration	Establish service level agreements with internal and external providers (i.e., payroll, benefit).	1 - NA / Not Supported	
CA002	Management Information/Reporting	Managers use online tools to view appropriate employee data, as needed.	1 - NA / Not Supported	
CA003	Compensation Administration	Consistent and timely communication process for compensation programs and policies within business units.	1 - NA / Not Supported	
CA004	Compensation Administration	Ensure consistent application of the business/local compensation management framework is ensured through a combination of system controls, compensation guidelines, HR consultation and key performance indicators.	1 - NA / Not Supported	
CA005	Compensation Administration	Use a total remuneration view to establish a desirable market position.	1 - NA / Not Supported	
CA006	Compensation Administration	Managers are able to use all aspects of total remuneration to motivate employees to achieve desired behavior and business results.	1 - NA / Not Supported	
CA007	Compensation Administration	Automated workflow supports compensation decisions and processes for employees that have multiple managers.	1 - NA / Not Supported	incent
CA008	Job Analysis/ Job Evaluation	Job evaluation processes are automated on standard templates in compliance with regulatory and cultural norms by region and business unit, for managers to submit position evaluations.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Compensation Administration (CA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CA009	Management Information/Reporting	Management reporting uses standard templates and user-friendly query tools and draws information from a company-wide database with defined security process.	1 - NA / Not Supported	
CA010	Job Analysis/ Job Evaluation	Ability for system to leverage job information criteria and vision from the staffing process.	1 - NA / Not Supported	
CA011	Job Analysis/ Job Evaluation	Compensation decisions, skill / competency valuation, job planning and design is able to be performed jointly by management, HR, and compensation specialists.	1 - NA / Not Supported	
CA012	Compensation Administration	Describe how managers are trained to use the provided tools to help ensure equity and effectiveness of compensation program transactions.	1 - NA / Not Supported	
CA013	Compensation Administration	Online repository available to view critical compensation program elements, guidelines, policies, procedures and FAQs governed by security and access rules.	1 - NA / Not Supported	
CA014	Compensation Administration	Span-of-control compensation information readily available to management and HR.	1 - NA / Not Supported	
CA015	Management Information/Reporting	Online access to compensation data including budgets, forecasts and historical data for management based on both hierarchy, function, and individual.	1 - NA / Not Supported	
CA016	Compensation Administration	Employee total compensation data is current, accurate and available online for employees to review.	1 - NA / Not Supported	
CA017	Job Analysis/ Job Evaluation	Online access to internal/external job information, with security and access rules.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Compensation Administration (CA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CA018	Compensation Administration	Compensation tool integrated with HRMS to calculate, implement and track base pay changes, bonuses and equity awards with effective dates and current value (1 day lag).	1 - NA / Not Supported	
CA019	Compensation Administration	System tracks eligibility and estimated rewards, as well as actual payouts to support online modeling capability.	1 - NA / Not Supported	
CA020	Compensation Administration	Automated controls and workflows, as appropriate, with business rules for the approval processes to help ensure compliance.	1 - NA / Not Supported	
CA021	Compensation Administration	System audit functionality to track updates to elements of compensation.	1 - NA / Not Supported	
CA022	Compensation Administration	Automatic prompt and validation for all unique employee compensation requirements (e.g., relocation, sign-ons) at time of offer generation via MSS (link w/recruiting).	1 - NA / Not Supported	
CA023	Compensation Administration	Reminders and trigger events are automated.	1 - NA / Not Supported	
CA024	Compensation Administration	Individual and mass update capability governed by security and access rules.	1 - NA / Not Supported	
CA025	Compensation Administration	Ability to handle multiple business rules for routing and flags (headcount budget, $$ budget, % increase, action, salary range, etc.).	1 - NA / Not Supported	
CA026	Compensation Administration	Ability to override the security access table in the compensation system to avoid delays during the year-end process due to interface uploads from source system.	1 - NA / Not Supported	
CA027	Compensation Administration	Ability to handle multiple compensation schedules (10, 11, and 12 month).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Compensation Administration (CA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CA028	Compensation Administration	Ability of system to compute FLSA (Fair Labor Standards Act) data based upon	1 - NA / Not Supported	
CA029	Compensation Administration	Tracking of multiple components of pay including stipends, supplements and other variable elements.	1 - NA / Not Supported	
CA030	Compensation Administration	Eligibility for certain pay elements controlled by validation such as Calculation of "Good Years" (must work at least 99 days in a calendar year) for eligibility of comp plans.	1 - NA / Not Supported	
CA031	Compensation Administration	Reconciliation of multiple full and part time jobs for determination of pay rates and compensation eligibility.	1 - NA / Not Supported	
CA032	Compensation Administration	Support Tuition reimbursements based on planned program and grade attainment.	1 - NA / Not Supported	
CA033	Compensation Administration	System supports time bound "acting appointment" that generates additional compensation during time bound period and turns it off at end of time bound period.	1 - NA / Not Supported	
CA034	Compensation Administration	Support mass changes based on job family, bargaining unit or other criteria.	1 - NA / Not Supported	
CA035	Compensation Administration	Compensation details for components of pay accessible to paycheck detail.	1 - NA / Not Supported	
CA036	Compensation Administration	Job description performance standards drive to performance appraisal module.	1 - NA / Not Supported	
CA037	Compensation Administration	Employees submit relocation expenses online for reimbursement. Documentation sent separately.	1 - NA / Not Supported	
CA038	Compensation Administration	Provide extract and analysis capabilities for costing out increase proposals by union and job family.	1 - NA / Not Supported	
CA039	Compensation Administration	Merit pay increases triggered to performance appraisal process completion.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Compensation Administration (CA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
CA040	Compensation Administration	Ability of system to support creation, recording, and tracking of "FISCAL DATE" for determining eligibility for pay increases.	1 - NA / Not Supported	
CA041	Compensation Administration	Calculation of retroactive pay within HRMS based on available information and dating as far back as fifteen years.	1 - NA / Not Supported	
CA042	Compensation Administration	Ability for system to support salary calculation based on multiple methods. Example: daily rates, hourly rates, annual rates.	1 - NA / Not Supported	
CA043	Compensation Administration	Manager Self Service with appropriate controls for compensation modeling and reporting.	1 - NA / Not Supported	
CA044	Compensation Administration	Flexible report writer to produce detailed ad-hoc reports for management reporting of compensation data.	1 - NA / Not Supported	
CA045	Compensation Administration	Ability for system to support future dating of positions to track expiration.	1 - NA / Not Supported	
CA046	Compensation Administration	Desribe your software's ability to standardize processes and methods to analyze and level salary/experience for teachers transferring to department from other locations and countries.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Employee Data Management (EDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EDM001	Employee Data Maintenance	Utilization of a self-service tool (ESS) which provides automatic prompts to employees as they make life or career data changes that may impact other data. Allow employees to be responsible for updating personal data (e.g., births, deaths, change in marital status, change of address, banking details, educational progression and new skill-set acquisition) via this tool.	1 - NA / Not Supported	
EDM002	Employee Data Maintenance	Self service functionality should support video on demand to enable descriptive video clips and video based help.	1 - NA / Not Supported	
EDM003	Employee Data Maintenance	Utilization of online / IVR access for employees and managers. Would prefer it be available in multiple languages, and permit managers/ employees to enter, update and verify data using Employee Self-Service (ESS) and Manager Self-Service (MSS).	1 - NA / Not Supported	
EDM004	Employee Data Maintenance	System provides flexible role based security with multiple levels to allow controlled inquiry and update access to data, reporting and system controls.	1 - NA / Not Supported	
EDM005	Employee Data Maintenance	Individuals responsible for information have the access and capability to change that information, as needed.	1 - NA / Not Supported	
EDM006	Employee Data Maintenance	System can address data privacy issue.	1 - NA / Not Supported	
EDM007	Employee Data Maintenance	Ability to securely "lock down" data that may not be used for Public Information Requests while not restricting the ability of the system fulfill information requests.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Employee Data Management (EDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EDM008	Employee Data Maintenance	Provide automated workflow technology utilizing electronic signatures for distributing and approving information changes and to prevent user deviations from company policy.	1 - NA / Not Supported	
EDM009	Employee Data Maintenance	System should provide workflow escalation for approvers out of office to enable proper and timely escalation.	1 - NA / Not Supported	
EDM010	Employee Data Maintenance	System should provide workflow escalations for tasks that have not been completed according to pre-set guidelines.	1 - NA / Not Supported	
EDM011	Employee Data Maintenance	Centralization of data within a single database that captures employee information and allows for easy access via user-friendly report writer tool including point-in-time reporting capabilities.	1 - NA / Not Supported	
EDM012	Employee Data Maintenance	Key data fields (along with related policies & processes) are standardized (using as many generally accepted data definitions as possible) to enable efficient transaction processing and consolidated reporting .	1 - NA / Not Supported	
EDM013	Employee Data Maintenance	Creation/ maintenance of a standard HR and Finance department number reference table, and associated online reporting capabilities.	1 - NA / Not Supported	
EDM014	Employee Data Maintenance	The system should support the creation of standard reports that can be modified and saved for individual department use.	1 - NA / Not Supported	
EDM015	Employee Data Maintenance	There will be a automated self assessment tool for collection, reporting, electronic distribution and analysis of data.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Employee Data Management (EDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EDM016	Employee Data Maintenance	Standard employee number is generated by the system to avoid using Social Security Numbers or Social Insurance numbers.	1 - NA / Not Supported	
EDM017	Employee Data Maintenance	Clear definition of required employee record data elements, and approval of these requirements at the strategic HR level.	1 - NA / Not Supported	
EDM018	Employee Data Maintenance	Full utilization of future dating.	1 - NA / Not Supported	
EDM019	Employee Data Maintenance	Creation and maintenance of links to external approved vendor sites and client intranet through hyperlinks. Instructions/rules regarding access and usage should be clearly defined and easily understood.	1 - NA / Not Supported	
EDM020	Employee Data Maintenance	Seamless conversion of candidate data record to employee data record.	1 - NA / Not Supported	
EDM021	Employee Data Maintenance	One integrated HRMS utilized for all employee and non-employee (contractors, retirees, and other former employees) information (demographics, dependents, beneficiaries, identification data, company property).	1 - NA / Not Supported	
EDM022	Employee Data Maintenance	One-time data capture of all life and career event change automatically routed to all impacted functions/affected application and databases; HRMS serves as the driver of holistic, corporate identity management.	1 - NA / Not Supported	
EDM023	Employee Data Maintenance	One-time data capture of all life and career event changes and automatic routing to all affected applications and databases.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Employee Data Management (EDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EDM024	Employee Data Maintenance	Individuals responsible for information have the access and capability to change that information, as needed.	1 - NA / Not Supported	
EDM025	Employee Data Maintenance	Ability to verify online the accuracy and completeness of data entry performed at the point the data is entered.	1 - NA / Not Supported	
EDM026	Employee Data Maintenance	Statutory regulations regarding life event data changes are available to employees.	1 - NA / Not Supported	
EDM027	Employee Data Maintenance	Internet based services providing real-time regulatory information.	1 - NA / Not Supported	
EDM028	Employee Data Maintenance	There are consistent data fields and definitions for system integration that provides accurate data for reporting as it relates to i.e., Affirmative Action Plans, EEO reporting.	1 - NA / Not Supported	
EDM029	Employee Data Maintenance	Access to all benefits related information is available online.	1 - NA / Not Supported	
EDM030	Employee Data Maintenance	HR, corporate and managers have access to real-time information related to changes in benefit law.	1 - NA / Not Supported	
EDM031	Employee Data Maintenance	Consistent process for gathering compliance data related to an employee's wages and earning within the organization.	1 - NA / Not Supported	
EDM032	Employee Data Maintenance	There are clearly defined minimum audit criteria for HR.	1 - NA / Not Supported	
EDM033	Employee Data Maintenance	The ability to establish and implement standard record retention policy and guidelines in accordance with Company, and State requirements.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Employee Data Management (EDM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EDM034	Employee Data Maintenance	Ability to track certifications and match against compliance requirements.	1 - NA / Not Supported	
EDM035	Employee Data Maintenance	Ability to restrict updates and changes to specific fields based upon court order or IRS mandate (i.e., IRS notification of non-change of number of dependents)	1 - NA / Not Supported	
EDM036	Employee Data Maintenance	System provides audit trails.	1 - NA / Not Supported	
EDM037	Employee Data Maintenance	System automates routine data maintenance processes freeing up resource time for other activities.	1 - NA / Not Supported	
EDM038	Employee Data Maintenance	System stores the maximum amount of employee data online minimizing the need for paper files. Record keeping rules and processes are streamlined, standardized, and audited.	1 - NA / Not Supported	
EDM039	Employee Data Maintenance	Utilize single badging system with defined rules for use. Integrate system with badging system.	1 - NA / Not Supported	
EDM040	Employee Data Maintenance	The HRMS is compatible with a standard open Sequel database" which will cover the EMC Imaging System being used currently.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Exit Management (EM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EM001	Exit Management	Ability of HRMS to comply with all legal requirements related to exiting.	1 - NA / Not Supported	
EM002	Exit Management	Ability of HRMS to provide exit tools designed to contain questions that are objective, measurable and actionable.	1 - NA / Not Supported	
EM003	Exit Management	Ability of HRMS to extract exit data and analyze for trends on a regular basis.	1 - NA / Not Supported	
EM004	Exit Management	Ability of HRMS to provide analysis results communicated as appropriate throughout the organization.	1 - NA / Not Supported	
EM005	Exit Management	Ability of HRMS to provide exit management investigations that are consistently documented using standard automated templates.	1 - NA / Not Supported	
EM006	Exit Management	Ability of HRMS to provide automated processing of unemployment insurance verification forms.	1 - NA / Not Supported	
EM007	Exit Management	Ability of HRMS to track and enforce business rules on entitlements (i.e., severance pay decisions at the local level and the appropriate levels of approval by the School Board).	1 - NA / Not Supported	
EM008	Exit Management	Ability of HRMS to provide for the execution of online exit surveys where possible.	1 - NA / Not Supported	
EM009	Exit Management	Ability of HRMS to track and ensure properly conducted exit interviews.	1 - NA / Not Supported	
EM010	Exit Management	Ability of HRMS to provide analysis and communicating exit trend analysis results to management and other HR functions.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Exit Management (EM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EM011	Exit Management	Ability of HRMS to contain business rules for exit interviews and provide technical assistance related to those rules to the SSC.	1 - NA / Not Supported	
EM012	Exit Management	Ability of HRMS to assist in specialized training for exit interviewers to ensure proper collection of exit data.	1 - NA / Not Supported	
EM013	Exit Management	Ability of HRMS to provide Manager / HR professionals with the ability to enter / verify vacation, sick and personal time.	1 - NA / Not Supported	
EM014	Exit Management	Ability of HRMS to track specific flags.	1 - NA / Not Supported	
EM015	Exit Management	Ability of HRMS to provide Integrated employee profile and benefits information to perform real-time pay benefit calculation for planning.	1 - NA / Not Supported	
EM016	Exit Management	Ability of HRMS to provide Web enabled exit interview questionnaires/surveys.	1 - NA / Not Supported	
EM017	Exit Management	Ability of HRMS to provide workflow to notify appropriate individuals or departments of employee terminations.	1 - NA / Not Supported	
EM018	Exit Management	Ability of HRMS to provide for the employee record to capture necessary information for exit data analysis.	1 - NA / Not Supported	
EM021	Exit Management	Ability of HRMS to provide employees access to exit and termination procedures.	1 - NA / Not Supported	
EM022	Exit Management	Ability of HRMS to provide exit information summarized by data warehouse so that trends are easily extracted.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Exit Management (EM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EM023	Exit Management	Ability of HRMS to provide Information that is automatically integrated for HR reporting needs, i.e., Affirmative Action Plans, EEO reporting, sourcing plans, adverse impact analyses, etc.	1 - NA / Not Supported	
EM024	Exit Management	Ability of HRMS to provide role based standard asset allocation to be tracked by HRMS.	1 - NA / Not Supported	
EM025	Exit Management	Ability of HRMS to provider state mandated reporting on voluntary teacher exits.	1 - NA / Not Supported	
EM026	Exit Management	Ability of HRMS to provide Integration with Active Directory to revoke access to systems upon termination.	1 - NA / Not Supported	
EM027	Exit Management	Ability of HRMS to provide interface capabilities with Third Party Providers (Bencor, FRS, FBMC, etc..) to provide exiting employee information on benefits.	1 - NA / Not Supported	
EM028	Exit Management	Ability of HRMS to provide Interfacing capabilities with Third Party Providers (Bencor, FRS, FBMC, etc..) to provide employees the ability to forecast retirement benefits at point in time.	1 - NA / Not Supported	
EM029	Exit Management	Ability to apply appropriate benefit eligibility and summary information based upon bargaining unit.	1 - NA / Not Supported	
EM030	Exit Management	Ability to drive workflow based on bargaining unit contracts.	1 - NA / Not Supported	
EM031	Exit Management	Ability of HRMS to provide for administration of multiple leave plans including calculation of days on, return to work, criteria for eligibility based on bargaining unit contract.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Exit Management (EM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
EM032	Exit Management	Ability of HRMS to auto populate and amend workflow routing upon changes to the organization such as transfers or terminations.	1 - NA / Not Supported	
EM033	General	Ability of HRMS to provide self-service checklists that guide managers and employees through the separation process (i.e., calculate separation entitlements, initiate exit processing, complete exit interview surveys).	1 - NA / Not Supported	
EM034	General	Ability of HRMS to track assets and other financial obligations assigned to employees.	1 - NA / Not Supported	
EM035	General	Ability of HRMS to maintain an online inventory of property held by employees.	1 - NA / Not Supported	
EM036	General	Ability of HRMS system to provide appropriate security access to employees that is role based.	1 - NA / Not Supported	
EM037	General	Ability of HRMS system to provides capability to report on attrition and turnover and to analyze trends on a regular basis.	1 - NA / Not Supported	
EM038	General	Ability of HRMS system to automatically calculate employee leaves and the appropriate level benefits by each bargaining unit.	1 - NA / Not Supported	
EM039	General	Ability of HRMS system to facilitate an annual process of hiring seasonal workers (i.e., summer school).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Organizational Effectiveness (OE)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
OE001	Org Effectiveness	Ability of HRMS to link change efforts with business strategy.	1 - NA / Not Supported	
OE002	Org Effectiveness	Ability of HRMS to measure successful change efforts with HR actions.	1 - NA / Not Supported	
OE003	Org Effectiveness	Ability of HRMS to support organizational reporting and provide for ease of reporting.	1 - NA / Not Supported	
OE004	Org Effectiveness	Ability of HRMS to perform environmental scan to identify anomalies and non-standard issues.	1 - NA / Not Supported	
OE005	Org Effectiveness	Ability of HRMS to maintain clear role definitions and their sphere of influence when HR professionals, legal counsel or senior management involvement is required.	1 - NA / Not Supported	
OE006	Org Effectiveness	Ability of HRMS to track specific change efforts related to goals, objectives and scorecards.	1 - NA / Not Supported	
OE007	Org Effectiveness	Ability of HRMS to accommodate mass changes across the organizations, jobs and positions.	1 - NA / Not Supported	
OE008	Org Effectiveness	Ability of HRMS system to provide easy and robust reporting capabilities with current and historical data to facilitate information exchange and analysis.	1 - NA / Not Supported	
OE009	Org Effectiveness	Ability of HRMS to account for all employee groups in future processing and enforcement of same.	1 - NA / Not Supported	
OE010	Org Effectiveness	Ability of HRMS to produce robust communications mechanisms that will reach all employee groups.	1 - NA / Not Supported	
OE011	Org Effectiveness	Ability of HRMS to support and track new business rules when modified.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Organizational Effectiveness (OE)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
OE012	Org Effectiveness	Ability of HRMS system to create unique job codes and track job descriptions, job description changes, and job description history.	1 - NA / Not Supported	
OE013	Org Effectiveness	Ability of HRMS system to allow easy access to job descriptions for review and analysis to ensure consistency.	1 - NA / Not Supported	
OE014	Org Effectiveness	Ability of HRMS system to track all licenses and certifications, including expiration/renewal dates that can be reported on.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR001	Preparation and Submission of Deductions and Earnings	Ability to create earnings as needed.	1 - NA / Not Supported	
PR002	Preparation and Submission of Deductions and Earnings	Ability to modify earnings calculation characteristics and balance feeds.	1 - NA / Not Supported	
PR003	Preparation and Submission of Deductions and Earnings	Ability to add financial data to earning codes.	1 - NA / Not Supported	
PR004	Preparation and Submission of Deductions and Earnings	Ability to create deductions as needed, and to deliver mass changes to deduction amounts for items such as union dues, United Way, etc.	1 - NA / Not Supported	
PR005	Preparation and Submission of Deductions and Earnings	Ability to modify deduction calculation characteristics and balance feeds based on legal and business requirements.	1 - NA / Not Supported	
PR006	Preparation and Submission of Deductions and Earnings	Ability to add financial data to deduction codes.	1 - NA / Not Supported	
PR007	Payroll Processing	Ability to create payroll payment methods (checks, duplicate checks with voiding, ACH, pay cards).	1 - NA / Not Supported	
PR008	Payroll Processing	Ability to create as many unique payrolls as necessary (primarily biweekly).	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR009	Payroll Processing	Ability to add financial data to payrolls.	1 - NA / Not Supported	
PR010	Payroll Processing	Ability to create payroll calendars for previously setup payrolls.	1 - NA / Not Supported	
PR011	Payroll Processing	Ability to create the financial coding link between the Payroll and General Ledger systems.	1 - NA / Not Supported	
PR012	Preparation and Submission of Payroll Taxes and Reports	Ability to access employee personal data and assignment data for specialty tax reporting.	1 - NA / Not Supported	
PR013	Preparation and Submission of Payroll Taxes and Reports	Ability to create employee earning, deduction, and benefits records.	1 - NA / Not Supported	
PR014	Process W-2's and W-2C's	Ability to create employee tax data with similar data requirements.	1 - NA / Not Supported	
PR015	Preparation and Submission of Payroll Taxes and Reports	Ability to modify employee data base information within the Human Resources and Payroll Departments.	1 - NA / Not Supported	
PR016	Preparation and Submission of Payroll Taxes and Reports	Ability to modify employee data base information within a Support Center environment.	1 - NA / Not Supported	
PR017	Preparation and Submission of Payroll Taxes and Reports	Ability to send documents to employees based on updated payroll / benefits information.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR018	Process W-2's and W-2C's	Ability to modify employee tax information within a Self Service environment.	1 - NA / Not Supported	
PR019	Process W-2's and W-2C's	Ability to send tax documents to employees based on updated payroll / benefits information.	1 - NA / Not Supported	
PR020	Preparation and Submission of Payroll Taxes and Reports	Ability to create custom reports/interfaces using system supplied tools.	1 - NA / Not Supported	
PR021	Preparation and Submission of Deductions and Earnings	Define standards for creating Deduction Codes and the procedures for changing system established characteristics.	1 - NA / Not Supported	
PR022	Preparation and Submission of Deductions and Earnings	Define standards for creating the General Ledger to Payroll Account Code Mapping	1 - NA / Not Supported	
PR023	Time Collection	Define standards for creating employee time collection records and the required information needed to properly setup employee information in the system.	1 - NA / Not Supported	
PR024	Coordination and Submission of Garnishments	Define standards for creating employee garnishment records and the required information needed to properly setup employee information in the system.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR025	Payroll Processing	Define standards for maintaining employee data base information which can be updated by Human Resources and Payroll Department personnel, by Service Center personnel, or by employee and manager self service web applications as deemed appropriate by the M-DCPS.	1 - NA / Not Supported	
PR026	Associate and Third Party Inquiries	Define requirements for internal reporting requirements and create custom reports/ interfaces as needed using system supplied tools.	1 - NA / Not Supported	
PR027	Associate and Third Party Inquiries	Define requirements for external reporting requirements and create custom reports/ interfaces as needed using system supplied tools.	1 - NA / Not Supported	
PR028	Payroll Processing	Define Standards for Bank Reconciliation of Payroll Account.	1 - NA / Not Supported	
PR029	Payroll Processing	Ability to pay employee expenses through payroll.	1 - NA / Not Supported	
PR030	Payroll Processing	Ability to distribute payroll back to grant and other funding sources based on % , fixed amounts or specific formulas.	1 - NA / Not Supported	
PR031	Payroll Processing	Reconcile sick time payouts on a percentage based on years of service, FIFO, or other calculated amount.	1 - NA / Not Supported	
PR032	Payroll Processing	Ability to calculate retroactive pay going back as far as fifteen years provided data is available	1 - NA / Not Supported	
PR033	Payroll Processing	Ability to apply mass pay changes to specific groups of employees such as members of bargaining unit.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR034	Payroll Processing	Capability to monitor participants in Florida State Deferred Retired Option Plan (DROP) program and apply accrual balances to program based on schedule of benefits.	1 - NA / Not Supported	
PR035	Payroll Processing	Tracking of employees in various leave programs and allocating payments to appropriate areas in G/L based on type of leave.	1 - NA / Not Supported	
PR036	Payroll Processing	Electronic preparation and transmittal of all government reports such as 940 and 941.	1 - NA / Not Supported	
PR037	Payroll Processing	Capability to process pay on accruals for split payroll period across fiscal years.	1 - NA / Not Supported	
PR038	Payroll Processing	Ability for system to support “head of household” designation for child support allocation.	1 - NA / Not Supported	
PR039	Payroll Processing	Garnishments - Ability for system to prorate for deductions and allocate when earnings and disposable income change.	1 - NA / Not Supported	
PR040	Payroll Processing	Ability to void and re-issue Paychecks with IRS levies and recognize the distribution of employee share vs. IRS share.	1 - NA / Not Supported	
PR041	Payroll Processing	Ability to interface directly with and synchronize data with third parties to ensure consistency across applications.	1 - NA / Not Supported	
PR042	Payroll Processing	Ability to address multiple secondary pay components such as Stipends and Supplements and allocate payout based on eligibility criteria and other rules of the plan.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR043	Payroll Processing	Ability to provide appropriate data security controls which enable security controls to differentiate between security profiles for HR/Payroll employees, employees and managers (self service), and for Public Access (defined subset of publicly available data elements and reports).	1 - NA / Not Supported	
PR044	Payroll Processing	Ability for system to accommodate movement of employee from one pay group to another (i.e., 10 month to 12 month) and appropriately calculate changes in earning and deductions, including benefits plans and activating/deactivating deductions.	1 - NA / Not Supported	
PR045	Payroll Processing	System controls void and reissue of checks to ensure that no duplicate payments are made. Ability for system controls to include native system controls and Positive pay interface to banks.	1 - NA / Not Supported	
PR046	Payroll Processing	Ability to report payroll and employee data to State of Florida electronically.	1 - NA / Not Supported	
PR047	Payroll Processing	System supports accumulation and payout of sick leave pools with differentiated rules by bargaining unit, ability to access employees sick days if banks falls below a set minimum.	1 - NA / Not Supported	
PR048	Payroll Processing	Ability to lock down changes to benefits based on court orders.	1 - NA / Not Supported	
PR049	Payroll Processing	Ability of system to allocate and disburse 10 months of salary / earnings over a 12 month period. (i.e., "Summer Pay" for teachers).	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR050	Payroll Processing	Ability of system to properly allocate benefit deduction and other deduction amounts for "Summer Pay."	1 - NA / Not Supported	
PR051	Payroll Processing	Designation of "Payroll Location" for employee paycheck or deposit advice to be sent to.	1 - NA / Not Supported	
PR052	Payroll Processing	Payroll run of "checks only" for certain circumstances.	1 - NA / Not Supported	
PR053	Payroll Processing	Sick leave cash in, once a year can convert portion of sick leave, into cash payment or 401K contribution based on defined value, 80% of pay rate as a date specified by MDCPS. Ability to limit eligibility by bargaining unit, days used or available balance.	1 - NA / Not Supported	
PR054	Payroll Processing	One time checks taxed at specific rates so as not to throw off tax annualization.	1 - NA / Not Supported	
PR055	Payroll Processing	Personal Property payment, funds allocated to individual bargaining unit at beginning of fiscal year. Paid out to employees after they file a claim and bargaining unit approves payment of funds. (i.e., ripped shirt, theft of property, etc..). System should also maintain balances on account to ensure union does not exceed allocated balance.	1 - NA / Not Supported	
PR056	Payroll Processing	Output data to Collection agencies to assist with remittance of overpayments by ex-employees.	1 - NA / Not Supported	
PR057	Payroll Processing	Final payments to deceased employee, including all earnings (i.e., final pay, uniform allowance, etc.). Ability for system to support generation of PO to pay beneficiaries and applicable taxes through AP.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR058	Payroll Processing	Anticipated payroll for holidays, breaks, etc. Payroll is processed early with estimated time records.	1 - NA / Not Supported	
PR059	Payroll Processing	Ability to handle deduction schedules that support M-DCPS calendars for employees (annual deductions spread over 10, 11, and 12 month employees) including part-time and half-time employees.	1 - NA / Not Supported	
PR060	Payroll Processing	Ability to handle multiple pay types and events (regular pay, retroactive, stipends) on a single payroll (check or direct deposit).	1 - NA / Not Supported	
PR061	Payroll Processing	Ability to cancel ACH participation automatically upon termination.	1 - NA / Not Supported	
PR062	Payroll Processing	Ability to control garnishments to include or exclude garnishments for events such as a 3rd payroll in a month.	1 - NA / Not Supported	
PR063	Payroll Processing	Ability to process manual checks daily and incorporate those manual checks into regularly scheduled payroll processes and tax payments.	1 - NA / Not Supported	
PR064	Payroll Processing	Ability to process salary adjustments from daily changes in system.	1 - NA / Not Supported	
PR065	Payroll Processing	Ability to collect overpayments from employees and properly collect, track and allocate funds collected, including sending notification to the employee.	1 - NA / Not Supported	
PR066	Payroll Processing	Ability to update leave balances for employees transferring leave from other local or State entities, this also includes a special accrual process	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR067	Payroll Processing	Ability to adjust earning, sick balances, and deductions when employees transfer from part-time to full-time (substitute - teacher - a part-time no benefits position to one with full benefits and different salary), properly adjust FRS contributions.	1 - NA / Not Supported	
PR068	Payroll Processing	Ability for payroll to lock down an employee's W-4 status based on IRS/Court order and to prevent employee from changing W-4 data on self service.	1 - NA / Not Supported	
PR069	Payroll Processing	Ability to garnish paychecks and not to disburse monies to outside vendors pending final judgment.	1 - NA / Not Supported	
PR070	Payroll Processing	Ability to charge earnings/deductions to multiple GL account codes based on %, set amounts or user defined formula.	1 - NA / Not Supported	
PR071	Payroll Processing	Ability to support direct deposit including multiple accounts with ability to control for fixed amounts, %, and rest of net across accounts. Employees should utilize self service to update, with bank routing verified against tables.	1 - NA / Not Supported	
PR072	Payroll Processing	Ability to properly credit FRS based on the type of payment (i.e., Vacation, Sick, etc.).	1 - NA / Not Supported	
PR073	Payroll Processing	Ability for the locations to submit payment online and Payroll Department to review and approve.	1 - NA / Not Supported	
PR074	Payroll Processing	Ability to submit mass payments online (i.e., uniform allowance, lead teacher, etc).	1 - NA / Not Supported	
PR075	Payroll Processing	Allow for employee self-service for direct deposit, pay advice, W-4 changes, W-2 access.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR076	Payroll Processing	Ability to pay subs the additional monies when substituting for an ESE teacher (special substitution rules).	1 - NA / Not Supported	
PR077	Payroll Processing	Ability for an employee to donate sick days to another member of the same sick bank.	1 - NA / Not Supported	
PR078	Payroll Processing	Ability to transfer sick days to relatives with applied restrictions.	1 - NA / Not Supported	
PR079	Payroll Processing	Ability to process the following garnishments - creditors, ACS, ACS arrears, Student Loans, Bankruptcies.	1 - NA / Not Supported	
PR080	Payroll Processing	Ability to continue to accrue sick/vacation when on an involuntary military leave.	1 - NA / Not Supported	
PR081	Payroll Processing	Ability to handle annual resets of special W-4 (exempt status) and W-5.	1 - NA / Not Supported	
PR082	Payroll Processing	Ability to refund deductions such as TSA, etc, with the ability not to affect the vendors check and update the employees year-to-date information.	1 - NA / Not Supported	
PR083	Payroll Processing	Ability to notify employees when a Bencor payment has been made.	1 - NA / Not Supported	
PR084	Payroll Processing	Ability to pay Garnishment and other deduction vendors through the AP module, including allowing for check, ACH, etc.	1 - NA / Not Supported	
PR085	Payroll Processing	Ability to retain leave balances for terminated employees (pending a PC, bad termination code, or wish to transfer days out).	1 - NA / Not Supported	
PR086	Payroll Processing	Ability to notify employees of approaching limits on vacation days.	1 - NA / Not Supported	
PR087	Payroll Processing	Ability to handle special retirement plans (IE/DT) with special tax exemptions.	1 - NA / Not Supported	
PR088	Payroll Processing	Ability to track injury days including an approval process.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR089	Payroll Processing	Ability to track contagious disease days (max of 10 days) including an approval process.	1 - NA / Not Supported	
PR090	Payroll Processing	Ability to issue replacement checks and properly void the original check.	1 - NA / Not Supported	
PR091	Payroll Processing	Ability for Payroll system to include Policies/Procedures and Contracts accessible online.	1 - NA / Not Supported	
PR092	Payroll Processing	Ability to import data from legacy system.	1 - NA / Not Supported	
PR093	Payroll Processing	Ability to handle ad-hoc reporting by user specified fields.	1 - NA / Not Supported	
PR094	Payroll Processing	Ability for employees and other Payroll payees (i.e., Child support recipients, TSA companies) to view cancelled checks via on-line portal.	1 - NA / Not Supported	
PR095	Payroll Processing	Ability to adjust taxes and income based on benefit deduction criteria (i.e., pre/post tax).	1 - NA / Not Supported	
PR096	Payroll Processing	Ability to properly report pre/post tax deductions.	1 - NA / Not Supported	
PR097	Payroll Processing	Ability to properly tax and report fringe benefits (i.e., Board Paid Life Ins., Board paid legal, vehicle usage, Board subsidy of domestic partners.).	1 - NA / Not Supported	
PR098	Payroll Processing	Ability to interface directly with and synchronize data with third parties such as TALX and FBMC to ensure consistency across applications.	1 - NA / Not Supported	
PR099	Payroll Processing	System provides manager self-service (MSS) for researching data and running reports.	1 - NA / Not Supported	
PR100	Payroll Processing	Describe your ability to process payroll at an alternate site in anticipation of or in the event of a disaster.	1 - NA / Not Supported	

Miami-Dade Public Schools: Payroll (PR)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PR101	Payroll Processing	Ability to create multiple checks for a single employee in a single payroll cycle.	1 - NA / Not Supported	
PR102	Payroll Processing	Ability to run a payroll in advance in anticipation of a disaster.	1 - NA / Not Supported	
PR103	Payroll Processing	Ability to cross calendar years for benefit deductions (refunds, or prior year deductions).	1 - NA / Not Supported	
PR104	Payroll Processing	Ability for W-2 C reporting for transactions for prior years (i.e., Voids, Refunds, etc.).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Position Management (PM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PM001	Position Management	Ability of HRMS to perform budgetary and financial analysis on FTE/headcounts in place and planned.	1 - NA / Not Supported	
PM002	Position Management	Ability of HRMS to link positions to approved/budgeted headcount/FTE's for budgetary control as it relates to workforce planning (when determining the need, type, count and cost of personnel to operate the organization).	1 - NA / Not Supported	
PM003	Position Management	Ability of HRMS to control/default budgetary and financial information based on position.	1 - NA / Not Supported	
PM004	Position Management	Ability of HRMS to control/default key data fields unique to position versus employee.	1 - NA / Not Supported	
PM005	Position Management	Ability of HRMS to assign positions to schedules/grade ranges.	1 - NA / Not Supported	
PM006	Position Management	Ability of HRMS to link jobs to positions for EEO reporting.	1 - NA / Not Supported	
PM007	Position Management	Ability of HRMS to split and share positions/jobs.	1 - NA / Not Supported	
PM008	Position Management	Ability of HRMS to handle the approval of the requirements verified automatically against policy/budgets at source of entry (i.e., position maintenance).	1 - NA / Not Supported	
PM009	Position Management	Ability of HRMS to assign different pay rates to different jobs for any employee.	1 - NA / Not Supported	
PM010	Position Management	Ability of HRMS to utilize electronic signatures with automated workflow for distributing and approving information changes.	1 - NA / Not Supported	
PM011	Position Management	Ability of HRMS to verify eligibility automatically against policy at source of transaction (e.g., hiring, enrollment, promotion, etc.).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Position Management (PM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PM012	Position Management	Ability of HRMS provide multiple levels of security for inquiries/updates to position data.	1 - NA / Not Supported	
PM013	Position Management	Ability of HRMS to report on "who reports to whom" within the organizational structure.	1 - NA / Not Supported	
PM014	Position Management	Ability of HRMS to support mass position reclassification.	1 - NA / Not Supported	
PM015	Position Management	Ability of HRMS to support position requisitioning.	1 - NA / Not Supported	
PM016	Position Management	Ability of HRMS to support position allocations.	1 - NA / Not Supported	
PM017	Position Management	Ability of HRMS to provide position information capturing once at the source and shared between the system of record and other systems.	1 - NA / Not Supported	
PM018	Position Management	Ability of HRMS to maintain consistent policies and procedures across the organization implemented to eliminate exceptions as defined by business rules.	1 - NA / Not Supported	
PM019	Position Management	Ability of HRMS to minimize manual intervention (exceptions/corrections only).	1 - NA / Not Supported	
PM020	Position Management	Ability of HRMS to provide position data driven job attributes and financial coding of earnings and deductions.	1 - NA / Not Supported	
PM021	Position Management	Ability of HRMS to analyze, monitor and report position related data in an automated fashion.	1 - NA / Not Supported	
PM022	Position Management	Ability to support routine audits to ensure data integrity.	1 - NA / Not Supported	
PM023	Position Management	Ability of HRMS to provide a Responsibility for managing position budgets that is shared between central shared services and owning departments as defined by the business rules.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Position Management (PM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PM024	Position Management	Ability of HRMS to support employee holding multiple positions and assignments.	1 - NA / Not Supported	
PM025	Position Management	Ability of HRMS to be intuitive, easily accessible and can access self service for position information.	1 - NA / Not Supported	
PM026	Position Management	Ability of HRMS to provide for user problem escalation and resolution process based upon predefined business rules.	1 - NA / Not Supported	
PM027	Position Management	Ability of HRMS to provide Service Center support for Position Management process and problem resolution through service level agreements defined by business rules.	1 - NA / Not Supported	
PM028	Position Management	Ability of HRMS to provide tracking for employee feedback, concerns and communication supported through service center as part of integrated process.	1 - NA / Not Supported	
PM029	Position Management	Ability of HRMS to provide position Management integrated with HRMS/Payroll, and Financial/Procurement systems as defined by business rules.	1 - NA / Not Supported	
PM030	Position Management	Ability of HRMS to provide Data rules validated at Position requisition/creation/reclassification as defined by business rules.	1 - NA / Not Supported	
PM031	Position Management	Ability of HRMS to provide transactions that are completed via workflow and eliminate paper backup.	1 - NA / Not Supported	
PM032	Position Management	Ability of HRMS to provide Imbedded controls that manage access to codes, positions, and transactions involving them as defined by business rules.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Position Management (PM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PM033	Position Management	Ability of HRMS to provide on-line position data.	1 - NA / Not Supported	
PM034	Position Management	Ability of HRMS to provide standard reports available online defined by business rules.	1 - NA / Not Supported	
PM035	Position Management	Ability of HRMS to track positions by funding, department and location.	1 - NA / Not Supported	
PM036	Position Management	Ability of HRMS to provide standardized position codes, job codes and EEO reporting as defined by business rules.	1 - NA / Not Supported	
PM037	Position Management	Ability of HRMS to provide automated notifications to employees/managers for reclassifications, variances, allocations and other position related transactions.	1 - NA / Not Supported	
PM038	Position Management	Ability of HRMS to maintain rules repository needs to be created and maintained as defined by business rules.	1 - NA / Not Supported	
PM039	Position Management	Ability of HRMS to minimize exceptions and special deals as defined by business rules.	1 - NA / Not Supported	
PM040	Position Management	Ability of HRMS to support the organizational (personnel) hierarchy that can be used to generate organization charts, regardless of whether or not there are persons currently filling the positions as defined by the business rules.	1 - NA / Not Supported	
PM041	Position Management	Ability of HRMS to support standard definitions of positions, variances, and headcount across the organization.	1 - NA / Not Supported	
PM042	Position Management	Ability of HRMS to support management of human capital and business planning processes by positions.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Position Management (PM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PM043	Position Management	Ability of HRMS to provide for Improved security by providing a data store that can be leveraged for system and information access, including, but not limited to securing “pull” access and enabling “push” capabilities through a portal.	1 - NA / Not Supported	
PM044	Position Management	Ability of HRMS to have the ability to allocate positions against multiple funding sources.	1 - NA / Not Supported	
PM045	Position Management	Ability of HRMS to reallocate funding and open replacement upon termination of incumbent in position.	1 - NA / Not Supported	
PM046	Position Management	Ability of HRMS to track, report and calculate current and historical salary information tied to PACS and specific positions for budgeting and reporting.	1 - NA / Not Supported	
PM047	Position Management	Ability of HRMS to provide workflow to accommodate status change notifications to appropriate parties, including such tasks as changing of job code when employee is reclassified.	1 - NA / Not Supported	
PM048	Position Management	Ability of HRMS to track by workflow the Principals and districts that spend in excess of allocated expenditures relating to part-time hires. Budget group should be given authority to control and restrict hires if schools are in deficit as defined by business rules.	1 - NA / Not Supported	
PM049	General	Ability of HRMS to provide centralization of data within a single database that captures employee information and allows for easy access via user-friendly report writer tool including point-in-time reporting capabilities.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Position Management (PM)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
PM050	General	Ability of HRMS to support routine audits to ensure data integrity.	1 - NA / Not Supported	
PM051	General	Ability of HRMS to automate routine data maintenance processes freeing up resource time for other tasks.	1 - NA / Not Supported	
PM052	General	Ability of HRMS to provide for tracking and budgeting using the same process as full-time positions.	1 - NA / Not Supported	
PM053	General	Ability of HRMS to approval requirements verified automatically against policy/budgets at source of entry (i.e., position maintenance).	1 - NA / Not Supported	
PM054	General	Ability of HRMS to support tracking positions that are budgeted and unbudgeted.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS001	Recruit & Staff	Ability of HRMS to create or edit requisitions online.	1 - NA / Not Supported	
RS002	Recruit & Staff	Ability of HRMS to have configurable requisition forms to meet company requirements.	1 - NA / Not Supported	
RS003	Recruit & Staff	Ability of HRMS to have different requisition forms for different job types (e.g. full time vs. contractor position).	1 - NA / Not Supported	
RS004	Recruit & Staff	Ability of HRMS to provide requisition forms to pre-populate user specific constant data such as organization, business unit, manager, and recruiter.	1 - NA / Not Supported	
RS005	Recruit & Staff	Ability of HRMS to set different salary ranges based on location and/or job grade for same job code.	1 - NA / Not Supported	
RS006	Recruit & Staff	Ability of HRMS to have field validation before requisitions can be submitted.	1 - NA / Not Supported	
RS007	Recruit & Staff	Ability of HRMS to provide requisition form to automatically pull in (predefined) position data from the job code. Position data includes corresponding job description, job grade, salary range.	1 - NA / Not Supported	
RS008	Recruit & Staff	Ability of HRMS to create a requisition for one or many hires.	1 - NA / Not Supported	
RS009	Recruit & Staff	Ability of HRMS to "create like" another existing requisition.	1 - NA / Not Supported	
RS010	Recruit & Staff	Ability of HRMS to have different job descriptions for internal and external requisition postings.	1 - NA / Not Supported	
RS011	Recruit & Staff	Ability of HRMS to set requisition posting start and end dates for both internal and external postings.	1 - NA / Not Supported	
RS012	Recruit & Staff	Ability of HRMS to cancel or put requisitions "on hold."	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS013	Recruit & Staff	Ability of HRMS to automatically remove "on hold" or "cancelled" requisitions from postings.	1 - NA / Not Supported	
RS014	Recruit & Staff	Ability of HRMS to automatically route requisitions to appropriate people for approval or review.	1 - NA / Not Supported	
RS015	Recruit & Staff	Ability of HRMS to track requisitions at all stages.	1 - NA / Not Supported	
RS016	Recruit & Staff	Ability of HRMS to provide for internal and external candidates to search for open positions with option to have this be two separate sites.	1 - NA / Not Supported	
RS017	Recruit & Staff	Ability of HRMS to provide for internal and external candidates to apply directly to the position(s) via self service portal.	1 - NA / Not Supported	
RS018	Recruit & Staff	Ability of HRMS to have robust candidate search capabilities. (i.e., Fielded searches based on education level, company name, year graduated, school name).	1 - NA / Not Supported	
RS019	Recruit & Staff	Ability of HRMS to have option to share/refer candidate to other recruiters/hiring manager in organization.	1 - NA / Not Supported	
RS020	Recruit & Staff	Ability of HRMS to have automated internet job posting capabilities.	1 - NA / Not Supported	
RS021	Recruit & Staff	Ability of HRMS to have automated third party posting capabilities.	1 - NA / Not Supported	
RS022	Recruit & Staff	Ability of HRMS to have automated posting capabilities to corporate website.	1 - NA / Not Supported	
RS023	Recruit & Staff	Ability of HRMS to track candidate source (i.e., Monster.com, Hotjobs, print ad, media, third party).	1 - NA / Not Supported	
RS024	Recruit & Staff	Ability of HRMS to have employee referral capabilities.	1 - NA / Not Supported	
RS025	Recruit & Staff	Ability of HRMS to track cost per hire.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS026	Recruit & Staff	Ability of HRMS to track time to fill.	1 - NA / Not Supported	
RS027	Recruit & Staff	Ability of HRMS to provide Ad hoc reporting capability.	1 - NA / Not Supported	
RS028	Recruit & Staff	Ability of HRMS to ensure compliance with Federal EEO Regulations.	1 - NA / Not Supported	
RS029	Recruit & Staff	Ability of HRMS to handle large incoming candidate volumes (>10,000/mo.).	1 - NA / Not Supported	
RS030	Recruit & Staff	Ability of HRMS to handle large user volumes (>300).	1 - NA / Not Supported	
RS031	Recruit & Staff	Ability of HRMS to accept historical data from legacy applicant tracking system.	1 - NA / Not Supported	
RS032	Recruit & Staff	Ability of HRMS to identify whether a candidate is internal (current employee) or external candidate.	1 - NA / Not Supported	
RS033	Recruit & Staff	Ability of HRMS to have automated candidate correspondence capabilities.	1 - NA / Not Supported	
RS034	Recruit & Staff	Ability of HRMS to select type of automatic acknowledgement and verbiage of email content.	1 - NA / Not Supported	
RS035	Recruit & Staff	Ability of HRMS to track and view candidate's history and profile information as defined by business rules.	1 - NA / Not Supported	
RS036	Recruit & Staff	Ability of HRMS to have contact/schedule management (i.e., for interview) or offer integration with a calendar tool (i.e. Outlook, Lotus Notes).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS037	Recruit & Staff	Ability of HRMS to track each applicant throughout the entire hiring process. Applicants include those individuals who have used the self-service and those who have established contact with H.R. through other means. In turn, the system will allow manual entry of applicants and interface "leads", "recruits" and applicants who are in the system.	1 - NA / Not Supported	
RS038	Recruit & Staff	Ability of HRMS to provide for recruiters across various departments to see same candidate history/tracking data.	1 - NA / Not Supported	
RS039	Recruit & Staff	Ability of HRMS to have security mechanism to limit access to certain user population.	1 - NA / Not Supported	
RS040	Recruit & Staff	Ability of HRMS to schedule interviews via self service portal.	1 - NA / Not Supported	
RS041	Recruit & Staff	Ability of HRMS to capture interview feedback online.	1 - NA / Not Supported	
RS042	Recruit & Staff	Ability of HRMS to define standard interview questions based on job type or other criteria.	1 - NA / Not Supported	
RS043	Recruit & Staff	Ability of HRMS to configure interview feedback online forms--whether to allow text or choose from company defined list of disposition reasons.	1 - NA / Not Supported	
RS044	Recruit & Staff	Ability of HRMS to provide online pre-screening or self-assessment capabilities.	1 - NA / Not Supported	
RS045	Recruit & Staff	Ability of HRMS to capture reference check, drug screen, or other background/investigative information the company may require.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS046	Recruit & Staff	Ability of HRMS to link requisition and candidate data to automatically generate an offer.	1 - NA / Not Supported	
RS047	Recruit & Staff	Ability of HRMS to configure fields in offer form.	1 - NA / Not Supported	
RS048	Recruit & Staff	Ability of HRMS to have field validation on offer form before it can be submitted.	1 - NA / Not Supported	
RS049	Recruit & Staff	Ability of HRMS to automatically route offer to appropriate people for approval or review.	1 - NA / Not Supported	
RS050	Recruit & Staff	Ability of HRMS to define verbiage in offer/decline letter template as specified by business rules.	1 - NA / Not Supported	
RS051	Recruit & Staff	Ability of HRMS to automatically generate offer/decline letters.	1 - NA / Not Supported	
RS052	Recruit & Staff	Ability of HRMS to automatically send notification about new hire start date in preparation for new hire orientation.	1 - NA / Not Supported	
RS053	Recruit & Staff	Ability of HRMS to define standard job codes as specified by business rules.	1 - NA / Not Supported	
RS054	Recruit & Staff	Ability of HRMS to define standard job description for each job code.	1 - NA / Not Supported	
RS055	Recruit & Staff	Ability of HRMS to define job grades associated with each job code.	1 - NA / Not Supported	
RS056	Recruit & Staff	Ability of HRMS to define salary ranges for each job code. This may or may not be based on job location.	1 - NA / Not Supported	
RS057	Recruit & Staff	Ability of HRMS to define standard job titles.	1 - NA / Not Supported	
RS058	Recruit & Staff	Ability of HRMS to define all job sites.	1 - NA / Not Supported	
RS059	Recruit & Staff	Ability of HRMS to define approval workflow.	1 - NA / Not Supported	
RS060	Recruit & Staff	Ability of HRMS to define information that needs to be captured in a requisition form.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS061	Recruit & Staff	Ability of HRMS to define field type for requisition (i.e., free text, pull down, radio button).	1 - NA / Not Supported	
RS062	Recruit & Staff	Ability of HRMS to define required/optional fields on requisition.	1 - NA / Not Supported	
RS063	Recruit & Staff	Ability of HRMS to define access levels for users.	1 - NA / Not Supported	
RS064	Recruit & Staff	Ability of HRMS to define sources where jobs are posted.	1 - NA / Not Supported	
RS065	Recruit & Staff	Ability of HRMS to define which sources should be used for which types of jobs (e.g., www.monster.com may be a more effective source to find technical candidates).	1 - NA / Not Supported	
RS066	Recruit & Staff	Define prescreening process and criteria.	1 - NA / Not Supported	
RS067	Recruit & Staff	Ability of HRMS to define standard interview questions based on job description/family.	1 - NA / Not Supported	
RS068	Recruit & Staff	Ability of HRMS to define interview feedback questions.	1 - NA / Not Supported	
RS069	Recruit & Staff	Ability of HRMS to define data to be input by candidate.	1 - NA / Not Supported	
RS070	Recruit & Staff	Ability of HRMS to define require/optional input field by candidate .	1 - NA / Not Supported	
RS071	Recruit & Staff	Ability of HRMS to define information that needs to be captured in an offer form.	1 - NA / Not Supported	
RS072	Recruit & Staff	Ability of HRMS to define required/optional input fields on offer form.	1 - NA / Not Supported	
RS073	Recruit & Staff	Ability of HRMS to define approval workflow on job offer.	1 - NA / Not Supported	
RS074	Recruit & Staff	Ability of HRMS to link candidate data to multiple requisitions.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS075	Recruit & Staff	Ability of HRMS to determine what fields have audit tracking for creation, and update of records.	1 - NA / Not Supported	
RS076	Recruit & Staff	Ability of HRMS to define assessment criteria and drive scoring as defined step in the process as specified by business rules.	1 - NA / Not Supported	
RS077	Recruit & Staff	Ability of HRMS to provide for requisitions that drive from established budgeted positions.	1 - NA / Not Supported	
RS078	Recruit & Staff	Ability of HRMS to provide overrides on position budget enables temporary overage to enable proactive recruiting.	1 - NA / Not Supported	
RS079	Recruit & Staff	Ability of HRMS to provide for license, job history, education and credentials to transfer to employee records as part of hire process.	1 - NA / Not Supported	
RS080	Recruit & Staff	Ability of HRMS to generate "hiring commitments" driven by specific job requirements.	1 - NA / Not Supported	
RS081	Recruit & Staff	Ability of HRMS to provide for self scheduling by the applicant for interviews.	1 - NA / Not Supported	
RS082	Recruit & Staff	“Ability of HRMS to provide for "PC” coding for do not hire, thereby eliminating possibility of consideration for those who are ineligible.	1 - NA / Not Supported	
RS083	Recruit & Staff	Ability of HRMS to provide for restricted range (RR), thereby allowing a hire to occure but with certain limitations.	1 - NA / Not Supported	
RS084	Recruit & Staff	Ability of HRMS to provide routing and approval rules clearly defined and documented to be able to put into system to able to address via workflow.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS085	Recruit & Staff	Ability of HRMS to provide that positions and requisitions to tie back to student systems for validation of schedules.	1 - NA / Not Supported	
RS086	Recruit & Staff	Ability of HRMS to track, capture, and report specific post interview information from principals.	1 - NA / Not Supported	
RS087	Recruit & Staff	Ability for HRMS to support centralized candidate database which allows for searching.	1 - NA / Not Supported	
RS088	Recruit & Staff	Ability for HRMS to support retention and reporting of candidate history.	1 - NA / Not Supported	
RS089	Recruit & Staff	Ability for HRMS support audit trails and tracking of changes.	1 - NA / Not Supported	
RS090	Recruit & Staff	Ability for HRMS to support self service for Candidates, Managers, and Employees.	1 - NA / Not Supported	
RS091	Recruit & Staff	Ability of HRMS to provide for processes and systems that support better communication and coordination between candidate and organization.	1 - NA / Not Supported	
RS092	Recruit & Staff	Ability of HRMS to provide for capture and reporting of candidate assessment by interviewers.	1 - NA / Not Supported	
RS093	Recruit & Staff	Ability of HRMS to provide standard interview questions based upon job type.	1 - NA / Not Supported	
RS094	Recruit & Staff	Ability of HRMS to provide modified and streamlined process in order to proactively schedule applicants for interviews.	1 - NA / Not Supported	
RS095	Recruit & Staff	Ability of HRMS to provide for application to multiple jobs by a single individual through one application.	1 - NA / Not Supported	
RS096	Recruit & Staff	Ability of HRMS to provide automated workflow and notification of events to all related parties as per business rules.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Recruiting and Staffing (RS)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
RS097	Recruit & Staff	Ability of HRMS to provide for updates to evaluations and requirements which can be communicated throughout the district.	1 - NA / Not Supported	
RS098	Recruit & Staff	Ability of HRMS to capture and report metrics related to process.	1 - NA / Not Supported	
RS099	Recruit & Staff	Ability of HRMS to enable applicants to search for work locations based on geographical proximity locators to enable choices of schools.	1 - NA / Not Supported	
RS100	Recruit & Staff	Ability of HRMS to enable recruiters and hiring managers to search for qualified applicants based on geographical proximity to hiring locations (i.e., schools, warehouses, etc.).	1 - NA / Not Supported	
RS101	Recruit & Staff	Ability of HRMS to support streaming video (movie clips) for on-demand viewing of promotional videos, and video-based help.	1 - NA / Not Supported	
RS102	Recruit & Staff	Ability of HRMS to store job descriptions in a single source and auto populate requisitions upon initiation.	1 - NA / Not Supported	
RS103	Recruit & Staff	Ability to HRMS to record historical self-service applicant search, select, and submission data.	1 - NA / Not Supported	
RS104	Recruit & Staff	Ability of HRMS to "flag" recruits/applicants/employees with a control code.	1 - NA / Not Supported	
RS105	Recruit & Staff	Ability of HRMS to purge employees from the system after 2 years to near storage or archival storage.	1 - NA / Not Supported	
RS106	Recruit & Staff	Ability of HRMS to provide for recording educational data (e.g. college, major, degree, date, foreign degree translation).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA001	Time and Attendance	Ability to create Earnings, Hourly Deductions, Shift Differentials, and Premium Time Eligibility profiles that meet current or future business practices.	1 - NA / Not Supported	
TA002	Time and Attendance	Ability to create Holiday Calendars, Work Plans, Rotation Plans, Shifts, and Project Accounting profiles that meet current or future business practices.	1 - NA / Not Supported	
TA003	Time and Attendance	Ability to create Absence Types, Paid Time Off Accrual Plans, Absence Tracking and History, and claims processing data profiles that meet current or future business practices.	1 - NA / Not Supported	
TA004	Time and Attendance	Ability to create Safety Measurement, Safety Tracking and History, and performance assessment profiles that meet current or future business practices.	1 - NA / Not Supported	
TA005	Time and Attendance	Ability to create Workers Comp claims and regulatory job/hour data profiles that meet current or future business practices.	1 - NA / Not Supported	
TA006	Time and Attendance	Ability to create automated time card records for worked and non-worked time, including 4 hours for AFSCME part-time employees, based on established rules.	1 - NA / Not Supported	
TA007	Time and Attendance	Ability of system to verify and validate time card data entered against time setup rules.	1 - NA / Not Supported	
TA008	Non Exempt Employee Enters Time	Ability of system to accept hours worked against projects, tasks, and cell work time and based on established setup rules.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA009	Time and Attendance	Ability of system to process exception hours for exempt and salary non-exempt employees which may contradict with established setup rules.	1 - NA / Not Supported	
TA010	Time and Attendance	Ability to transfer earnings codes, hours, and financial data from the time card system to the project accounting system based on established rules.	1 - NA / Not Supported	
TA011	Time and Attendance	Ability to transfer earnings codes, hours, and financial data from the time card system to the payroll system based on established rules.	1 - NA / Not Supported	
TA012	Time and Attendance	Ability of the payroll system to accumulate and update worked and non-worked hours automatically after each payroll run.	1 - NA / Not Supported	
TA013	Process Time	Ability of system to accumulate hours and financial data related to employee absences for report tracking purposes.	1 - NA / Not Supported	
TA014	Time and Attendance	Ability to create custom reports/interfaces using system supplied tools.	1 - NA / Not Supported	
TA015	Time and Attendance	Ability to make time capture paperless. Please describe.	1 - NA / Not Supported	
TA016	Time and Attendance	Minimize manual intervention for time entry and validation (i.e. exceptions/corrections only) .	1 - NA / Not Supported	
TA017	Time and Attendance	Ability to capture exception-based time for exempt employees.	1 - NA / Not Supported	
TA018	Time and Attendance	Development of online help for user problem resolution.	1 - NA / Not Supported	
TA019	Time and Attendance	On-line access to time collection data.	1 - NA / Not Supported	
TA020	Time and Attendance	Standard reports available on-line.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA021	Time and Attendance	Ability to schedule and forecast work force planning.	1 - NA / Not Supported	
TA022	Time and Attendance	Ability to track hours by sub-categories (e.g., overtime and time off).	1 - NA / Not Supported	
TA023	Time and Attendance	Ability to establish global data standards for reporting.	1 - NA / Not Supported	
TA024	Time and Attendance	Ability to verify time entered per applicable parameters including scheduled hours; differentials; O/T eligibility; personal time, vacation/sick time available; etc..	1 - NA / Not Supported	
TA025	Time and Attendance	Ability to track time off and time worked.	1 - NA / Not Supported	
TA026	Time and Attendance	Ability to create workflow for timesheet approvals.	1 - NA / Not Supported	
TA027	Time and Attendance	Ability to accumulate hours worked.	1 - NA / Not Supported	
TA028	Time and Attendance	Ability to calculate differentials (shift, weekend, etc.) .	1 - NA / Not Supported	
TA029	Time and Attendance	Ability to book accruals based on rules differentiated by bargaining unit.	1 - NA / Not Supported	
TA030	Time and Attendance	Ability to recalculate overtime based on bonus amount for bonus period.	1 - NA / Not Supported	
TA031	Time and Attendance	Ability to ensure compliance in overtime payments.	1 - NA / Not Supported	
TA032	Time and Attendance	Technology offers flexibility in approval of time on a daily, weekly or bi-weekly basis.	1 - NA / Not Supported	
TA033	Time and Attendance	Ability to charge time across departments or projects.	1 - NA / Not Supported	
TA034	Time and Attendance	Ability to build rules in the system to manage paid time off and accruals automatically.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA035	Time and Attendance	Ability to create Worker's Compensation claims and regulatory job/hour data profiles that meet current or future business practices.	1 - NA / Not Supported	
TA036	Time and Attendance	Ability to split time across multiple jobs with multiple pay rates.	1 - NA / Not Supported	
TA037	Time and Attendance	Ability for tracking and managing of time for substitute teachers with linkage back to absent teacher.	1 - NA / Not Supported	
TA038	Time and Attendance	Ability for tracking and managing of time for non-employees including volunteers and contractors.	1 - NA / Not Supported	
TA039	Time and Attendance	Capacity to track hours worked during "emergency time" for reconciliation back to FEMA reporting, including payment of regular and extra hours at various calculations.	1 - NA / Not Supported	
TA040	Time and Attendance	Ability to handle unique scheduling and time reporting rules for job families such as Food Services, Community Schools, Itinerant Employees and Bus Drivers.	1 - NA / Not Supported	
TA041	Time and Attendance	Ability for the storage and utilization of labor agreements as they pertain to time collection and reporting.	1 - NA / Not Supported	
TA042	Time and Attendance	Compliance with specific state and federal policies pertaining to education sector (e.g., allocating 4 sick days at the beginning of each fiscal year).	1 - NA / Not Supported	
TA043	Time and Attendance	Tracking of unique accrual policies such as "Optional Days" in the schools. These are 2 days worked at beginning of year and used as "optional" days off during year.	1 - NA / Not Supported	
TA044	Time and Attendance	Ability to track eligibility and participation in multiple leave plans available to employees.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA045	Time and Attendance	Ability to link time collection requirements back to maintenance work orders to facilitate single source input and validation.	1 - NA / Not Supported	
TA046	Time and Attendance	Ability to link from HRMS/time & attendance system to system wide badging system.	1 - NA / Not Supported	
TA047	Time and Attendance	Support web/IVR absence notifications to enable real-time management of labor force.	1 - NA / Not Supported	
TA048	Time and Attendance	Ability to manage time collection efforts to manage data collection related to projects for tracking purposes.	1 - NA / Not Supported	
TA049	Time and Attendance	Calculation and tracking of comp time accrual in lieu of overtime payment based on hours worked.	1 - NA / Not Supported	
TA050	Time and Attendance	Support of 4/10, half time, 37.5 hr/wk, and other unique schedules and the ability to drive accruals off their schedule.	1 - NA / Not Supported	
TA051	Time and Attendance	Ability to report absences and update leave balance. If time is not available record as Leave Without Pay (differentiates across bargaining units).	1 - NA / Not Supported	
TA052	Time and Attendance	Ability to manage, track and deduct days from "Teacher Pool" for training and development.	1 - NA / Not Supported	
TA053	Time and Attendance	Ability to manage, track time and deduct days from Union officials.	1 - NA / Not Supported	
TA054	Time and Attendance	Ability to track activities of Elected Officials and reduce payroll if they are performing duties as an elected official rather than School Board Employee.	1 - NA / Not Supported	
TA055	Time and Attendance	Allocation of overtime and straight time based on piece work or hours worked.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA056	Time and Attendance	Ability to reconcile actual hours worked against "Anticipated Payroll" paid to employee.	1 - NA / Not Supported	
TA057	Time and Attendance	Ability for system to track time in compliance with the FMLA (Family Medical Leave Act).	1 - NA / Not Supported	
TA058	Time and Attendance	Ability to comply and derive FLSA (Fair Labor Standards Act).	1 - NA / Not Supported	
TA059	Time and Attendance	Ability for system to comply with State of Florida wage laws.	1 - NA / Not Supported	
TA060	Time and Attendance	Ability for system to support scheduled Statutory Holidays and be able to pay double/overtime time for holidays worked as differentiated by bargaining units.	1 - NA / Not Supported	
TA061	Time and Attendance	Ability for system to provide overtime equalization.	1 - NA / Not Supported	
TA062	Time and Attendance	Ability for system to enable employees to attach comments to time entries (e.g. FEMA reporting).	1 - NA / Not Supported	
TA063	Time and Attendance	Ability for system to allow management to set early/late clock-in thresholds with automatic adjustment to scheduled hours.	1 - NA / Not Supported	
TA064	Time and Attendance	Ability for system to require management authorization for early/late clock-ins.	1 - NA / Not Supported	
TA065	Time and Attendance	TAbility for system to require management authorizations for unscheduled clock-ins.	1 - NA / Not Supported	
TA066	Time and Attendance	Ability for system to provide day divide rules for shifts that cross midnight (i.e., Shift start day, Shift end day, majority hours, actual hours).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA067	Time and Attendance	Ability for system to provide capability to future date items. Ability for future dated leave to deduct from leave balances at payroll process time.	1 - NA / Not Supported	
TA068	Time and Attendance	Ability for system to provide effective dating, especially for fields such as rate of pay, status, location, and job grade. Ability for prior period adjustments to be validated against pay and leave rules that were in effect on the date the transaction originally occurred.	1 - NA / Not Supported	
TA069	Time and Attendance	Ability for system to be able to identify employees that are clocked in and track hours over user definable periods.	1 - NA / Not Supported	
TA070	Time and Attendance	Ability for system to support flex time, split shifts, departmental transfers, etc.	1 - NA / Not Supported	
TA071	Time and Attendance	System has ability to track attendance records showing late days, absences etc.	1 - NA / Not Supported	
TA072	Time and Attendance	Ability for system to automatically alert management of impending events such as breaks, lunches, shift changes, etc. as they are approached, met and exceeded in user defined periods.	1 - NA / Not Supported	
TA073	Time and Attendance	Ability to support scheduling employees time across multiple shifts and/or locations.	1 - NA / Not Supported	
TA074	Time and Attendance	Ability for each location to print a schedule for posting.	1 - NA / Not Supported	
TA075	Time and Attendance	System the has ability to display the currently scheduled hours and cost of labor for the current day and the current week.	1 - NA / Not Supported	
TA076	Time and Attendance	System has ability to export schedules to other systems.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA077	Time and Attendance	Ability for system to integrate with Microsoft Office for emails to employees.	1 - NA / Not Supported	
TA078	Time and Attendance	Ability for system to support email / messaging system integration with 3rd party email applications.	1 - NA / Not Supported	
TA079	Time and Attendance	System has the ability to alert appropriate managers of employee probation period approach, met or exceeded.	1 - NA / Not Supported	
TA080	Time and Attendance	Ability for system to alert for changes in timesheet status (i.e. completed, approved, rejected).	1 - NA / Not Supported	
TA081	Time and Attendance	Ability for system to alert for timesheet exceptions (i.e., early departure, no punch out, late, etc.).	1 - NA / Not Supported	
TA082	Time and Attendance	Ability for system to produce reminders about entitlement balances.	1 - NA / Not Supported	
TA083	Time and Attendance	Ability for system to support holiday hours automatically populated based on employee eligibility.	1 - NA / Not Supported	
TA084	Time and Attendance	Ability for system to support prior period adjustments included in the payroll extract process.	1 - NA / Not Supported	
TA085	Time and Attendance	Ability for system to support flexible rules for pay period lock out so edits are not be made after a certain time.	1 - NA / Not Supported	
TA086	Time and Attendance	Ability for system to provide for labor distribution reporting.	1 - NA / Not Supported	
TA087	Time and Attendance	Ability for system to support linkages for selecting among the multiple labor fields.	1 - NA / Not Supported	
TA088	Time and Attendance	What is the maximum size of the labor distribution field? Are the fields alphanumeric? Please describe.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA089	Time and Attendance	Ability for system to provide lookup capability for labor distribution entry by code, date and description.	1 - NA / Not Supported	
TA090	Time and Attendance	Availability of software in English, Spanish and French with the ability to choose language at the employee level.	1 - NA / Not Supported	
TA091	Time and Attendance	Ability for system to support integration with the Payroll system by flagging time records that have already been sent for that pay period.	1 - NA / Not Supported	
TA092	Time and Attendance	Ability for system to support extension for tables and fields within tables.	1 - NA / Not Supported	
TA093	Time and Attendance	Ability for system to provide user definable fields.	1 - NA / Not Supported	
TA094	Time and Attendance	Ability for system to support tracking of compensatory time by varied rules that support accumulation at straight time, 1.5:1, and other formulas with limits.	1 - NA / Not Supported	
TA095	Time and Attendance	Ability to support overtime equalization based on seniority rosters.	1 - NA / Not Supported	
TA096	Time and Attendance	Ability to convert overtime worked into compensatory time (i.e., 4 hrs overtime equals 6 hrs compensatory time), need ability to cap the # of compensatory time banked (i.e., 30 hrs), and ability to limit taking to half or full days only.	1 - NA / Not Supported	
TA097	Time and Attendance	Ability to identify call back time and pay at applicable rate of pay by bargaining unit (i.e., 1.5x, and apply guarantee hours and i.e., 4 hrs guaranteed).	1 - NA / Not Supported	
TA098	Time and Attendance	Ability to pay shift differentials based on % of pay (i.e., 4 % above hourly rate of pay).	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA099	Time and Attendance	Ability to pay both 10 month and 12 month employees, and calculate the appropriate daily/hourly rates (i.e., 10 months at 222 days, 12 months at 260 days). These divisors may be different by employee group.	1 - NA / Not Supported	
TA100	Time and Attendance	Ability to have different holiday/recess schedules based on employee group.	1 - NA / Not Supported	
TA101	Time and Attendance	Ability to set different overtime thresholds for various bargaining units (i.e., overtime may start after 37.5 hours).	1 - NA / Not Supported	
TA102	Time and Attendance	Ability to pay teachers for additional teaching period at 1/8 their daily rate even if it does not increase their work day hours.	1 - NA / Not Supported	
TA103	Time and Attendance	Ability for system to support accumulation of compensatory time instead of OT. Hours cannot be carried over year end, and need to be paid out. Maximum is 20 hours overtime converted to 30 hours of straight time. Ability for comp time to be used in a user-specified time-frame.	1 - NA / Not Supported	
TA104	Time and Attendance	Ability for system to support granting of extra meal period if workday extends beyond normal workday.	1 - NA / Not Supported	
TA105	Time and Attendance	Ability of system to pay hazardous duty pay based on hours reported.	1 - NA / Not Supported	
TA106	Time and Attendance	Ability of system to support guaranteed number of hours for bus drivers to 6 hours per day during regular school year and 5 hours for summer school with linkage to bus routes.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA107	Time and Attendance	Ability for system to support seniority rosters for field trip volunteer priority setting.	1 - NA / Not Supported	
TA108	Time and Attendance	Ability for the system to properly credit leave to be effective the first day after the probationary period ends.	1 - NA / Not Supported	
TA109	Time and Attendance	Ability for system to support 24X7 schedule with flex schedules.	1 - NA / Not Supported	
TA110	Time and Attendance	Ability for system to support functionality that enables employees to elect to be paid over 10 months or 12 months and can change their elections each year.	1 - NA / Not Supported	
TA111	Time and Attendance	Ability for system to support functionality that enables physical or occupational therapists who do homebound work beyond the normal work day shall be paid $20 for a 30 minute session in lieu of overtime or hourly rate.	1 - NA / Not Supported	
TA112	Time and Attendance	Ability to track injury days including an approval process.	1 - NA / Not Supported	
TA113	Time and Attendance	Ability for system to have self service functionality in the system that allows employees to look up payroll related data.	1 - NA / Not Supported	
TA114	Time and Attendance	Ability for system to include interfaces to upstream and downstream systems to reduce duplicate data entry.	1 - NA / Not Supported	
TA115	Time and Attendance	Ability for system processes to be established in such a way that payroll notice data is current.	1 - NA / Not Supported	
TA116	Time and Attendance	Ability for system to allow detailed tracking of hours relative to FEMA guidelines.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Time and Attendance (TA)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TA117	Time and Attendance	Ability of system to accept hours worked against projects, tasks, and cell work time and based on established setup rules.	1 - NA / Not Supported	
TA118	Time and Attendance	Ability to transfer Earnings Codes, Hours, and financial data from the time card system to the project accounting system based on established rules.	1 - NA / Not Supported	
TA119	Time and Attendance	Ability of system to accept hours worked against projects, tasks, and cell work time and based on established setup rules.	1 - NA / Not Supported	
TA118	Time and Attendance	Ability to transfer Earnings Codes, Hours, and financial data from the time card system to the project accounting system based on established rules.	1 - NA / Not Supported	
TA119	Time and Attendance	Tracking of hours by sub-categories (e.g., overtime and time off).	1 - NA / Not Supported	
TA120	Time and Attendance	Ability for an employee to donate sick days to another member of the same sick bank.	1 - NA / Not Supported	
TA121	Time and Attendance	Ability to transfer sick days to relatives with applied restrictions.	1 - NA / Not Supported	
TA122	Time and Attendance	Ability to continue to accrue sick/vacation when on an involuntary military leave.	1 - NA / Not Supported	
TA123	Time and Attendance	Ability to retain leave balances for terminated employees (pending a PC, bad termination code, or wish to transfer days out).	1 - NA / Not Supported	
TA124	Time and Attendance	Ability to notify employees of approaching limits on vacation days.	1 - NA / Not Supported	
TA125	Time and Attendance	Ability to track contagious disease days (max of 10 days) including an approval process.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Travel & Expense (TE)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TE001	Maintain Employee Profile	Ability to import employee data from HR.	1 - NA / Not Supported	
TE002	Maintain Employee Profile	Ability to provide employee self-service update.	1 - NA / Not Supported	
TE003	Maintain Employee Profile	Reporting of taxable events to HR/Payroll systems (Relocation, Spousal Travel, etc.)	1 - NA / Not Supported	
TE004	Maintain Employee Profile	Shared source (HR system) for adding employees to system.	1 - NA / Not Supported	
TE005	Maintain Employee Profile	Shared source (HR system) for suspending employee activity on system.	1 - NA / Not Supported	
TE006	Maintain Employee Profile	Shared source (HR System) for up-dating employee information.	1 - NA / Not Supported	
TE007	General	On-line Integrated travel policy. System notifies traveler of activities that do not comply with corporate policy.	1 - NA / Not Supported	
TE008	General	Link from the system directly to the travel policy.	1 - NA / Not Supported	
TE009	Process Expense Report	Discuss options for payment generation (through payroll, AP, etc.).	1 - NA / Not Supported	
TE010	Process Expense Report	Account coding is automated within the expense report system and interfaced to the general ledger.	1 - NA / Not Supported	
TE011	Process Expense Report	Automated approval process with pre-defined, easily configurable, parameters.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Travel & Expense (TE)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TE012	Process Expense Report	Automated expense reporting system integrates the processes of expense report preparation, submission and auditing.	1 - NA / Not Supported	
TE013	Process Expense Report	Compatible with a mobile time and expense system (e.g., Blackberry).	1 - NA / Not Supported	
TE014	Process Expense Report	Charge card data transmitted or accessible electronically with a web-based application.	1 - NA / Not Supported	
TE015	Process Expense Report	Ability to make electronic payment directly to travel card provider with remaining expenses reimbursed via payroll.	1 - NA / Not Supported	
TE016	Process Expense Report	Use a template to reduce time and errors in preparing travel authorizations and expense reports, creation of templates that reflect typical items.	1 - NA / Not Supported	
TE017	Process Expense Report	Web based expense report entry and submission.	1 - NA / Not Supported	
TE018	Process Expense Report	Expense report system fully integrated into Project Accounting system.	1 - NA / Not Supported	
TE019	Reporting	Ability to view expense payment information over the web.	1 - NA / Not Supported	
TE020	Reporting	Match employee compliance with travel policies and spending patterns to annual performance evaluations.	1 - NA / Not Supported	
TE021	Process Expense Report	Exception based controls for defining workflow authorizations.	1 - NA / Not Supported	

Miami-Dade County Public Schools: Travel & Expense (TE)

Ref Num.	Sub Process	Functional Description	ERP Vendor	Comments
TE022	Reporting	Integration to project system to facilitate reporting and billing based on project number.	1 - NA / Not Supported	
TE023	Record Retention	Automated transaction archive utility.	1 - NA / Not Supported	
TE024	Process Expense Report	Pre-trip exception reporting capabilities. Notification of management when travelers book outside of policy requirements.	1 - NA / Not Supported	
TE025	Process Expense Report	Monitoring of adherence to travel policy guidelines is embedded within system rules base.	1 - NA / Not Supported	
TE026	Process Expense Report	Ability to support expense receipt imaging.	1 - NA / Not Supported	
TE027	Reporting	Exception based reporting.	1 - NA / Not Supported	
TE028	General	Ability to limit reimbursements to fixed amounts not to be exceeded. This is directly tied to state guidelines.	1 - NA / Not Supported	
TE029	In-County Travel	Ability to calculate mileage from one location to another.	1 - NA / Not Supported	
TE030	General	Ability to specify mileage reimbursement rates based on set parameters.	1 - NA / Not Supported	
TE031	General	Ability to combine Travel & Expense with other payables and pay with one check at user's option.	1 - NA / Not Supported	
TE032	General	Ability to advance travel expenses and reconcile against actuals including collection overpayment or creating a payment.	1 - NA / Not Supported	
TE033	General	Ability to generate vendor payment through AP for expenses such as registration/tuition.	1 - NA / Not Supported	

ATTACHMENT A

Miami-Dade County Public Schools
giving our students the world

AFFIRMATIVE ACTION EMPLOYMENT BREAKDOWN

Occupational Category	Gender		Race/Ancestry				
	Male	Female	Non-Hispanic White	Non-Hispanic Black	Hispanic	Asian	Am. Ind./ Alaska Native

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