



MASTER AGREEMENT

THIS MASTER AGREEMENT (hereinafter called the "Master Agreement"), made this ____ day of _____, 2017 ("Effective Date"), is by and between the Milwaukee County, WI, (hereinafter called "Licensee" or "Client") and Infor Public Sector, Inc. located at 11000 Olson Drive, Suite 201, Rancho Cordova, CA 95670 (hereinafter called "Infor"). Licensee and Infor are hereinafter jointly referred to as the "Parties".

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by each of the Parties, Infor hereby agrees to provide the Licensee with the hardware, software and Services described under the terms of this Master Agreement. The following attachments are hereby incorporated into this Master Agreement.

1. Exhibit 1 – Order Form
2. Exhibit 2 – Services Work Order
3. Exhibit 3 – Subscription License and Services Agreement
4. Exhibit 4 – Software Services Agreement
5. Exhibit 5 – Software License Agreement
6. Exhibit 6 – Software Support Agreement
7. Exhibit 7 – Hardware Agreement
8. Exhibit 8 – Letter of Agreement
9. Exhibit 9 – RFP Functionality Matrix
10. Exhibit 10 – Disaster Recovery Plan
11. Exhibit 11 – Infor Cloudsuite Support Plan Summary
12. Exhibit 12 – Milwaukee County's Directive on Remote Access
13. Exhibit 13 – Milwaukee County's Directive on Use of County Systems

(*) The order of precedence is as follows: Milwaukee County's Directive on Remote Access; Milwaukee County's Directive on Use of County Systems; Master Agreement; RFP Functionality Matrix; Software Services Agreement; Services Work Order; Subscription License and Services Agreement; Software License Agreement; Software Support Agreement; Hardware Agreement; Order Form; Infor Cloudsuite Support Plan Summary; Disaster Recovery Plan.

In consideration of the covenants provided herein, the Parties further agree as follows:

1. Licensee Affiliate.

The Parties agree that Licensee Affiliate shall be entitled to use Licensee's all Licensed Software and/ or Hardware and/ or Support and/ or Services under this Master Agreement and any other Agreement, as long as the Licensee Affiliate remains a quasi-governmental body under the jurisdiction of Licensee. In the event that any such Licensee Affiliate is no longer under the jurisdiction of Licensee, the Licensee Affiliate may enter into a separate agreement with Infor to continue to use the Licensed Software and/ or Hardware and/or Support and/or Services, on the same terms and conditions as contained in this Master Agreement and any of its exhibits.

2. Non-Performance Escalation Procedures.

Promptly upon receipt of a written request of either Party, each of the Parties will appoint a designated representative to meet promptly in person or by telephone to attempt to resolve in good faith any dispute concerning the Licensed Software, Services, Hardware or Infor's invoices or other



matters related to this Master Agreement. If the designated representatives are not able to resolve the dispute within a reasonable time, then either Party may request that an officer of Infor and an officer of Licensee meet promptly in person or by telephone to review and attempt to resolve the dispute in good faith.

3. Term and Right of Termination.

(a) Term. The Term of this Master Agreement shall commence on the Effective Date and continue in full force and effect until terminated in accordance with this Section 3.

The Initial Term and any renewal terms of this Master Agreement above are jointly referred to herein as the "Term" of this Master Agreement.

(b) Termination for Breach. If either Party fails to fulfill its obligations under this Master Agreement or any Agreement in a timely or proper manner, or violates any of its provisions, the other Party shall there upon have the right to terminate this Master Agreement or the Agreement under which such breach occurred, by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. The Parties agree that this Master Agreement or the said Agreement shall not be terminated if, upon receipt of the notice, the breaching Party promptly cures the alleged violation prior to the end of the thirty (30) day period. Notice to Infor of an alleged breach of a warranty will not constitute a notice of termination of this Master Agreement or any of the other Agreements as applicable. Termination of this Master Agreement or any of its Exhibits will not relieve either party from making payments which may be owing to the other party hereunder.

(c) Termination due to Insolvency. Licensee may terminate this Master Agreement and/ or any Order Forms and/ or Work Orders hereunder, if at any time a voluntary petition in bankruptcy is filed against Infor and is not dismissed within thirty (30) days, or if Infor takes advantage of any insolvency law, or if a receiver or trustee of Infor or its controlling Affiliate is appointed and such appointment is not vacated within thirty (30) days. In such an event, Licensee shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate this Master Agreement by giving thirty (30) days written notice of such termination.

(d) Termination for Insufficient Funds. This Master Agreement, and/ or any Agreement and/ or Order Form or Services Work Order issued hereunder, shall terminate at such time, if any, that the Licensee fails to appropriate sufficient sums in the budget year for which the Master Agreement and/ or any Agreement and/ or Order Form or Services Work Order applies to pay the amount due. Licensee will immediately notify Infor when it becomes aware that funding may not be appropriated. Licensee will use its best efforts to provide Infor with at least 30 days written notice prior to terminating the Master Agreement and/ or any Agreement and/ or Order Form or Services Work Order for lack of sufficient funds. The Licensee's decision as to whether sufficient appropriations and authorizations are available shall be accepted by Infor as final. In such an event, Infor shall immediately reduce and/ or discontinue its activities hereunder as requested by Licensee. The parties agree that Infor will not charge Licensee with any termination fee or penalty for such early termination. This provision shall not be construed to allow an excuse from payment for any fees for Services rendered under a validly executed Services Work Order or Change Order and not yet paid. The parties recognize that the continuation of any contract is subject to appropriations and budget approval providing for such contract item as an expenditure in that budget.



(e) Survival of Obligations. All obligations relating to non-use and non-disclosure of Confidential Information, Licensee Data, payment, limitation of liability, indemnity and such other terms which by their nature survive termination, will survive termination of this Master Agreement and/ or any Agreement.

(f) Termination Without Prejudice. Termination of this Master Agreement and/ or any Agreement will be without prejudice to the terminating Party's other rights and remedies pursuant to this Master Agreement and/ or any such Agreement.

4. Assignment, Merger or Acquisition.

(a) Assignment, Merger or Acquisition. Neither Party may assign or transfer any of its rights or obligations under this Master Agreement or any other Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Infor may assign or transfer this Master Agreement in the event of a merger, consolidation, stock transfer or sale of all or substantially all of its assets, provided however that any such assignee (i) is not debarred from doing business in the State of Wisconsin, and (ii) holds similar or larger market share in ERP software industry. Any attempt to assign or transfer this Master Agreement or any other Agreement in contravention of this Section 4 is void.

(b) Subcontracting. Any subcontractors or other parties performing work on behalf of Infor under this Master Agreement or any other Agreement shall be bound by the same terms and conditions as Infor.

5. Compliance with Laws.

Both parties will comply with all laws, rules and regulations applicable to their rights and obligations under this Master Agreement and/ or any other Agreement under the same.

6. No Waiver.

Unless in writing, no failure or delay by a Party to exercise any right it may have under this Master Agreement, shall operate as a waiver or modification of this Master Agreement and shall be construed to be a waiver of the right of such Party thereafter to enforce each and every provision of this Master Agreement. No waiver by a Party of any breach of this Master Agreement shall be deemed to be a waiver of any other breach. A Party's failure to enforce its rights with respect to any single or continuing breach of this Master Agreement will not act as a waiver of the right of that Party to later enforce any such rights or to enforce any other or any subsequent breach.

7. Force Majeure.

Except with respect to the payment of fees hereunder, neither Party will be liable to the other for any failure or delay in performance under this Master Agreement due to circumstances beyond its reasonable control, limited to, Acts of God, war, terrorist acts and official, governmental and judicial action not the fault of the Party failing or delaying in performance, or the threat of any of the foregoing. Force majeure shall not be allowed unless within ten (10) calendar days of the occurrence of force majeure, the Party whose performance is delayed thereby shall provide the other Party with written notice explaining the cause and extent thereof, as well as a request for a time extension equal to the estimated duration of the force majeure events.



8. Choice of Law; Arbitration, Severability and Regulation.

(a) Governing Law. This Master Agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin, without application of any conflict of laws provisions thereof. The United Nations Convention on the International Sale of Goods (CISG) shall not apply to the interpretation or enforcement of this Master Agreement. All legal actions hereunder shall be brought in the State of Wisconsin, and the exclusive forum and venue for such disputes shall Milwaukee County Circuit Court located in Milwaukee, Wisconsin.

(b) Arbitration. In the event that the Parties are unable to resolve differences, and after exhausting the terms and conditions of the Non-Performance Escalation Procedures clause herein, that may arise relating to this Master Agreement, all disputes arising from this Master Agreement shall be resolved through the Milwaukee County Circuit Court, unless both Parties agree to binding arbitration, which shall take place in Milwaukee, WI. If arbitration is agreed to, the arbitration shall be governed by the most recently published Commercial Arbitration Rules of the American Arbitration Association. Both Parties agree to submit disputes to a single arbitrator acceptable to both Parties. The arbitrator will be selected from a list compiled by the Parties' respective legal counsels. Every person named on the list of potential arbitrators must be a neutral and impartial lawyer who has at least fifteen years specializing in the field of general commercial litigation and is knowledgeable about software licensing contracts. The arbitrator shall base its award on applicable law and judicial precedent and unless both Parties agree, otherwise shall include in such award the finding of fact and conclusions of law upon which the award is based. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

(c) Severability. If any provision of this Master Agreement is illegal or unenforceable, it will be deemed stricken from this Master Agreement and the remaining provisions of this Master Agreement will remain in full force and effect.

(d) Effect of Regulation. Should any local, state, or national regulatory authority having jurisdiction over Licensee enter a valid and enforceable order upon Licensee which has the effect of changing or superseding any term or condition of this Master Agreement, such order shall be complied with, but only so long as such order remains in effect and only to the extent actually necessary under the law. In such event, this Master Agreement shall remain in effect, unless the effect of the order is to deprive Licensee of a material part of its Master Agreement with Infor. In the event this order results in depriving Licensee of material parts or raising their costs beyond that defined in this Master Agreement, Licensee shall have the right to rescind all or part of this Master Agreement (if such a rescission is practical) or to end the Master Agreement term upon thirty (30) days written prior notice to Infor. Should the Master Agreement or any Agreement be terminated under such circumstances, such termination shall be considered a termination for convenience.

9. Notices.

All notices related to this Master Agreement shall be in writing (unless another verifiable medium is expressly authorized) and shall be deemed delivered when:

(a) Actually received, or

(b) Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or



(c) If not actually received, 10 days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address(es) set out in this section of this Master Agreement, or such other address as the party may have designated by notice or Master Agreement amendment to the other party, or

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of the intended receiving party's new address will be borne by the intended receiving party. The addresses for any notices under this Master Agreement are as follows:

Infor, Inc.

Attention: General Counsel
40 General Warren Blvd
Suite # 110, Malvern, PA 19355, USA
FAX number 678-319-8949

Milwaukee County

Attention: Paul Kuglitsch
Principal Assistant Corporation Counsel
Room 303
901 N 9th St, Milwaukee, WI 53233

Milwaukee Transit Services, Inc.

Attention: James Martin
Deputy Director, MCDOT
10320 W. Watertown Plank Rd., 2nd Floor
Wauwatosa, WI 53226

10. Indemnification.

The parties agree to the fullest extent permitted by law, to indemnify, defend and hold harmless, the other party and its agents, officers and employees, from and against all loss or expenses including cost and attorney's fees by reason of liability for damages including suits at law or in equity, brought by third parties and caused by any wrongful, intentional, or negligent act or omission of the indemnifying party, or its (their) agent(s) which may arise out of or are connected with the activities covered by this Agreement. Licensee's liability shall be limited by Wis. Stat. Section 893.80 for general liability. Infor's liability shall be limited to the same extent as Licensee, if applicable.

The foregoing obligations are conditioned upon:

(a) prompt written notice by the indemnified party to the indemnifying party of any claim, action or demand for which indemnity is claimed, provided however that the failure to give such notice shall not relieve the indemnifying party of its obligations hereunder except to the extent that such indemnifying party is materially prejudiced by such failure;

(b) complete control of the defense and settlement thereof by the indemnifying party, provided that no settlement of an indemnified claim shall be made without the written consent of the indemnified party; and



(c) reasonable cooperation by the indemnified party in the defense as the indemnifying party may request. The indemnified party shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

11. Insurance.

Infor shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims for damages to property of and/or claims which may arise out of or result from Infor activities, by whomever performed, in such coverage amounts as Licensee's County's Risk Manager prior to services commenced under this Master Agreement. A Certificate of Insurance shall be submitted for review for each successive period of coverage for the duration of this Master Agreement, unless otherwise specified by the Licensee, in the minimum amounts specified below.

It is understood and agreed that Infor shall obtain information on the technology liability coverages of all sub-consultants and/or sub-contractors in the same form as specified above for review of the County.

Infor shall provide evidence of the following coverages and minimum amounts:

Type of Coverage Minimum Limits

Wisconsin Workers' Compensation Statutory (Waiver of Subrogation for Workers Comp by Endorsement)

Employer's Liability \$100,000/\$500,000/\$100,000

General Liability

General Aggregate \$1,000,000 Per Occurrence
Bodily Injury & Property Damage \$2,000,000 Aggregate
Personal Injury \$1,000,000 Per Person
Contractual Liability \$1,000,000 Per Occurrence
Fire Legal Liability \$50,000 Per Occurrence

Umbrella Liability \$10,000,000 Aggregate

Technology Liability

Errors & Omissions \$5,000,000 Per Occurrence / \$5,000,000 Per Aggregate

Automobile Liability

Bodily Injury & Property Damage \$1,000,000 Per Accident
All Autos-Owned, non-owned
Uninsured Motorists Per Wisconsin Requirements

Licensee, as its interests may appear, shall be named as an additional insured for general, automobile, and umbrella liability as respects the services provided in this Master Agreement. A waiver of subrogation shall be afforded to Licensee on the Workers' Compensation policy. A thirty (30) day written notice of cancellation or non-renewal shall be afforded to Milwaukee County. Disclosure must be made of any nonstandard or restrictive additional insured



endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable.

The insurance specified above shall be placed with a carrier approved to do business in the State of Wisconsin. All carriers must be A rated or better per AM Best's Rating Guide. Any deviations or waiver of required coverages or minimums shall be submitted in writing and approved by Licensee's Risk Manager as a condition of this Master Agreement.

A Certificate of Insurance shall be submitted for review to the County for each successive period of coverage for the Term of this Master Agreement.

12. Confidential Information and Public Records.

(a) Confidential Information. Confidential Information means non-public information of an Affiliate or a Licensee Affiliate or a Party to this Master Agreement that is identified as or would be reasonably understood to be confidential and/or proprietary. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; or (ii) the Discloser regularly discloses to third parties without restriction on disclosure; or (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; or (iv) is independently developed by the Recipient without access to Confidential Information; or (v) is subject to Wisconsin Public Records Law, Wis. Stat. § 19.21 *et seq.* Confidential Information of Licensee or Licensee Affiliate includes, without limitation, Licensee Data or Licensee Affiliate Data or any information related to Licensee's or Licensee Affiliate's operations, finance and/ or staff (full-time, part-time, seasonal, retired or contractors) that is shared by or on behalf of Licensee or Licensee Affiliate with Infor or Affiliate during the Term of this Master Agreement.

Except as otherwise permitted under this Master Agreement, the Recipient will not disclose to any third party, or make any use of the Discloser's Confidential Information. The Recipient will use at least the same standard of care to maintain the confidentiality of the Discloser's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information, but in no event less than reasonable care. The non-disclosure and non-use obligations of this Master Agreement will remain in full force with respect to each item of Confidential Information for perpetuity. Notwithstanding the foregoing, this Section is not intended to prevent a Recipient from using Residual Knowledge, subject to any Intellectual Property Rights of the Discloser.

(b) Public Records. Both Parties understand that Licensee is bound by the public records law, and as such, all of the terms of this Master Agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Infor hereby agrees that it shall be obligated to assist Licensee in retaining and timely producing records that are subject to the Wisconsin Public Records Law upon any statutory request having been made. Except as otherwise authorized by Licensee in writing, records that are subject to the Wisconsin Public Records Law shall be maintained for a period of three years after receipt of final payment under this Master Agreement. In the event that Licensee receives a request to disclose any Infor information defined as "Confidential Information" or labeled as such by Infor, Licensee will promptly provide Infor notice of the open records request to enable Infor to resist any required disclosure and/or to obtain suitable protection regarding such required disclosure by Licensee. In the event the designation of "Confidential Information" of such Infor information is challenged by the requestor and Infor resists disclosure by Licensee, Infor hereby agrees to provide legal counsel or other necessary assistance to Licensee to defend the



designation of confidentiality and agrees to indemnify and hold Licensee harmless for any costs or damages arising out of Licensee's agreement to withhold such Infor information from disclosure.

13. Invoices and Payment.

(a) Payment. Licensee shall pay Infor the fees, set forth in Order Form(s) and/ or Service Work Order(s) hereunder as per terms of this Master Agreement. Late payments are subject to a late charge equal to the lesser of: (i) one and one-half percent (1½%) per month; and (ii) the highest rate permitted by applicable law, whichever is lower.

(b) Invoices. All invoices submitted by Infor shall set forth the following information: (i) the Effective Date of this Master Agreement and the number of the Order Form and/ or Work Order being billed; (ii) Licensee's purchase order number, if applicable, and (iii) the amount being billed.

(c) Invoice Delivery Address. All invoices along with the supporting documents as set out in the applicable Exhibits shall be sent by email and postal mail to both of the following addresses:

Milwaukee County DAS-IMSD

Attn: Accounts Payable

901 N. 9th Street, Room 301

Milwaukee, WI 53233

APinvoices@milwaukeecountywi.gov

With a copy to:

Milwaukee County DAS-IMSD

Attn: IMSD Invoices

633 W. Wisconsin Avenue, STE 1100

Milwaukee, WI 53203

IMSDinvoices@milwaukeecountywi.gov

(d) Invoice Disputes. If Licensee has a dispute with an invoice, Licensee shall notify Infor of any disputed fees within ten (10) business days of the invoice receipt date. Promptly after the written request of either Party, each of the Parties will appoint a designated representative to meet promptly in person or by telephone to attempt to resolve in good faith any dispute concerning any invoice. Such designated representatives should resolve the dispute within five (5) business days after the initial request, and if not resolved within five (5) business days either Party may request that this is re-evaluated by Infor management and management of Licensee. Infor and Licensee management shall meet either in person or by telephone to resolve the dispute in good faith within fifteen (15) calendar days after the request to ensure that the invoice is paid promptly.

(e) Taxes. Licensee is exempt from state and local taxes. Any invoices submitted by Infor should be without such taxes. However, Infor shall be responsible for all federal, state and local permits, licenses, and fees, together with all governmental filing related thereto, which arise out of the performance of services or delivery of software and/ or hardware hereunder, or which arise as a result of fees paid hereunder. Licensee will provide Infor with a valid tax exemption certificate.

(f) Payment Does Not Imply Acceptance or Waiver of Rights. The making of any payment by Licensee, or the receipt thereof by Infor, shall not imply waiver of any representations or warranties or requirements of this Master Agreement.



14. Equal Opportunity Employment and Non-discrimination Policy.

It is the policy of Licensee that all Infors who provide services to the Licensee by contract, shall, as a condition of providing services, adhere to all Federal, State and Local laws, ordinances, rules and regulations, and policies, and if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

(a) Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended and rules adopted thereunder.

(b) The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA 12101 et seq.) as amended, and regulations promulgated thereunder.

Infor shall, as a condition of providing services, as required by law and/or the Licensee's Equal Opportunity Employment/Nondiscrimination Policy, not discriminate against persons to be served of an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, or marital status. Where there has been a conclusive finding that Infor has violated Federal, State, or Local equal opportunity statutes, ordinances, rules/regulations, or policies, then Infor shall be barred from providing services to Licensee for five (5) years from the date that a determination of the violation has been made in accordance with applicable statutes, ordinances, rules/regulations, or policies or from the date that such determination becomes known, unless a specific exemption is granted by the Licensee's governing body.

Any violation of Federal, State, or Local equal opportunity statutes, ordinances, or rules/regulations during the course of time during which Infor is providing deliverables and/ or services to Licensee shall be regarded as a material breach of this Agreement, and Licensee may terminate this Master Agreement effective as of the date of delivery or written notification to Infor.

Any employee of Infor providing services to the Licensee, or any employee of a subcontractor of Infor providing services to the Licensee, or any bona fide organization representing such employees may file a written complaint with the Licensee's governing body or its designated agent, if any, challenging the compliance by Infor with the terms of this policy, the Licensee's governing body or its designated agent shall then conduct an investigation to determine whether the policy has been violated. Should Infor be found to have retaliated in violation of a Federal or State law against an employee for filing a claim of violation of Federal, State, or Local equal opportunity statutes, ordinances, or rules/regulation, Infor shall be ineligible to provide any services to the Licensee for a period of five (5) years from the date of such finding.

15. Infor as Independent Contractor.

It is expressly agreed that Infor is an independent contractor and not an agent of Licensee. Infor shall not pledge or attempt to pledge the credit of Licensee or in any other way attempt to bind Licensee. The relationship of Infor and its employees or subcontractors to the Licensee shall be that of independent contractor and no principal agent of employer-employee relationship is created by this Master Agreement.



16. Advertisement.

Infor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of Licensee unless Infor receives specific written authorization in advance from the Licensee's County Administrator or designee. Infor will limit and direct any of its advertising on the Licensee's premises and shall make arrangements for such advertising the Licensee's County Administrator or the Executive Director. Infor shall not install any signs or other displays within or outside of the Licensee's premises unless in each instance the prior written approval of the Licensee's County Administrator or the Executive Director has been obtained. However, nothing in this clause shall preclude Infor from listing Licensee on its routine client list for matters of reference.

17. Conflict of Interest and Non Collusion.

(a) Conflict of Interest. Infor will not knowingly employ as a director, officer, employee, agent or subcontractor any elected or appointed office of Licensee or any member of his or her immediate family.

(b) Non Collusion. Infor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm, employee of Licensee, or other person or entity concerning the obtaining of this Master Agreement. In addition, Infor agrees that a duly authorized Infor representative will sign a non-collusion affidavit, in a form acceptable to Licensee that Infor has not received from Licensee any incentive or special payments, or considerations not related to the provision of the software and services described in this Master Agreement.

(c) County Fraud Hotline. Infor agrees to post in locations accessible to its employees Licensee provided bulletins concerning the County Fraud Hotline.

18. Safety and Security Policies.

Infor agrees to use all commercially reasonable efforts to cause any of its employees or contractors who provide services under this Master Agreement on Licensee's premises to comply with Licensee's safety and security policies that Licensee communicates to the extent that such policies are applicable to the site where Infor's or its contractors employees are providing Services. Notwithstanding the above, such standard safety and security policies shall not include policies related to drug testing and background checks.

19. Entire Agreement.

This Master Agreement (including its exhibits) contains the entire understanding of the parties with respect to its subject matter, and supersedes and terminates all prior oral and written communications between the Parties about its subject matter. Any purchase order or similar document that may be issued by Licensee in connection with this Master Agreement does not modify this Master Agreement.

20. Amendments.

No modification of this Master Agreement or any Exhibit to this Master Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Master Agreement or such Exhibit. Any such modification of this Master Agreement or Exhibits 3, 4, 5, 6,



and 7 must at a minimum be signed by Infor and the Milwaukee County Executive, Comptroller and Corporation Counsel, for it to be effective and valid.

21. Counterparts.

This Master Agreement and any signed agreement or instrument entered into in connection herewith or contemplated hereby, and any amendments hereto or thereto, to the extent signed and delivered by means of digital imaging, electronic mail or a facsimile machine, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. This Master Agreement and all Order Forms or Work Orders entered into pursuant hereto may be signed in counterparts.

22. Headings.

All headings and subheadings of any section, subsections and paragraphs in this Master Agreement are included for convenience only and shall not affect the construction or interpretation of the contents of this Master Agreement.

IN WITNESS WHEREOF, Infor and Licensee, by their representatives duly authorized, have executed this Master Agreement.

INFOR PUBLIC SECTOR, INC.

By: _____
Name, Title

MILWAUKEE COUNTY



By: _____
Name, Title

MILWAUKEE COUNTY

By: _____
Name, Title

MILWAUKEE COUNTY

By: _____
Name, Title



**EXHIBIT 1
ORDER FORM**

As it relates to the Component Systems specified herein, this Order Form is subject to the terms of the Master Agreement and Exhibit 5 (Software License Agreement) to the Master Agreement between **Infor Public Sector Inc.** (“Infor”) and **Milwaukee County, WI** (“Licensee”) with an effective date of ____ (the “License Agreement”). As it relates to the Subscription Software specified herein, this Order Form is subject to the terms and conditions of the Master Agreement and Exhibit 3 (Subscription License and Services Agreement) to the Master Agreement between Infor and Licensee with an Effective Date of _____ (the “SaaS Agreement”). All terms of the Master Agreement and Agreement are incorporated herein by reference. In the event of a conflict, the terms of the Master Agreement and Agreement control over the terms of this Order Form.

Effective date of this Order Form: _____ (the “Order Form Date”).

I. Subscription Software - Production and 2 Non-Production Deployments

	Part # (if applicable)	Subscription Software	License Restriction*			Support Level**
			Quantity Year 1	Quantity Years 2-5	Type	
1	COG-S-IREP-ADM-MT	Infor Reporting - Web Admin Multi Tenant Cloud Enabled	1	1	NU	CXT
2	COG-S-IREP-ANU-MT	Infor Reporting - Analytics User Multi Tenant Cloud Enabled	2	2	NU	CXT
3	COG-S-IREP-CON-MT	Infor Reporting - Consumer Multi Tenant Cloud Enabled	10	10	NU	CXT
4	EPM-S-BI-MAST-DEV	Infor BI ImportMaster Developer Subscription	1	1	NU	CXT
5	EPM-S-BI-MAST-RT	Infor BI ImportMaster Runtime Subscription	1	1	SV	CXT
6	EPM-S-DEPM	Infor d/EPM Subscription	250	300	NU	CXTE
7	EXM-S-IREP	Infor Reporting for Expense Management Subscription	10	10	NU	CXTE
8	HRM-S-BSIF	BSI TF US Subscription	2,950	6,050	EM	CXT
9	HRM-S-CSHCMPYUSA-FTE	Infor CloudSuite HCM Payroll USA Subscription FTE Single Tenant	3,000	6,150	FTE	CXTE
10	HRS-S-LTC	Total Rewards Subscription	2,500	6,000	US	CXTE
11	ION-S-MINGLECE-ENTUS	Infor Xi Ming.le Enterprise User Subscription Multi-Tenant	2,500	6,000	NU	CXTE
12	ION-S-MINGLECE-ENTUS	Infor Xi Ming.le Enterprise User Subscription Multi-Tenant	10	10	NU	CXTE
13	ION-S-PROCESSCE	Infor Xi ION Process iPaaS Platform - Multi-Tenant - Subscription	1	1	VCO RE	CXTE
14	LAU-S-ZLGSS	Elite Support for SAAS	1	1	ET	CXTE
15	MFT-S-RDP	RDP for Cloud Usage	10	10	NU	CXT
16	MFT-S-XLS	Excel for d/EPM Subscription	10	10	NU	CXT
17	S3F-S-CM-MT	Close Management Subscription (Multi tenant)	2,500	6,000	EM	CXTE
18	S3F-S-CSPSFSM-MT	Infor CloudSuite Public Sector Financials & Supply Management (Multi Tenant)	2,500	6,000	EM	CXTE



19	S3F-S-GRA-MT	Grant Accounting Subscription (Multi tenant)	2,500	6,000	EM	CXTE
20	S3S-S-MSC-MT	Mobile Supply Chain Management Subscription (Multi tenant)	2,500	6,000	EM	CXTE
21	TAM-S-CSHCMENT	Infor CloudSuite HCM Core Subscription	3,000	6,150	FTE	CXTE
22	WFM-S-CSHCMWFM	Infor CloudSuite HCM Workforce Management Subscription	3,000	6,150	FTE	CXTE
23	XMERSUBSCR	Expense Management Subscription for Expense Reports	2,500	6,000	NU	CXTE

*If specified in the License Restriction field:

EM = “Employee” - The total number of individuals who are or have been employees of Licensee (whether employed on a full-time, part-time, seasonal or other basis) or independent contractors of Licensee (whether engaged directly or through a third party as contract workers, consultants, freelancers or other capacity). For licensing purposes, former employees and independent contractors of Licensee shall only count as Employees if their data is maintained and processed by the Component System for administrative pension or payroll purposes. Within thirty days following each anniversary of the Order Form Date (each an “Anniversary”), Licensee will provide detail regarding the total number of Employees as of such Anniversary. If the actual number of Employees as of an Anniversary is in excess of the specified licensed quantity of Employees as of such Anniversary, Licensee will purchase additional licenses corresponding to such excess amount.

Note: For clarification, former employees shall not be counted as an EM for this Order Form if their data is stored for archival purposes only.

ET = “Enterprise” - Allows unlimited use of the Component System by the Licensee or by Licensee and other permitted Licensed Affiliates to the extent expressly authorized in the License Agreement.

FTE = “Full Time Equivalent” - Means the total number of individuals who are or have been employees of Licensee (whether employed on a full-time, part-time, seasonal or other basis) or independent contractors of Licensee engaged directly, and is calculated as follows: At any point in time, the total number of FTEs is calculated by adding (a) 100% of the total number of current employees and independent contractors working 30 or more hours per week, excluding Seasonal Workers; (b) 50% of the total number of current employees and independent contractors working fewer than 30 hours per week (“Part Time Workers”), excluding Seasonal Workers; (c) 25% of current volunteers and unpaid workers; and (d) 25% of Seasonal Workers who worked for Licensee at some time in the previous 12 months. In addition, if the Component System is used in connection with administering payroll and/or benefits, the total number of FTEs shall also include (e) 10% of former employees and independent contractors, whether previously engaged on a full-time, part-time, seasonal, volunteer or other basis, whose data is processed by the Components System for administrative, pension or payroll purposes. Within thirty days following each anniversary of the Order Form Date (each an “Anniversary”), Licensee will provide detail regarding the total number of FTEs as of such Anniversary. If the actual number of FTEs as of an Anniversary is in excess of the specified licensed quantity of FTEs as of such Anniversary, Licensee will purchase additional licenses corresponding to such excess amount. For purposes herein, a Seasonal Worker is an individual who works on a seasonal basis not to exceed six months; any individuals who work on a seasonal basis in excess of six months shall be counted as Part Time Worker.



Note: For clarification, former employees shall not be counted as an FTE for this Order Form if their data is stored for archival purposes only.

NU = “Named Users” - Allows access to the Component System up to the stated maximum number of individual named users, irrespective as to whether any such user is actively logged on to the Component Systems at a given point in time; The Licensee agrees to assign to each Named User a unique identification profile, it being agreed that to the extent Licensee uses generic user profiles as a means to access the Component System, each separate log-on accessing the Component System will be counted as a separate user.

SV = “Server” - Component System is licensed to a specific named (by model/serial #) server. The price of the Component System license and corresponding Maintenance & Support does not relate to the size or power of the server. If the Licensee replaces or upgrades their server, the license must be transferred to the new machine.

US = “Users” - Allows access to the Component System up to the stated maximum number of individual users. Each separate log-on accessing the Component System will be counted as a separate user.

VCORE = “Virtual Core” - Quantity represents the maximum number of virtual cores utilized by the Subscription Software at peak times, and all virtual cores utilized must be licensed. Each Virtual Core represents one (1) hyper-threaded physical core. The architecture of each hyper-threaded physical core addresses two (2) virtual or logical central processing unit cores capable of parallel processing and sharing execution resources to help increase optimized performance. Hyper-Threading Technology (HTT) is a form of simultaneous multithreading technology (SMT) introduced by Intel and runs on Intel processors.

Support Included in Subscription Services: **CXT = Essential Support – During the Subscription Term, Licensee is eligible to receive the standard support that Infor makes generally available to its subscription customers. No subscription options for support are included unless otherwise specified herein. Additional information regarding Subscription Services support may be found at: <http://www.infor.com/cloud/subscription/>

*CXTE = Subscription Services Elite Support – During the Subscription Term, Licensee is eligible to receive the standard CXTE support which Infor makes generally available to its CXTE subscription customers, and Licensee is eligible to receive access to a Customer Success Manager. The Customer Success Manager (CSM) has a focus on the overall relationship with the Licensee. The CSM’s role is not technical in nature. The CSM will interface with the Licensee’s key stakeholders with strategic Infor contacts including Product Management and Development as needed. The CSM will have regular meetings with the Licensee that will include regular business and strategy meetings. The goal of these meetings is to review progress toward licensee’s business goals and ensure alignment with licensee’s strategic objectives. Additional information regarding deliverables of Xtreme Elite Support may be found at: <http://www.infor.com/support/support-plan-features>

II. Subscription Term and Subscription Fees

Annual Subscription Fee for Year 1	\$491,000.00
Annual Subscription Fee for Year 2	\$888,550.00
Annual Subscription Fee for Years 3 through 5	\$978,550.00



Initial Subscription Term: Order Form Date through five (5) years from Order Form Date	
Annual Escalation Percentage Cap for Renewal Terms: As applicable to the first five annual Renewal Terms (years 6 to 10), the percentage increase in the Subscription Fees over the Annual Subscription Fee for the immediately preceding year shall be 3%.	
Fee for Initial Subscription Term:	\$4,315,200.00

All amounts are in US Dollars unless otherwise specified.
Currency: United States Dollars

III. Fees and Payments

Fee for Initial Subscription Term:	\$4,315,200.00
Total Amount Due (before applicable taxes):	\$4,315,200.00

All amounts are in US Dollars unless otherwise specified.
Currency: United States Dollars

Subscription Fee: Licensee shall pay the Annual Subscription Fee, in advance, as invoiced by Infor. The first Annual Subscription Fee, plus applicable taxes, will be invoiced promptly upon the Order Form Date. All other Annual Subscription Fees will be invoiced such that they are due prior to the commencement of the portion of the Subscription Term to which the Annual Subscription Fee applies. Licensee shall pay the invoice for the first Annual Subscription Fee within 30 days of the date of the invoice.

Licensee shall not be required to pay any taxes under this Order Form if it provides a valid and appropriate tax exemption certificate to Infor.

Renewal Term invoices: Infor shall issue invoices for any renewal of the Subscription Term at least ninety (90) days prior to commencement of any of such renewal terms. Licensee shall pay invoice for any renewal of the Subscription Term at least 15 days prior to the date of beginning of the Renewal Term.

Equipment (on which Component Systems will be installed):	Licensee Account ID: 100048327
Computer Platform: _____ Model: _____	Infor GL ID: US06A
Operating System: _____ DBMS: _____	Account Executive Name: Brian Ciarochi_
Serial Number: _____	
Location: Milwaukee County, WI 2711 W. Wells St. Milwaukee, WI 53208-3509	

Primary Location Address:	Invoice Address:
----------------------------------	-------------------------



Milwaukee County, WI 901 N. 9th Street, Room 301 Milwaukee, WI 53233	Milwaukee County DAS-IMSD Attn: Accounts Payable 901 N. 9th Street, Room 301 Milwaukee, WI 53233 APinvoices@milwaukeecountywi.gov <i>With a copy to:</i> Milwaukee County DAS-IMSD Attn: IMSD Invoices 633 W. Wisconsin Avenue, Suite 1100 Milwaukee, WI 53203 IMSDinvoices@milwaukeecountywi.gov
Contact Name: Scott Manske	
Contact Title: Comptroller	
Contact Phone: 414-278-4199	
Contact email: scott.manske@milwaukeecountywi.gov	

IV. Additional Terms

1. Delivery shall be FOB Shipping Point.
2. Licensee's purchase of the subscription specified herein is not contingent or dependent upon the provision of any consulting services Licensee may choose to purchase from Infor contemporaneously with this Order Form or in the future.
3. Any purchase order or similar document (other than a mutually executed and delivered Order Form) that may be issued by the undersigned Licensee in connection with this Order Form does not modify this Order Form or the Agreement to which it pertains. No such modification will be effective unless it is in writing, is signed by authorized representative of each party, and expressly provides that it amends this Order Form (or as applicable, the Agreement).
4. For U.S. Government entities, the following restricted rights clause applies: This Component System is a "commercial component," as this term is defined in 48 C.F.R. 2.101, consisting of "commercial computer software" and "computer software documentation," as such terms are defined in 48 C.F.R. 252.227-7014(a)(I) and 48 C.F.R. 252.227-7014(a)(5), respectively, and used in 48 C.F.R. 12.212 and 48 C.F.R. 227.2702, as applicable, and all as amended from time to time. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202, and other relevant sections of the Code of Federal Regulations, as applicable, and all as amended from time to time, all U.S. Government entities acquire this Component System only with those rights set forth in the license agreement accompanying this Component System. Use, duplication, reproduction, or transfer of this commercial software and accompanying documentation is restricted in accordance with FAR 12.212 and DFARS 227.7202 and by a license agreement.
5. By signing this Order Form, Licensee represents and warrants that it has obtained all necessary authorizations and approvals and appropriation of funds and budget approval for the payments due during the first year of the term of this Order Form.



6. Google Third Party Products:

- 1) Google, Inc. ("Google") retains all ownership and intellectual property rights in any Google Third Party Products, including but not limited to applicable "Google Content" licensed with or otherwise accessible via any Subscription Services, Subscription Software or Component Systems provided or licensed hereunder. "Google Content" means any content provided by Google through any Google Third Party Products or services (whether created by Google or its third party provider licensors), including map and terrain data, photographic imagery, and traffic data; 2) Licensee is prohibited from publication of benchmark tests run on any Google Third Party Products; 3) Google is a third party beneficiary to this Order Form and any agreements between Licensee and Infor, which govern this Order Form; 4) In connection with the Google Third Party Products, Licensee shall at all times comply with the then current terms located at the following URLs: (i) the Google Maps / Google Earth Additional Terms of Service at: http://maps.google.com/help/terms_maps.html; (ii) the Google Maps / Google Earth Legal Notices at: http://maps.google.com/help/legalnotices_maps.html; and (iii) the Google Service's Acceptable Use Policy at: https://www.google.com/work/earthmaps/legal/universal_aup.html.

7. Attachment 1 – Service Level Description is attached to and made a part of this Order Form.

8. Option to Acquire Additional Licenses. Provided that Licensee is not in breach of the Agreement, including its obligations to pay all fees when due and payable, and provided that such Subscription Software is then-currently made generally available for licensing to all Infor customers, then during the Initial Subscription Term, Licensee shall have the option ("Option") of acquiring additional Subscription Software licenses for the Subscription Software specified in the Subscription Software Table below for an additional Subscription Fee in the amount specified. Licensee may exercise its Option by entering into a mutually-executed Order Form, on or before the expiration of the Option, which sets forth the Subscription Software at issue. In the event such Subscription Software is owned by a third party, the parties agree that the Option set forth herein shall only be valid so long as Infor maintains its agreement with the third-party owner of such Subscription Software and such agreement allows for the discount set forth above.

	Part # (if applicable)	Subscription Software	License Restriction*		Additional Annual Subscription Fee
			Quantity	Type	
1	COG-S-IREP-ADM-MT	Infor Reporting - Web Admin Multi Tenant Cloud Enabled	1	NU	\$146.00
2	COG-S-IREP-ANU-MT	Infor Reporting - Analytics User Multi Tenant Cloud Enabled	1	NU	\$186.00
3	COG-S-IREP-CON-MT	Infor Reporting - Consumer Multi Tenant Cloud Enabled	1	NU	\$30.00
4	EPM-S-BI-MAST-DEV	Infor BI ImportMaster Developer Subscription	1	NU	\$1,031.00
5	EPM-S-BI-MAST-RT	Infor BI ImportMaster Runtime Subscription	1	SV	\$172.00
6	EPM-S-DEPM	Infor d/EPM Subscription	1	NU	\$294.00
7	EXM-S-IREP	Infor Reporting for Expense Management Subscription	1	NU	\$45.00



8	HRM-S-CSHCMPYUSA-FTE	Infor CloudSuite HCM Payroll USA Subscription FTE Single Tenant	1	FTE	\$14.00
9	HRS-S-LTC	Total Rewards Subscription	1	US	\$4.00
10	ION-S-MINGLECE-ENTUS	Infor Xi Ming.le Enterprise User Subscription Multi-Tenant	1	NU	\$.60
11	ION-S-PROCESSCE	Infor Xi ION Process iPaaS Platform - Multi-Tenant - Subscription	1	VCORE	\$3,318.00
12	MFT-S-RDP	RDP for Cloud Usage	1	NU	\$37.00
13	MFT-S-XLS	Excel for d/EPM Subscription	1	NU	\$37.00
14	S3F-S-CM-MT	Close Management Subscription (Multi tenant)	1	EM	\$1.60
15	S3F-S-CSPSFSM-MT	Infor CloudSuite Public Sector Financials & Supply Management (Multi Tenant)	1	EM	\$38.00
16	S3F-S-GRA-MT	Grant Accounting Subscription (Multi tenant)	1	EM	\$1.60
17	S3S-S-MSC-MT	Mobile Supply Chain Management Subscription (Multi tenant)	1	EM	\$8.00
18	TAM-S-CSHCMNT	Infor CloudSuite HCM Core Subscription	1	FTE	\$42.00
19	WFM-S-CSHCMWFM	Infor CloudSuite HCM Workforce Management Subscription	1	FTE	\$22.00
20	XMERSUBSCR	Expense Management Subscription for Expense Reports	1	NU	\$10.00

9. Option to Acquire Additional Licenses. Provided that Licensee is not in breach of the Agreement, including its obligations to pay all fees when due and payable, and provided that such Component System is then-currently made generally available for licensing to all Infor customers, then during the period commencing on the Order Form Date, and ending five years from Order Form Date, Licensee shall have the option ("License Option") of acquiring Component System licenses for the Component System specified in the Component System Table below for a License Fee in the amount specified and XT Support Fees equal to 15% of the net License Fee. Licensee may exercise its License Option by entering into a mutually-executed Order Form, on or before the expiration of the License Option. In the event such Component System is owned by a third party, the parties agree that the Option set forth herein shall only be valid so long as Infor maintains its agreement with the third-party owner of such Component System and such agreement allows for the discount set forth above.

	Part # (if applicable)	Component System	User Restriction*		Support Level**	License Fee
			Quantity	Type		
1	WFM-DCS-8000-SFTWR	Workforce Data Collection Time Clocks - 8000 Series Software	230	DV	XT	\$19,665.00

10. Option to Acquire Hardware. Provided that Licensee is not in breach of the Agreement, including its obligations to pay all fees when due and payable, and provided that such Hardware is then-currently made generally available for licensing to all Infor customers, then during the period commencing on the Order Form Date, and ending five years from Order Form Date, Licensee shall have the option ("Hardware Option") of acquiring



Hardware licenses for the Hardware specified in the Hardware Table below for a Hardware Fee in the amount specified and Advanced Hardware Support (WFM-DCTC-8000L-AER) in the amount specified. The Annual Escalation for such Advanced Hardware Support shall be 3%, and the Licensee shall not be required to pay Shipping and Handling fees for the Hardware purchased under the Hardware Option. Licensee may exercise its Hardware Option by entering into a mutually-executed Order Form, on or before the expiration of the Hardware Option.

	Part # (if applicable)	Hardware	User Restriction*		Annual Support Fee	Hardware Fee
			Quantity	Type		
1	WFM-TC-8000-HID	Workforce Data Collection Time Clocks - WB8000 HID Prox	230	EA	\$19,173.37	\$127,822.50

11. Environments:

Deployment	Environment Type	Code	Name	Use
Deployment 1	Production	PROD	Production	Production "Live" data
Deployment 2	Non-Production	TEST	Test 1	Non-Production full copy for Training, Testing, QA
Deployment 3	Non-Production	TEST 2	Test 2	Non-Production full copy for Training, Testing, QA



ATTACHMENT 1 TO ORDER FORM SERVICE LEVEL DESCRIPTION

Infrastructure - The services are supported by commercially reasonable redundant infrastructure including:

- Power infrastructure that includes redundant sources (multiple power feeds, generators, battery backups), multiple power distribution systems, and redundant power supplies;
- Environmental controls that include highly available precision HVAC systems, humidity controls, and water detection systems;
- Network infrastructure that includes multiple Internet Service Providers, redundant edge routers, firewalls, and switches;
- Hardware and software redundancy in support of virtualized and physical servers; and
- Storage solutions that provide redundant back end data storage.

Infor maintains a disaster recovery site where Licensee's data is replicated on a regular basis. Infor tests defined processes and procedure and evaluates internally annually. The audit reports of disaster recovery test are shared with the customers annually.

Technical Change Management – Infor maintains change management system to ensure review and controlled implementation of changes that Infor may make from time to time in the support of the services. Changes require both a risk analysis and a peer review before being implemented in Infor's infrastructure. Accordingly, Infor will update and coordinate any technical change related activities with Licensee prior to implementation of any such changes in Infor's infrastructure in order to minimize the impact on Licensee's environment.

Cloud Storage - Infor Subscription Software solutions include two (2) terabytes of storage at no additional charge. This storage limitation is for the Licensee's production environment only and applies to each Infor CloudSuite or Subscription Software product line, regardless of whether they are subscribed for on a single Order Form or across multiple Order Forms. Infor will not charge Milwaukee County for storage consumed for disaster recovery purposes.

Security & Privacy – Infor takes great care to protect non-public information provided to us by our customers. Infor may have access to non-public information from multiple sources that include:

- Directly from use of one of Infor's hosted applications.
- Directly from a customer's designated service representative or indirectly via batch data transfers.
- In the course of transactional activities as information is updated or processed by an Infor hosted application, or through data maintenance activities.
- Other sources as defined by one of our solutions.

Infor has implemented a defense-in-depth strategy to protect non-public information. This strategy is based upon best-practices designed to comply with applicable laws and regulations and is based upon widely accepted industry standards. Our security management system is based on the following:



- Security Policies: We require that all employees be responsible for the security of non-public information and follow the practices defined within the Information Security Management System.
- Information Security Organization: Infor's management is committed to security and has established an organization responsible for the security of non-public information.
- Asset Management: All assets are strictly controlled and all information is classified in order to determine the appropriate controls required for access and handling.
- Human Resources Security Practices: In the US, Infor conducts a comprehensive background check and screening at the time each employee is hired and requires that employees maintain familiarity and compliance with security responsibilities. When employees leave Infor, a formal process is established to remove their physical and virtual access to the Infor infrastructure.
- Physical and Environmental Security: Infor places critical components in physically controlled spaces with best-practices in place to secure infrastructure. Physical and environmental security measures include card and/or biometric access controls, and limited access to secure locations based on job function.
- Communication and Operations Management: Infor has implemented strong operational procedures to protect information. Our controls surrounding system planning, protection from malicious code, backup processes, network security, media handling and exchange of information are constantly being analyzed and monitored to insure they provide reasonable protection for your data. Third party service providers with access to confidential information are required to adhere to security and privacy requirements that are consistent with and at least as restrictive as Infor's own policies and procedures regarding the protection of confidential information.
- Access Control: All access to systems, networks, and applications is controlled down to the user and resource level with role-based privilege techniques. This access is reviewed on a periodic basis to ensure that a change of personnel or a change of role has not modified the access needs of the individual.
- System Development: Security requirements of all applications that handle confidential information are defined early in the development stage. Appropriate data protection techniques are designed into the application while changes to developed software must go through a mature change management process.
- Incident Management: In the unlikely event of an actual or reasonably suspected security incident, our teams immediately begin work to identify the scope of impact, mitigate any exposure, determine the root cause of the incident and take appropriate corrective action.
- Compliance: We are constantly analyzing the requirements of legal, regulatory, and contractual obligations to ensure we are abiding by the requirements that apply to the handling of your data.

Scheduled Maintenance – The services shall be subject to a regularly scheduled weekly maintenance window. Infor makes commercially reasonable efforts to establish maintenance windows during times that minimize impact to Licensee's users. While most of Infor's maintenance can be completed during regularly scheduled maintenance windows, from time to time maintenance must be performed outside of the scheduled maintenance windows to maintain the integrity and security of the services. In such cases, Infor will provide Licensee's primary point of contact as much advance notice of the planned maintenance as is technically feasible. The regularly scheduled weekly maintenance windows and any period of unavailability due to maintenance for which Licensee is given at least 24 hours advance notice is considered "Scheduled Maintenance".



Availability – Infor’s goal is to provide access to the services at Infor’s Internet gateway(s) twenty-four hours per day, seven days a week, except during Scheduled Maintenance. Infor’s service level objective is 99.5% Availability measured on a monthly basis.

Availability for the Subscription Services is measured monthly as a percentage of Scheduled Available Minutes.

- “Scheduled Available Minutes” are the total minutes in a month less the number of Scheduled Maintenance minutes in the applicable month.
- “Available Minutes” is the number of Scheduled Available Minutes in a month less the aggregate number of minutes the Subscription Services were unavailable outside of Scheduled Maintenance.
- “Availability” is a percentage calculated as the Available Minutes in a month divided by the Scheduled Available Minutes in the month.

For example, in a 30 day month with 4 weekly Scheduled Maintenance windows of 8 hours, there are 41,280 Scheduled Available Minutes ((60 min. x 24 hrs. x 30 days)-(60 min. x 8 hrs. x 4 weeks) = 41,280). If the Subscription Services experienced an outage of two hours outside of Schedule Maintenance, there were 41,160 Available Minutes in the month (41,280 Scheduled Available Minutes – 120 minutes of unavailability). The resulting Availability percentage is 41,160 / 41,280 = 99.7%.

The following shall not be considered periods of unavailability for purposes of the Availability calculation:

- Outages due to factors outside of Infor’s reasonable control (for example, a network or device failure at Licensee’s site or between Licensee and Infor’s data centers);
- Delays in email or webmail transmission to or from the hosted application;
- Connectivity issues outside of Infor’s direct control (e.g. DNS issues);
- Force Majeure events;
- Outages attributable to the acts or omissions of Licensee or Licensee’s employees, agents, contractors, or vendors, or anyone other than Infor or its Affiliates gaining access to the services means of UserIDs or equipment controlled by Licensee;
- Periods of Down Time at Licensee’s request;
- Outages that result from Licensee’s equipment, software, or other technology and/or third party equipment, software or other technology (other than those which are under Infor’s direct control); and
- Performance degradation due to Licensee’s use of the services in excess of the scope of Licensee’s license, usage restrictions, or product limitations outlined in the applicable Agreement.



**EXHIBIT 2
SERVICES WORK ORDER**



Infor Consulting

Fixed Price Services Work Order

Milwaukee County

Submitted by:
Steve Brown, Client Partner
Phone: 720-454-8429
Email: steve.brown@infor.com

October 6, 2017

Infor Statement of Confidentiality and Intent

The material contained in this Services Work Order represents proprietary and confidential information pertaining to Infor products and methods. By accepting this information, Client hereby agrees that the information in this Services Work Order shall not be disclosed outside of Client except to comply with Wisconsin's Public Records law provisions, and shall not be duplicated, used, or disclosed for any purpose other than to evaluate this Services Work Order.

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Appendix A – Functionality and Business Process Matrix



Introduction

FIXED FEE

SERVICES WORK ORDER

INTRODUCTION

This **Fixed Fee** Services Work Order (“Work Order or SOW”) is subject to all terms and conditions of the Master Agreement and Exhibit 4 (Software Services Agreement) between **Infor Public Sector, Inc.** (“Infor”) on one side and **Milwaukee County, WI** (“Licensee”) on the other side with an Effective Date of **TBD** (the “Services Agreement”). All terms of the Services Agreement are incorporated herein by this reference. Capitalized terms not defined in this Work Order are defined in the Services Agreement. In the event of a conflict, the terms of this Work Order control over the terms of the Services Agreement.

Effective date of this Work Order:	TBD
Work Order Number:	TBD
Prepared By:	Steve Brown
Project Name:	Milwaukee County ERP Implementation

Project Overview

Licensee plans to procure ERP Software from Infor for itself and Licensee Affiliate. Infor will implement this ERP software which will replace and/ or interface to Licensee’s certain existing Finance, Supply Chain and HR applications. Licensee also plans to procure certain third party products. The specific products (Infor and non-Infor) to be implemented are noted in Section 1.1, Licensed Software Scope, and in Appendix A, below. Infor will serve as prime contractor for the implementation of these licensed third-party products.





1.0 Project Scope

The scope of this engagement is based on information given to Infor by Licensee in RFP and Infor and Ciber Inc.'s joint RFP Response and further Additional RFP Response to the Licensee. Per Exhibit 9- Letter Agreement, Infor has agreed to be responsible for fulfilling all obligations of Ciber Inc. under the aforesaid documents.

1.1 Licensed Software Included in the Project Scope

CS PS = CloudSuite Public Sector

License Software Suite	License Software Name
Financial Management	CS PS Asset Management CS PS Billing CS PS Budgeting & Planning (d/EPM) CS PS Cash Management CS PS Expense Management CS PS - Global Ledger CS PS - Payables CS PS Accounts Receivable Grant Management Infor Business Intelligence CS PS Knowledgebase Lease Management MHC Document Express (non-Infor) Sympro Treasury Management (non-Infor) iNovah Cashiering (non-Infor) BSI Tax Factory (non-Infor) CS PS Project Accounting Reconciliation Management
Human Capital Management	CS PS Development Planning Employee Self-Service (EMSS) CS PS Global HR Health & Safety



License Software Suite	License Software Name
	Transition Management – On/Off boarding CS PS Learning Management Manager Self-Service (EMSS) CS PS Payroll CS PS Performance Management CS PS Succession Management CS PS Talent Acquisition CS PS Workforce Management
Supply Chain Management	CS PS Contract Management CS PS Inventory Control CS PS Punchout CS PS Purchasing CS PS Strategic Sourcing CS PS - Supplier Portal EDI for Supply Chain Management
Cashiering – System Innovators	iNovah ERM GL Export Lock box import Credit Card Module Image Cash Letter iNovah API
Debt Management - Emphasys	Debt Module GL Module
Documents – MHC	Document Express Accounts Payable™ AP Interface Forms Design Accounts Payable Check and Overflow Positive Pay Module for AP with Transmission AP ACH Module AP ACH Addenda Record Format Pay Card Module for AP





License Software Suite	License Software Name
	e-Remit Module
	Bank Recon-ciliation for AP
	Document Express 1099 Module
	Document Express Payroll™
	Payroll Interface
	Forms Design
	Payroll Check and Direct Deposit Advice
	Line Item Maintenance Module
	Document Self-Service Electronic W-2 Web Delivery with User Options

Infor confirms that the above software shall provide all the functionalities set out in Appendix A to this Work Order. The Parties agree that the fee for implementation of the above software is included in the total fee amount set out in Section 6.0.

1.2 Business Process Scope

The scope of this engagement is based on information given to Infor by Licensee in the RFP and Infor's RFP Response and Additional RFP Response to the Licensee.

Module/Process/Sub-process overview: The table below reflects the processes and sub-processes in-scope for this implementation:

HR:

Business Process ID	Module	Included Processes	Type
HR1	CS PS Absence Management	Enrolling Employees in Time off Plans	Standard



Business Process ID	Module	Included Processes	Type
HR2	CS PS Absence Management	Making Adjustments to Plan Balances	Express
HR3	CS PS Absence Management	Paying Out Leave Balances	Full
HR4	CS PS Absence Management	Transferring Balances	Express
HR5	CS PS Benefits	Processing Life Events	Full
HR6	CS PS Benefits	Open Enrollment	Full
HR7	CS PS Benefits	Enrolling Employees in Benefit Plans	Full
HR8	CS PS Benefits	Maintaining Benefit Plan Changes	Full
HR9	CS PS Compensation Management	Defining Incentive Compensation Programs	Full
HR10	CS PS Compensation Management	Processing Incentive Compensation Payments	Full
HR11	CS PS Compensation Management	Requesting Special Incentives	Full
HR12	CS PS Compensation Management	Change Rate of Pay	Full
HR13	CS PS Compensation Management	Mass Pay Changes	Full
HR14	CS PS Compensation Management	Processing Salary Increases	Full
HR15	CS PS Compensation Management	Compensation Analysis	Standard
HR16	CS PS Performance Management (Goals)	Defining, Cascading and Aligning Organizational Goals	Full

Business Process ID	Module	Included Processes	Type
HR17	CS PS Performance Management (Goals)	Mass Creating Goals	Standard
HR18	CS PS Performance Management (Goals)	Requesting a Goal	Standard
HR19	CS PS Performance Management (Goals)	Suggesting a Goal	Standard
HR20	CS PS Performance Management (Goals)	Accepting a Goal	Standard
HR21	CS PS Performance Management (Goals)	Approving a Goal	Standard
HR22	CS PS Performance Management (Goals)	Inactivating or Putting on Hold a Goal	Standard
HR23	CS PS Performance Management (Goals)	Updating a Goal Plan	Standard
HR24	CS PS Global HR	Defining Competency Models	Full
HR25	CS PS Global HR	Maintaining Employee Talent Profiles	Full
HR26	CS PS Global HR	Transferring an Employee	Full
HR27	CS PS Global HR	Promoting an Employee	Full
HR28	CS PS Global HR	Changing an Employee's Status	Full
HR29	CS PS Global HR	Changing Relationship to Organization	Full

Business Process ID	Module	Included Processes	Type
HR30	CS PS Global HR	Add/Change Name	Standard
HR31	CS PS Global HR	Add/Change Address	Standard
HR32	CS PS Global HR	Add/Change Contact Information	Standard
HR33	CS PS Global HR	Entering a Termination	Full
HR34	CS PS Global HR	Creating and Updating New Job/Positions	Full
HR35	CS PS Global HR	Hiring an Employee (May include Re-hiring also)	Full
HR36	CS PS Global HR	Defining Job and/or Position Qualifications	Full
HR37	CS PS Global HR	Requesting a Leave of Absence	Full
HR38	CS PS Global HR	Add/Update Leave of Absence	Full
HR39	CS PS Global HR	Begin a Leave	Standard
HR40	CS PS Global HR	Complete a Leave	Full
HR41	CS PS Development Planning	Establishing and Maintaining Learning and Development Programs	Full
HR42	CS PS Development Planning	Managing Employee Development Plans	Full
HR43	CS PS Payroll	Maintaining Direct Deposit Distributions	Express
HR44	CS PS Payroll	Maintaining Employee Deductions	Express
HR45	CS PS Payroll	Maintaining Employee Tax Information	Express
HR46	CS PS Payroll	Maintaining Recurring Payments	Standard
HR47	CS PS Payroll	Processing Regular Payroll	Full
HR48	CS PS Payroll	Processing Supplemental Payroll Runs	Standard
HR49	CS PS Payroll	Processing Tax Deduction Payments	Standard

Business Process ID	Module	Included Processes	Type
HR50	CS PS Payroll	Processing Benefit Deduction Payments	Standard
HR51	CS PS Payroll	Calculating Retro Pay	Express
HR52	CS PS Payroll	Entering Adjustments	Express
HR53	CS PS Payroll	Generating Manual Checks	Express
HR54	CS PS Payroll	Processing W2 and 1099	Express
HR55	CS PS Payroll	Processing Year-End Reporting	Express
HR56	CS PS Payroll	Maintaining Garnishments	Express
HR57	CS PS Payroll	Processing Garnishment Payments	Standard
HR58	CS PS Payroll	Balancing Tax Reports	Express
HR59	CS PS Payroll	Balancing General Ledger Reports	Express
HR60	CS PS Payroll-MCTS	Calculating weekly Bus Operator payroll	Full
HR61	CS PS Performance Management	Processing Annual Performance Reviews	Full
HR62	CS PS Performance Management	Requesting a Peer (or other rater) Appraisal	Standard
HR63	CS PS Succession Management	Defining Job and Career Paths	Full
HR64	CS PS Succession Management	Creating and Maintaining Talent Pools	Full
HR65	CS PS Succession Management	Creating and Maintaining Succession Pools	Full
HR66	CS PS Talent Acquisition	Recruiting Activities (Applying)	Full
HR67	CS PS Talent Acquisition	Recruiting Activities (Screening, Interviewing)	Full

Business Process ID	Module	Included Processes	Type
HR68	CS PS Talent Acquisition	Candidate Selection (Offer Generation/Approval, Negotiation, Acceptance)	Full
HR69	CS PS Talent Acquisition	Creating a Job/Position Requisition	Full
HR70	CS PS Talent Acquisition	Approving a Job/Position Requisition	Full
HR71	CS PS Talent Acquisition	Posting a Job/Position	Full
HR72	CS PS Payroll	Adding Employee Contracts	Standard
HR73	(Contract Worker)	Adding Supplemental Agreements	Standard
HR74	CS PS Payroll	Maintaining Employee Contracts	Standard
HR75	(Contract Worker)	Closing Contracts	Standard
HR76	CS PS Expense Management	Submitting a Travel Request	Full
HR77	CS PS Expense Management	Processing Employee Advances	Full
HR78	CS PS Expense Management	Submitting an Expense Report	Full
HR79	CS PS Expense Management	Creating an Expense Request (Non-Proxy and Proxy)	Full
HR80	CS PS Expense Management	Maintaining an Expense Request (Updating, Recalling, and Deleting)	Express
HR81	CS PS Expense Management	Approving Expense Request	Full
HR82	CS PS Expense Management	Creating an Expense Report (Ad Hoc, From Expense Request, and so on as Non-Proxy and Proxy)	Full

Business Process ID	Module	Included Processes	Type
HR83	CS PS Expense Management	Maintaining an Expense Report (Updating, Applying Recorded Expenses, Recalling, and Deleting)	Express
HR84	CS PS Expense Management	Approving Expense Reports	Standard
HR85	CS PS Expense Management	Setting Up and Maintaining Proxy Approvers	Full
HR86	CS PS Expense Management	Auditing Expense Requests or Expense Reports	Full
HR87	CS PS Expense Management	Booking Travel from Expense Request or Expense Report	Standard
HR88	CS PS Expense Management	Importing data from other non-Infor Lawson Systems	Standard
HR89	CS PS Expense Management	Processing Expense/Reimbursement from Accounts Payable	Full
HR90	CS PS Expense Management	Processing Expense/Reimbursement from Payroll	Full
HR91	Onboarding an Employee	CS PS Transition Management (Onboarding)	Standard
HR92	Offboarding an Employee	CS PS Transition Management (Offboarding)	Standard
HR93	CS PS Workforce Management	Creating a Schedule	Full
HR94	CS PS Workforce Management	Assigning a Schedule	Standard
HR95	CS PS Workforce Management	Accepting & Approving a Schedule	Standard
HR96	CS PS Workforce Management	Entering Time Worked	Standard

Business Process ID	Module	Included Processes	Type
HR97	CS PS Workforce Management	Requesting Time Off	Standard
HR98	CS PS Workforce Management	Approving Time Worked	Standard
HR99	CS PS Workforce Management	Payrule #1	Full
HR100	CS PS Workforce Management	Payrule #2	Standard
HR101	CS PS Workforce Management	Payrule #3	Standard
HR102	CS PS Workforce Management	Payrule #4	Standard

Finance:

Business Process ID	Module	Included Processes	Type
FIN1	CS PS Payables	Adding Purchasing Vendors	Standard
FIN2	CS PS Payables	Maintaining Purchasing Vendors	Standard
FIN3	CS PS Payables	Entering Basic Vendor Invoices	Full
FIN4	CS PS Payables	Processing Recurring AP Invoices	Full
FIN5	CS PS Payables	Approving AP Invoices	Full
FIN6	CS PS Payables	Maintaining Vendor Invoices	Standard
FIN7	CS PS Payables	Adding Vendors	Full
FIN8	CS PS Payables	Processing AP Payments	Standard
FIN9	CS PS Payables	Voiding or Stopping Payment	Standard
FIN10	CS PS Payables	Creating 1099s	Standard
FIN11	CS PS Payables	Handling B-Notices	Full

Business Process ID	Module	Included Processes	Type
FIN12	CS PS Accounts Receivable	Entering and Maintaining Customers	Full
FIN13	CS PS Accounts Receivable	Processing Customer Payments	Full
FIN14	CS PS Accounts Receivable	Processing Returned Customer Payments	Standard
FIN15	CS PS Accounts Receivable	Entering AR Transactions	Full
FIN16	CS PS Accounts Receivable	Processing Returned Invoices (also called Processing Disputed Invoices)	Full
FIN17	CS PS Accounts Receivable	Processing Overdue Notices: Dunning Letters	Full
FIN18	CS PS Project Accounting	Setting up and Capitalizing a Project	Full
FIN19	CS PS Project Accounting	Capitalizing a Project	Standard
FIN20	CS PS Project Accounting	Transferring & Adjusting Funds for Projects	Full
FIN21	CS PS Project Accounting	Processing Project Transactions	Standard
FIN22	CS PS Asset Management	Adding an Asset	Full
FIN23	CS PS Asset Management	Transferring an Asset	Standard
FIN24	CS PS Asset Management	Calculating Depreciation	Express
FIN25	CS PS Asset Management	Disposing of an Asset	Full
FIN26	CS PS Asset Management	Counting Assets (Inventories)	Standard
FIN27	CS PS Asset Management	Reconciling Assets: Monthly and Annually	Standard
FIN28	CS PS Billing & Revenue	Processing Recurring Invoices	Standard

Business Process ID	Module	Included Processes	Type
FIN29	CS PS Billing & Revenue	Creating Non-recurring Invoices	Full
FIN30	CS PS Cash Management	Setting Up and Administering Banks	Standard
FIN31	CS PS Cash Management	Processing Bank Statements and Fee Statements	Full
FIN32	CS PS Cash Management	Reconciling Statements (Forecast, Cash Ledger, Non Cash Ledger, GL)	Full
FIN33	CS PS Cash Management	Managing Forecasts (Direct and/or Cash)	Full
FIN34	CS PS Cash Management	Monitoring Cash Position	Full
FIN35	CS PS Cash Management	Creating Cash Setup (can occur jointly with Setting up Banks)	Standard
FIN36	CS PS Cash Management	Creating and Maintaining Cash Transaction Setup (Allocations Codes, Categories, Identifiers, Transaction Types, Processing Rules, Templates)	Express
FIN37	CS PS Cash Management	Maintaining and Updating Analytic Cube Data	Express
FIN38	CS PS Cash Management	Reconciling Transactions	Express
FIN39	CS PS Cash Management	Entering Cash Transactions	Full
FIN40	CS PS Global Ledger (Reconcillation Management)	Defining Close Process	Full
FIN41	CS PS Global Ledger (Reconcillation Management)	Adding and Maintaining Tasks	Standard
FIN42	CS PS Global Ledger (Reconcillation Management)	Adding and Managing Close Process Documentation	Standard
FIN43	CS PS Global Ledger (Reconcillation Management)	Scheduling a Process During Close	Standard

Business Process ID	Module	Included Processes	Type
FIN44	CS PS Global Ledger (Reconciliation Management)	Maintaining a Process During Close (Deleting, re-opening, reminders, additional work, updates and notifications)	Standard
FIN45	CS PS Global Ledger (Reconciliation Management)	Approving Tasks	Full
FIN46	CS PS Global Ledger (Reconciliation Management)	Reconciling AP Accrual, Cash, Clearing Accounts, Assets	Full
FIN47	CS PS Global Ledger (Reconciliation Management)	Interfacing to General Ledger or Closing Final	Full
FIN48	CS PS Global Ledger	Add or maintain accounts or objects	Express
FIN49	CS PS Global Ledger	Add or maintain accounting units or departments	Express
FIN50	CS PS Global Ledger	Creating Basic Journal Entries	Full
FIN51	CS PS Global Ledger	Creating Recurring Journal Entries	Standard
FIN52	CS PS Global Ledger	Uploading Journal Entries	Standard
FIN53	CS PS Global Ledger	Clearing Suspense	Standard
FIN54	CS PS Global Ledger	Creating and Running Cost Allocations	Standard
FIN55	CS PS Global Ledger	Creating Consolidations and Eliminations	Full
FIN56	CS PS Global Ledger	Closing Subsystems	Standard
FIN57	CS PS Global Ledger	Closing the General Ledger	Full
FIN58	CS PS Global Ledger	Creating Queries/Ad-hoc Reports	Express
FIN59	CS PS Global Ledger	Publishing & Distributing Financial Statements	Express
FIN60	CS PS Grant Accounting	Setting up Grants	Express
FIN61	CS PS Grant Accounting	Expensing Grant	Full
FIN62	CS PS Grant Accounting	Maintaining Grants	Express
FIN63	CS PS Grant Accounting	Billing to Grants (Also called draw-down requests)	Express

Business Process ID	Module	Included Processes	Type
FIN64	CS PS Grant Accounting	Tracking Grant Revenue	Full
FIN65	CS PS Grant Accounting	Closing out Grants	Full
FIN66	CS PS Grant Accounting	Reporting to Grantors	Full
FIN67	CS PS Purchasing/CS PS Payables	Matching Invoices	Full
FIN68	CS PS Purchasing/CS PS Payables	Invoice Match Exception - Cost	Full
FIN69	CS PS Purchasing/CS PS Payables	Invoice Match Exception - Quantity	Full
FIN70	CS PS Purchasing/CS PS Payables	Invoice Match Exception - Chargeback	Full
FIN71	CS PS Purchasing/CS PS Payables	Issuing Debit and Credit Memos	Full

Supply Chain:

Business Process ID	Module	Included Processes	Type
SC1	EDI for Supply Chain Management	EDI Reconciliation(s) (PO, Ack, Advance Receipts, etc.)	Full
SC2	CS PS Contract Management	Creating a Contract (Finance only)	Full
SC3	CS PS Contract Management	Maintaining a Contract (Finance only)	Full
SC4	CS PS Contract Management	Adding a Contract – Services	Full
SC5	CS PS Contract Management	Adding a Contract – Manufacturer	Full
SC6	CS PS Contract Management	Adding a Contract – Distributor	Full

Business Process ID	Module	Included Processes	Type
SC7	CS PS Contract Management	Maintaining Contracts	Full
SC8	CS PS Contract Management	Creating a Contract from Price File	Full
SC9	CS PS Contract Management	Updating Contracts from Price File	Full
SC10	CS PS Contract Management	Maintaining a Contract from Contract Import	Full
SC11	CS PS Contract Management	Calculating Rebates	Full
SC12	CS PS Contract Management	Processing Rebates	Full
SC13	CS PS Contract Management	Item Master Item Creation From Special	Full
SC14	CS PS Contract Management	Maintaining Item Information from Contract Management	Full
SC15	CS PS Contract Management	Ad hoc Reporting	Express
SC16	CS PS Contract Management	Contract Authoring (Red-lining)	Full
SC17	CS PS Contract Management	Managing Milestones and Deliverables	Full
SC18	CS PS Inventory Control	Adding New Items to the Item Master	Standard
SC19	CS PS Inventory Control	Maintaining the Item Master	Standard
SC20	CS PS Inventory Control	Adding New Inventory Locations	Standard
SC21	CS PS Inventory Control	Maintaining Inventory Locations	Standard
SC22	CS PS Inventory Control	Adding and Maintaining Ship-To Locations	Express
SC23	CS PS Inventory Control	Maintaining Secondary Inventory (PAR) Locations	Standard
SC24	CS PS Inventory Control	Processing Returns to Stock	Standard

Business Process ID	Module	Included Processes	Type
SC25	CS PS Inventory Control	Issuing Inventory	Standard
SC26	CS PS Inventory Control	Transferring Inventory	Standard
SC27	CS PS Inventory Control	Adjusting Inventory	Standard
SC28	CS PS Inventory Control	Tracking Consignment Inventory	Full
SC29	CS PS Inventory Control	Pick, Pack and Ship of Inventory	Standard
SC30	CS PS Inventory Control	Performing Physical Inventory/Cycle Counts	Standard
SC31	CS PS Inventory Control	Counting Par Locations	Standard
SC32	CS PS Inventory Control	Processing Vendor Returns	Full
SC33	CS PS Inventory Control	Inventory Replenishment	Full
SC34	CS PS Inventory Control (MSCM)	Maintaining MSCM Groups and Users	Express
SC35	CS PS Inventory Control (MSCM)	Maintaining Locations	Express
SC36	CS PS Inventory Control (MSCM)	Printing LT, Par and Item Stock Labels	Express
SC37	CS PS Inventory Control (MSCM)	Managing Printers	Express
SC38	CS PS Inventory Control (MSCM)	Productivity Reporting	Express
SC39	CS PS Inventory Control (MSCM)	Par Counting	Standard
SC40	CS PS Inventory Control (MSCM)	Performing Inventory Counts	Standard
SC41	CS PS Inventory Control (MSCM)	Receiving Non-Lawson PO Items	Express
SC42	CS PS Inventory Control (MSCM)	Logging Carrier Tracking Numbers	Express

Business Process ID	Module	Included Processes	Type
SC43	CS PS Inventory Control (MSCM)	Receiving Lawson PO Items	Standard
SC44	CS PS Inventory Control (MSCM)	Transferring Inventory Between Docks	Express
SC45	CS PS Inventory Control (MSCM)	Processing Inventory Returns and Issues	Express
SC46	CS PS Inventory Control (MSCM)	Performing Shipment Feedback	Express
SC47	CS PS Inventory Control (MSCM)	Delivery Management	Standard
SC48	CS PS Inventory Control (MSCM)	Tracking and Status Inquiry	Express
SC49	CS PS Purchasing	Processing PCard Ad-hoc Purchasing	Full
SC50	CS PS Purchasing	Processing PCard purchases with a PO	Full
SC51	CS PS Purchasing	PCard Registration & User Management	Standard
SC52	CS PS Purchasing	PCard Purchase Approval	Full
SC53	CS PS Purchasing	PCard Payment Processing	Full
SC54	CS PS Purchasing	PCard Reconciliation & Issue resolution	Full
SC55	CS PS Purchasing (Punchout Self-Service)	Vendor-hosted (Punch-Out) Requisition Processing	Standard
SC56	CS PS Purchasing	Creating a Purchase Order	Standard
SC57	CS PS Purchasing	Processing Standing/Blanket Purchase Orders	Full
SC58	CS PS Purchasing	Maintaining Purchase Orders	Standard
SC59	CS PS Purchasing	Receiving Inventory	Standard
SC60	CS PS Purchasing	Receiving Non-stock Items	Standard
SC61	CS PS Purchasing	Processing Receiving Discrepancies	Standard
SC62	CS PS Purchasing	Setting up Buyers	Express
SC63	CS PS Purchasing	Creating Agreements	Full
SC64	CS PS Purchasing	Maintaining Agreements	Full
SC65	CS PS Purchasing	Setting up Requesters	Express
SC66	CS PS Purchasing	Entering Requisitions (paper or electronic)	Standard

Business Process ID	Module	Included Processes	Type
SC67	CS PS Purchasing	Requisition Approval - Capital	Full
SC68	CS PS Purchasing	Requisition Approval - Non-Inventory	Full
SC69	CS PS Purchasing	Requisition Approval - Inventory	Full
SC70	CS PS Strategic Sourcing	Supplier Registration and Updates	Full
SC71	CS PS Strategic Sourcing	Managing Supplier Diversity and Certification	Full
SC72	CS PS Strategic Sourcing	Creating a Sourcing Event	Full
SC73	CS PS Strategic Sourcing	Updating an Event	Full
SC74	CS PS Strategic Sourcing	Responding to an Event (this would be the Supplier Portal)	Full
SC75	CS PS Strategic Sourcing	Evaluating a Bid	Full
SC76	CS PS Strategic Sourcing	Awarding a Bid	Full
SC77	CS PS Strategic Sourcing	Creating a Contract	Full
SC78	CS PS Strategic Sourcing	Evaluating Supplier Performance	Full
SC79	CS PS Strategic Sourcing	Ad hoc Reporting	Express
SC80	CS PS - Supplier Portal	Maintaining Supplier Portal (client)	Full
SC81	CS PS - Supplier Portal	Updating Information (supplier)	Full
SC82	CS PS - Supplier Portal	Submitting Invoices (supplier)	Full
SC83	CS PS - Supplier Portal	Processing Invoices from Portal (client)	Full

Definition of Business Process Classifications





Full: This level of Business Process Calibration is chosen for highly complex processes where there are significant choices in how they are executed in the software and where there are often variations in the final process client to client. The current As-Is processes are evaluated using the Brown Paper Process (BPP) with a detailed emphasis placed on identifying Opportunities for Improvement. Client specific To-Be models are built incorporating our historical recommended practices with unique considerations for the customer environment. These processes are then vetted in a Conference Room Pilot (CRP) before being finalized.

Standard: This level of Business Process Calibration is chosen for common processes where a clear best practice is defined by the software and where to-be recommendations are consistent across clients within an industry. We will draw upon past implementations to present recommended to-be models configured for Licensee. These processes are vetted in a CRP before being finalized.

Express: This level of Business Process Calibration is oriented for tasks vs. processes. This approach is used when there is no choice in how the business objective is accomplished within the software. Primarily this involves application structure and code setup and maintenance. These processes will be evaluated during the CRP based on recommended procedures.

Business Process types will be reviewed and agreed to during Brown Paper Process planning. Types may be adjusted at this time and processes may be added or removed. So long as the total process count increases or decreases by no more than 5, and that the net of any high/medium/low Type step changes is no more than 5 per Licensed Software suite (Finance, Procurement, Human Capital), there will be no change in cost.

Only the processes included in Appendix A to this Work Order are in scope for this project. The Parties agree that the fee for these business processes is included in the total fee amount set out in Section 6.0.

1.2 Organizational and Geographic Scope

As provided herein, the parties anticipate that Services will be performed for the following Licensee locations and/or business units ("Geographic Scope").

- (i) All departments of Licensee; and
- (ii) All departments of Licensee Affiliate.

All Project activities will be conducted either remotely or at Licensee and Licensee Affiliate sites located in Milwaukee County, WI.

1.3 Data Migration and Conversion Scope

"Data Migration and Conversion" means the efforts associated with the analysis, cleansing, transformation/mapping, loading and reconciling of current or historical data from other systems into Infor





systems (or prior Infor systems into current Infor systems), whether by manual or programmatic methods. The Data Migration and Conversion tasks identified below are within the Project scope.

HR:

ID	Description	Source	Target	History
HR1	Benefits Enrollment history (active and retiree)	Benefits	Human Capital Management	Active Only
HR2	MCTS Employee demographics, earnings, and personnel action history	MCTS Custom database	Human Capital Management	3 years
HR3	Departmental Work Rules	Human Resources	Human Capital Management	Active Only
HR4	Employee Master Records	Human Resources	Human Capital Management	All
HR5	Certifications, Education, Licenses, Training	Human Resources	Human Capital Management	All
HR6	Employee Requisition & Applicant Records	Human Resources	Human Capital Management	All Open Reqs Only, No Applicant History
HR7	Employee Status History	Human Resources	Human Capital Management	All
HR8	Position Tables & Allocation Information	Human Resources	Human Capital Management	Active Only
HR9	Employee position and demographics	Payroll	Human Capital Management	Active Only
HR10	Accrual balances (Current, MTD, QTD, YTD, FYTD)	Payroll	Human Capital Management	Current
HR11	Add pays, adjustments before taxes, tax, deductions, benefits	Payroll	Human Capital Management	2 Years
HR12	Check History	Payroll	Human Capital Management	Active Only
HR13	Earnings/Deductions History	Payroll	Human Capital Management	2 Years
HR14	Personnel Action History	Payroll	Human Capital Management	2 Years
HR15	Time and Attendance History	Time and Attendance	Human Capital Management	2 Years

Finance:

ID	Description	Source	Target	History
FIN1	Checks	Accounts Payable	Finance Management	2 Years



ID	Description	Source	Target	History
FIN2	Invoices	Accounts Payable	Finance Management	2 Years
FIN3	Vendor File (complete)	Accounts Payable	Finance Management	Active Only
FIN4	Current adopted budget amounts by line items	Budgeting	Finance Management	Current Year
FIN5	Current amended budget amounts by line item	Budgeting	Finance Management	Current Year
FIN6	Current actual amounts by line item	Budgeting	Finance Management	Current Year + 1 Year
FIN7	Budget and actual amount by line item for all funds	Budgeting	Finance Management	Current Year + 1 Year
FIN8	BRASS Budget Data	Budgeting	Finance Management	Current Year + 5 Years
FIN9	History of payment data including payment amounts for specific accounts (utility, ARs, GMs, etc.), check numbers or reference numbers, project codes, payment type codes, user ids, batch numbers, batch types, etc. The time period converted should probably be matched to the utility billing history that gets converted but should be at least 5 years. In addition, we want our Optiview documents to remain tied to those payment transactions.	Cash Receipts	Finance Management	2 Years

ID	Description	Source	Target	History
FIN10	Asset files (codes, master information, transaction, summaries, journal transactions, funding sources, etc.)	Capital Assets	Finance Management	Open Only Scope includes converting open assets. An open asset is an asset Licensee still owns. Infor will convert assets that have not been fully depreciated. Infor to provide Licensee a template for Licensee to convert fully-depreciated assets.
FIN11	All chart of account codes, accounts, and descriptions	General Ledger	Finance Management	Active Only
FIN12	Ending balances, project, work order, job #	General Ledger	Finance Management	Active Only
FIN13	Detailed information by Project ID number for all open projects including funding, status, tasks, and maps	General Ledger	Finance Management	Active Only
FIN14	Customers	Billing & Accounts Receivable	Finance Management	Active Only
FIN15	Customer Invoices	Billing & Accounts Receivable	Finance Management	2 Years
FIN16	Customer Payment History	Billing & Accounts Receivable	Finance Management	2 Years

Procurement:

ID	Description	Source	Target	History
SC1	Inventory Items and Balances	Purchasing	Supply Chain Management	Active Only
SC2	Inventory Locations	Purchasing	Supply Chain Management	Active Only
SC3	Requesting Locations	Purchasing	Supply Chain Management	Active Only
SC4	Purchase Orders	Purchasing	Supply Chain Management	Active Only
SC5	Price Agreements	Purchasing	Supply Chain Management	Active Only



The parties agree that over the course of the ERP Solution implementation, master data as well as transactional data will require many conversions for validation, testing, training, and finally, production cutover. Licensee will confirm the final data sources for the above, in-scope data conversion items in the Data Conversion Plan, and that shall be the final list for conversion related efforts from Infor under the fee mentioned in Section 6.0. If additional data conversion sources are identified after finalization of the Data Conversion Plan, this will be addressed via the change order process.

RCI For Conversion Activities

Activity	Infor	Licensee/ Licensee Affiliate
Data Migration & Validation Workshop	R	C
Clean Up/Prep Legacy Data	I	R
Extracting and cleansing legacy data, and transforming/mapping into prescribed formats provided by Infor	C	R
Define and map any data requiring crosswalks or data maps	C	R
Provide templates and tools for crosswalks and data mapping	R	I
Designing, developing, testing, and running the export scripts process from source systems	I	R
Designing, developing, testing, and running the import scripts process from source systems	R	I
Reconciling and validating converted data, and correcting any data at the source	I	R

R= Responsible

A= Accountable

C= Consulted

I= Informed

1.4 Interface/Integration Scope

“Interfaces” means those objects that allow data to move either into or out of the installed applications, either in batch, real-time or near-real time. Interfaces are defined by the business processes they facilitate, the points during those processes where data is exchanged, the frequency in which data is exchanged, and the method by which the data is exchanged.

Interfaces in scope include the following:

Interface ID	Interface Description	Source System	Target System	Licensee/ Licensee Affiliate



1	Labor Tracking/Job Costing	CS PS Workforce Management	CityWorks	Licensee
2	Financial actuals	CS PS Global LedgerCore Financials	MuniCast	Licensee
3	1095 Processing	CS PS Payroll	HealtheFX	Licensee + Licensee Affiliate
4	Insurance Enrollment	CS PS Payroll	Multiple Insurance Providers	Licensee + Licensee Affiliate
5	Actuarial Study	CS PS Payroll	AON	Licensee Affiliate
6	UIC Processing	CS PS Payroll	State	Licensee + Licensee Affiliate
7	Pensioner Audit	CS PS Payroll	Feds	Licensee Affiliate
8	Service Awards	CS PS Payroll	OC Tanner	Licensee Affiliate
9	A/P Check	CS PS - Payables	BMO Harris	Licensee Affiliate
10	CAFR reporting	CS PS Global Ledger	Caseware	Licensee
11	Rent Assistance - Housing	Yardi	CS PS Global Ledger	Licensee
12	Client Payments-Aging	Midas	CS PS Global Ledger	Licensee
13	Wraparound Pgm-BHD	Synthesis	CS PS Global Ledger	Licensee
14	DHHS Burial Pgm	Burial Program	CS PS Global Ledger	Licensee
15	Client Payments-DHHS	Scripts	CS PS Global Ledger	Licensee



16	Provider Payments- BHD	AVATAR	CS PS Global Ledger	Licensee
17	Open enrollment	Open Enrollment Provider (Morneau Shepell)	CS PS Payroll	Licensee
18	Biweekly demographic files	CS PS Payroll/Benefits	Morneau Shepell	Licensee
19	OEM Employee Information	CS PS Payroll	OEM Software	Licensee + Licensee Affiliate
20	Employee information	CS PS HR/Payroll	FMLA Source	Licensee
21	Employee information	CS PS HR/Payroll	Careworks	Licensee Affiliate
22	Employee information	CS PS HR/Payroll	EFX	Licensee + Licensee Affiliate
23	Payroll / Deduction Information	Empower	CS Payroll Payroll	Licensee
24	Daily receipts	KMIT	CS PS Global Ledger	Licensee
25	A/P Check	Accounts Payable	US Bank	Licensee
26	Farebox Data	S&B	General Ledger	Licensee Affiliate
27	MCTS Pension	Payroll	MCTS Pension system	Licensee Affiliate
28	Bus Operator Pay	Giro/HASTUS	Payroll	Licensee Affiliate
29	Vehicle Maintenance	Asset Works	General Ledger	Licensee + Licensee Affiliate
30	Parks POS	Vermont Systems	Cash Receipts/ General Ledger	Licensee

31	Licensee Pension , Demographics	Payroll System	Vitech – V3	Licensee
32	Document Management	OnBase	ERP	Licensee
33	Cash Management	US Bank	Core Financials	Licensee
34	Fueling Users/Vehicles	Payroll	Fleetwatch	Licensee Affiliate
35	EDI – 810 Invoice	EDI/HQ – 1 EDI Source	Infor Financials	Licensee
36	Jury Checks	Jury Checks	General Ledger	Licensee
37	AssetWorks	Asset management system	TBD	Licensee
38	Demographics	Vitech	Infor	Licensee
39	Interim Payroll and Projects Actuals Data	Ceridian Payroll	Infor Financials	Licensee
40	Image Cash Letter x9.37 Format to US Bank	iNovah	US Bank	Licensee
41	Import from County IVR System (import payments)	County IVR	iNovah	Licensee
42	Lockbox Import	US Bank	iNovah	Licensee
43	Credit Card Interface – Elavon EMV	iNovah	Elavon EMV	Licensee
44	Lawson G/L Update-File Export (export fees allocated to GL accounts)	iNovah	General Ledger	Licensee



The following applications were also identified as “under consideration” in the RFP by Licensee. Infor has confirmed that these functionalities are standard in software mentioned in Section 1.1 above and assuming receiving entities can consume the industry standard format files which are produced from the base system, then no custom interfaces are required:

No.	Name	Source	Target	Licensee / Licensee Affiliate	Comments
1	W2 Processing	CS PS Payroll	IRS	Licensee + Licensee Affiliate	Standard Infor programs. No interface required
2	W2 Processing	CS PS Payroll	State of WI	Licensee + Licensee Affiliate	Standard Infor programs. No interface required
3	1099r Processing	CS PS Payroll	IRS	Licensee + Licensee Affiliate	Standard Infor programs. No interface required
4	1099r Processing	CS PS Payroll	State of WI	Licensee + Licensee Affiliate	Standard Infor programs. No interface required
5	1099m Processing	CS PS Accounts Payable	IRS	Licensee + Licensee Affiliate	Standard Infor programs. No interface required
6	1099m Processing	CS PS Accounts Payable	State of WI	Licensee + Licensee Affiliate	Standard Infor programs. No interface required
7	Payroll Direct Deposit	CS PS Payroll	US Bank	Licensee	Assumes ACH file – standard MHC No interface required
8	Payroll Direct Deposit	CS PS Payroll	BMO Harris	Licensee Affiliate	Assumes ACH file – standard MHC No interface required
9	457 Direct Deposit	Payroll	Empower	Licensee	Assumes ACH file – standard MHC No interface required
10	457 Direct Deposit	CS PS Payroll	BMO Harris	Licensee Affiliate	Assumes ACH file – standard MHC No interface required





11	998 Union Deductions	CS PS Payroll	998 Amalgamated	Licensee Affiliate	Assumes ACH file – standard MHC No interface required
12	Payroll Printing	CS PS Payroll	Future Third Party	Licensee + Licensee Affiliate	Assumes ACH file – standard MHC No interface required

The Parties agree that the fee for all of the above interfaces/ integrations as set out in this Section 1.4 is included in the total fee amount set out in Section 6.0. If a particular interface is not required, the associated milestone payment fee will be adjusted by reducing an equivalent amount from the total fee amount mentioned in Section 6 of this Work Order.

If the parties agree to include any additional interface(s) within scope of this project, such additional work shall be handled via a change order process.

RCI For Interface Activities in Scope

Activity	Infor	Licensee
Define and Document Interface Strategy and Plan	R	C
Obtain or Create Functional Requirements	I	R
Create Technical Specifications/Designs	R	C
Technical Development	R	I
Coordination and temporary interface development during project for replaced applications under this Solution	R	C
Programmer Unit Testing	R	I
Integration Testing	R	C
Stress/ Performance Testing	C	R
User Acceptance Testing	I	R
Coordination and Facilitation of Any 3rd-Party Testing	C	R

Infor shall have the overall responsibility to plan, design, deliver and implement the above interfaces identified in the Work Order. As phases defined in the Work Order are completed, Infor has the responsibility for required coordination and temporary interface development (if needed) from the newly installed ERP solution to the incumbent systems yet to be “cut-over”, provided the software is in scope, and there are no changes to the planned phasing.



1.5 Extensions and Modifications within Scope

“Extensions and Modifications” refer to the modification of delivered Infor objects, or the creation of new objects to extend functionality as described in Appendix A.

The Parties agree that a not-to-exceed fee bucket of \$217,500.00 is included in the total fee amount mentioned in Section 6.0 of this Work Order for any extensions or modifications or change order work required to meet RFP extended functionality requirements.

This fee amount will only be used for any change order entered under this Work Order for work required to create any extended functionality described in Appendix A and each request for this type of work will be documented in a \$0 change order. Infor may use an offshore resource, at a rate of \$75 per hour (for COE Consultant Offshore) or an onshore resource, at a rate of \$175 per hour (Infor Consultant), to do the work requested. Any deliverables for such work shall be subject to acceptance criteria mentioned in Section 2.4 of this Work.

The parties agree that if any funds in the above bucket are left after completion of all work required to create any extended functionality described in Appendix A, then such funds, may at Licensee’s discretion, be used towards the completion of any additional work under the change order process referred to in Section 2.2 below.

1.6 Reports Scope

This section covers Reports development related to the implementation. This development will include the following:

Infor will develop reports related to the implementation. This development will include the following:

- Live Reports and Purpose-built standard delivered reports will be used.

No custom report generation is in scope for fixed price fee of this project. In case any custom reports are requested by Licensee, such work shall only be done by Infor upon receipt of Licensee’s Executive Steering Committee approval of such requirement. Should custom reports be required, determinations on tool to use for creating, level of effort required to create, who would be responsible for creating the report, and how that fit into and/or affect the project timeline, would all be considered. A joint determination by Infor and Licensee would then be made on how to address that reporting need.

Any custom reports related work shall be processed through the agreed upon change order process mentioned in Section 1.5 above.

Application Studio onsite training will be provided for knowledge transfer.

RCI For Custom Reporting Activities





Activity	Infor	MC / MCTS
Provide orientation, tools, and guidance on Standard Report Gap (SRG) process.	R	I
Complete SRG analysis of existing reports.	C	R
Propose solutions for any identified reporting gaps.	R	I
Deliver Application Studio training to enable Licensee to produce any needed custom reports.	R	R (attend)
Develop any required custom reports through the change order process.	R	I

1.8 Organizational Change Management Scope

“Organizational Change Management (OCM)” means the efforts related to managing the organizational and people aspects from changes in organizational structures, processes, systems, culture; or changes from an existing state to a future state. The OCM tasks and work products identified below are within the Project scope.

Licensee shall be responsible for OCM efforts listed below:

- Leadership Alignment Plan
- Change Readiness Assessment w/ Adoption Wheel
- Communication Plan
- Change Impact Analysis
- Pulse Point Surveys
- Value Realization
- Organizational Alignment

OCM Collaboration 40 Hours	
Collaborating with Licensee’s Change Management Lead	Provide access to Infor’s Change Management expert as needed to clarify Infor terminology and Government ERP implementation best practices.

OCM Assumptions and the Licensee Obligations:

- Licensee will provide a Change Management Lead to manage and execute change management responsibilities. The role of the Licensee Change Management Lead will be to develop the key strategy and approach work products and then provide methodology, tools, and coaching to the Licensee resource(s) to execute the work plan.
- Infor will provide at least one Change Management resource to serve in advisory role with Licensee Change Management Lead to help clarify the Infor terminology and Government ERP implementation best practices.





The Parties agree that the fee for the above OCM collaboration is included in the total fee amount set out in Section 6.0.

1.9 Project Team Readiness & Training Scope

“Project Team Readiness & Training Scope” is a key component of the broader Infor Knowledge Transfer program and includes courses for Customer project team members. The following table describes the training in scope of this Work Order; the table also indicates delivery mode, target audience, and estimated duration.

Finance Training:

Course	Module	Estimated Duration	Class Size	Mode
CloudSuite Financials and Supply Management: Applications Foundation (01_0121100_IEN1063_S3O)	CloudSuite Financials	40 Hours	12 max	Onsite
Configuring and Administering Asset Accounting (01_0121100_IEN1052_S3O)	CSPS Asset Management	16 Hours	12 max	Onsite
Configuring and Administering Receivables (01_0121100_IEN1039_S3O)	CS PS Accounts Receivable	24 Hours	12 max	Onsite
Configuring and Administering Billing (01_0121100_IEN1049_S3O)	CS PS Billing	8 Hours	12 max	Onsite
Configuring and Administering Global Ledger (01_0121100_IEN0921_S3O)	CS PS Global Ledger	24 Hours	12 max	Onsite
Configuring and Administering Global Ledger Allocations (01_0121100_IEN0970_S3O)	CS PS Global Ledger	8 Hours	12 max	Onsite
Administering Project Ledger (01_0121100_IEN0958_S3O)	CS PS Project Accounting	8 Hours	12 max	Onsite
Configuring and Administering Project Invoicing and Revenue (01_0121100_IEN1051_S3O)	CS PS Project Accounting	16 Hours	12 max	Onsite
Configuring and Administering Grant Accounting (01_0121100_IEN1060_S3O)	CS PS Grant Accounting	24 Hours	12 max	Onsite
Configuring and Administering Payables (01_0121100_IEN0923_S3O)	CS PS - Payables	32 Hours	12 max	Onsite
Configuring and Administering Reconciliation Management (01_0121100_IEN1048_S3O)	Reconciliation Management	8 Hours	12 max	Onsite



Course	Module	Estimated Duration	Class Size	Mode
Configuring and Administering Cash Management (01_0121100_IEN1053_S3O)	CS PS Cash Management	24 Hours	12 max	Onsite
Configuring and Administering Close Management (01_0121100_IEN1061_S3O)	CS PS Global Ledger (Close and Reconciliation}	8 Hours	12 max	Onsite
Using Expense Management (12_0130830_IEN0509_LSU)	CS PS Expense Management	40 Hours	12 max	Onsite
Configuring and Administering Budgeting & Planning (01_0411100_IEN0075_DPM)	CS PS Budgeting & Planning (d/EPM)	32 Hours	12 max	Onsite
Configuring and Administering Matching (01_0121100_IEN0969_S3O)	Invoice Matching	24 Hours	12 max	Onsite

iNovah and Sympro Training:

iNovah ERM: Cashier and Administration Management Portal Overview	iNovah ERM	4 Hours	12 max	Onsite
iNovah ERM: System Administration and Configuration Training	iNovah ERM	32 Hours	12 max	Onsite
iNovah ERM: Cashier Training	iNovah ERM	3 Hours	12 max	Onsite
iNovah EMR: Supervisor Training	iNovah ERM	6 Hours	12 max	Onsite
Sympro Investment Software Training	Sympro	16 Hours	12 max	Onsite
Sympro Debt Management Software Training	Sympro	16 Hours	12 max	Onsite
Sympro General Ledger Interface Training	Sympro	16 Hours	12 max	Onsite

MHC Training:

Course	Module	Estimated Duration	Class Size	Mode
MHC Software structures training based on the types of users each organization has and then delivers the training in the most appropriate format. The training modules can be customized as needed for organizations who want to train	Document Express	Unlimited during project implementation	N/A	Remote via telephone/web

Course	Module	Estimated Duration	Class Size	Mode
functional areas using different methods. Training can be delivered via train-the-trainer approaches, web-based virtual classroom training, on-site classroom training (would be an additional cost for on-site) or in some cases, the functionality is intuitive and a simple job aid or mini-webinar recording works the best.				
MHC Software structures training based on the types of users each organization has and then delivers the training in the most appropriate format. The training modules can be customized as needed for organizations who want to train functional areas using different methods. Training can be delivered via train-the-trainer approaches, web-based virtual classroom training, on-site classroom training (would be an additional cost for on-site) or in some cases, the functionality is intuitive and a simple job aid or mini-webinar recording works the best.	MHC Document Self-Service	Unlimited during project implementation	N/A	Remote via telephone/web

HR Training:

Course	Module	Estimated Duration	Class Size	Mode
Global HR Foundation (01_0641100_IEN0007_TAM)	CS PS Global HR	16 Hours	12 max	Onsite
Processing Payroll (01_0121005_IEN0392_S3O)	Payroll	32 Hours	12 max	Onsite
Configuring and Administering Talent Acquisition (01_0631100_IEN0007_TAM)	CS PS Talent Acquisition	24 Hours	12 max	Onsite
Configuring and Administering Goal & Performance Management (01_0631100_IEN0006_TAM)	Goals & Performance	16 Hours	12 max	Onsite

Course	Module	Estimated Duration	Class Size	Mode
Configuring and Administering Development Planning (01_0631100_IEN0002_TAM)	Learning Development &	24 Hours	12 max	Onsite
Configuring and Administering Absence Management (01_0641100_IEN0009_TAM)	Absence Mgmt.	32 Hours	12 max	Onsite
Configuring and Administering Benefits (01_0641100_IEN0008_TAM)	CS PS Benefits	24 Hours	12 max	Onsite
Configuring and Administering Compensation Management (01_0631100_IEN0004_TAM)	Compensation	24 Hours	12 max	Onsite
Configuring and Administering Global HR (01_0641100_IEN0006_TAM)	CS PS Global HR	40 Hours	12 max	Onsite
Configuring and Administering Time and Attendance (04_0160620_IEN0095_WFM)	CS PS - Workforce Mgmt	32 Hours	12 max	Onsite
Configuring and Administering Succession Management (01_0631100_IEN0003_TAM)	Succession Management	16 Hours	12 max	Onsite
Organizational Structure Workshop	CS PS Global HR	16 Hours	12 max	Onsite
Competency Structure Workshop	CS PS Global HR	16 Hours	12 max	Onsite

MHC Training:

Course	Module	Estimated Duration	Class Size	Mode
MHC Software structures training based on the types of users each organization has and then delivers the training in the most appropriate format. The training modules can be customized as needed for organizations who want to train functional areas using different methods. Training can be delivered via train-the-trainer approaches, web-based virtual classroom training, on-site classroom training (would be an additional cost for on-	Document Express	Unlimited during project implementation	N/A	Remote via telephone/web

Course	Module	Estimated Duration	Class Size	Mode
site) or in some cases, the functionality is intuitive and a simple job aid or mini-webinar recording works the best.				
MHC Software structures training based on the types of users each organization has and then delivers the training in the most appropriate format. The training modules can be customized as needed for organizations who want to train functional areas using different methods. Training can be delivered via train-the-trainer approaches, web-based virtual classroom training, on-site classroom training (would be an additional cost for on-site) or in some cases, the functionality is intuitive and a simple job aid or mini-webinar recording works the best.	MHC Document Self-Service	Unlimited during project implementation	N/A	Remote via telephone/web

Supply Chain Training:

Course	Module	Estimated Duration	Class Size	Mode
Configuring and Administering Strategic Sourcing and Supplier Portal (01_0121100_IEN0982_S3O)	CS PS Strategic Sourcing	24 Hours	12 max	Onsite
Configuring and Administering Contract Management (01_0121100_IEN0959_S3O)	CS PS Contract Management	40 Hours	12 max	Onsite
Configuring and Administering Inventory Control (01_0121100_IEN1040_S3O)	CS PS Inventory Control	24 Hours	12 max	Onsite
Configuring and Administering Purchasing (01_0121100_IEN0922_S3O)	CS PS Purchasing Order	24 Hours	12 max	Onsite
Configuring and Administering Requisitioning (01_0121100_IEN1047_S3O)	Requisitions	16 Hours	12 max	Onsite

Misc. Training:





Course	Module	Estimated Duration	Class Size	Mode
Landmark Config Console and Security Workshop	n/a	32 Hours	12 max	Onsite
SmartStart for CS PS Process Automation	n/a	32 Hours	12 max	Onsite
Configuring Infor Ming.le with Infor Applications (01_0101110_IEN0041_WSP)	Ming.le	16 Hours	12 max	Onsite
Infor BI: Creating Reports with Application Studio (01_0061100_IEN0191_BSA)	BI	16 Hours	12 max	Onsite

The Parties agree that the fee for the above training hours is included in the total fee amount set out in Section 6.0.

Project Team Training Responsibilities

Activity	Infor	Licensee
For Customer on-site training and workshops, provision of training accommodations and facilities including a computer work station for every attendee, a computer workstation for the instructor, and internet access on all workstation to access Infor training environment, white board and flip-chart with markers, and a computer projector.	I	R
Training Schedule	C	R
For on-site training where some participants will access the class remotely, provision of virtual conference capabilities so they can join the class with the rest of the other participants.	I	R
Training workshop delivery (English only).	R	I

End User Adoption & Training Scope

End User Adoption & Training Scope” means the efforts related to designing, developing and delivering training to end-users or those impacted by changes from the Project. Infor will provide the following end-user training services:

Infor will perform the EUT program activities and produce the work products during the project lifecycle. Infor will develop the EUT Strategy, which will establish a foundation for success for the Licensee’s training initiatives and will provide an assessment of the targeted users, learning culture, existing learning practices, learning infrastructure, and impacted business processes and systems to formulate an overall End User Training Plan. The plan will establish the best approach for content design, development and delivery. Infor





will provide training material design and development, training delivery, and training program management services as described in the table below.

Activity or Work Product	Description
Elaboration Phase	
End User Training Analysis	<p>Infor will conduct an end user training analysis, where structured interviews will be conducted with key stakeholders, functional area subject matter experts (SMEs) on the project, and a select number of end users from key areas impacted by the implementation. From these interviews, Infor will collect information that will allow us to identify:</p> <ul style="list-style-type: none"> • Training content and performance support components • Training and performance support technology requirements • Training delivery and post-go-live requirements
End User Assessment	<p>Infor will conduct interviews to validate number and location of end users, their job roles, and to gather information on end user characteristics and learning culture and preferences.</p>
Curriculum Assessment	<p>Infor will conduct interviews with lead or experts in each business/process area to obtain business process information, gather project documentation, validate system functionality being implemented, key changes to processes, and major impacts of the implementation on their area.</p>
Technology and Tool Assessment	<p>Infor will conduct interviews to gather information on available infrastructure to support training and online performance support, including the use of training development tools and a training database.</p>
Construction Phase	
End User Training Plan	<p>The results of the training analysis will be used to define an appropriate training plan, curriculum and approach for the Licensee. Infor will validate the approach by reviewing the way that work is accomplished, including people, business goals and processes, technologies, and organizational considerations.</p> <p>The end user training plan will consist of the following deliverables:</p> <ul style="list-style-type: none"> • A PowerPoint presentation that describes key findings, recommendations, and identifies the proposed training solution • High-level curriculum design, to include a list of end user training courses and the following for each course: course description,



	<p>intended user audience, estimated duration, and recommended delivery method (instructor-led, eLearning)</p> <ul style="list-style-type: none"> • Course-role matrix to map the identified courses to the job roles identified during the analysis. If user counts per job role are available, this matrix then provides an indication of overall number of training delivery days required • Estimated scope of training material development (to include number of days of courseware to develop as well as estimates for supporting training materials, such as step-by-step work instructions, simulations, and student exercises) • Estimated timeline, level of effort, and resources required to develop the training solution • Recommendations for optimizing training tools and technology, including a training development tool and a training database strategy with the use of a training system and transactional data for hands-on practice in the classroom • Recommendations for training deployment and delivery, including timeline for end user delivery and instructor and facility requirements (if sufficient information is available)
Training Standards, Prototypes, and Templates	<p>Material and Course</p> <p>These work products detail the overall courseware standards for the training effort and includes details on the development process, e.g. storage, file naming, development process and sign-off, etc. The prototypes and templates represent the tools and look and feel for which the courseware will be developed.</p>
Detailed Course Designs	<p>Course</p> <p>For each course identified in the High Level Curriculum, a Detailed Course Design work product will provide performance objectives, detailed course module and activity outlines, job tasks, delivery medium, duration, and targeted audience. The development of the Detailed Course Designs will be a joint effort between Infor and the Licensee training developers.</p>
Course Material Development	<p>Material</p> <p>Based on signed-off Detailed Course Designs, training course material work products will be developed by Infor and the Licensee training developers for each in-scope course.</p> <p>Licensee personal will be available to provide input and review training materials produced by Infor.</p>
Transition Phase	
End User Training Delivery	<p>Infor will assist the Licensee with the development of the end user training deployment plan. With assistance and guidance from Infor, the Licensee will be responsible for all training delivery logistics. This is to include, but not limited to, enrolling and scheduling of trainees and trainers, printing and shipping of course materials, and obtainment and preparation of training facilities.</p>



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The Parties agree that the fee for all the trainings mentioned in this Section 1.9 of this Work Order are included in the total fee amount set out in Section 6.0. If the Licensee does not require a particular module of training, the associated fee will be adjusted by reducing an equivalent amount from the total fee amount mentioned in Section 6.0 of this Work Order.

Infor will submit to Licensee an agenda in advance of any training sessions to be covered with the key materials provided during the course of the training. Further, Infor will provide to Licensee details associated with the layout of the training facility, computer requirements, as well as all associated media necessary to deliver the course. Infor agrees to provide experienced trainers having domain knowledge on the relevant software and the Licensee configuration on which training is required to be given.

Licensee will conduct a rating of the course after its completion and communicate the results of this rating to Infor for future class improvements. In the event that Licensee asserts in good faith that any Infor training consultant lacks the skill or capacity to adequately train Licensee's staff, Infor shall replace such training consultant as soon as reasonably possible.

End-User Training Responsibilities

Activity	Infor	Licensee
For on-site training and workshops, provision of training accommodations and facilities including a computer work station for every attendee, a computer workstation for the instructor, and internet access on all workstation to access Infor training environment, white board and flip-chart with markers, and a computer projector.	I	R
Training Schedule.	R	C
For on-site training where some participants will access the class remotely, provision of virtual conference capabilities so they can join the class with the rest of the other participants.	I	R
Training workshop delivery (English only).	R	I
For all training sessions delivered by Infor instructors, Licensee will have in attendance subject matter expert(s) relevant to the training being delivered.	I	R
Licensee is responsible for coordinating, scheduling, all setup/tear down of required training facilities.	I	R





Activity	Infor	Licensee
Licensee is responsible for managing all student communications, scheduling, and enrollment.	I	R
If any training will consist of hands-on system exercises, Licensee is responsible for identifying the environment to be used, as well as for staging any necessary data.	I	R

1.10 Go-Live Scope

Go-Live support is the work required to complete the cutover, Go-Live and post Go-Live tasks for the period of time described below. “Go-Live” is defined as the first-time Licensee uses the Licensed Software to process data in Licensee’s live production environment.

Phase	Go Live Support Scope
Finance Module	Infor resources will be onsite immediately after Finance module Go-Live Date for a minimum of 2 weeks.
Supply Chain Module	Infor resources will be onsite immediately after Supply Chain module Go-Live Date for a minimum of 2 weeks.
HR Module	Infor resources will be onsite immediately after HR module Go-Live Date for a minimum of 2 weeks.

1.11 Post Go-Live Scope

Phase	Go Live Support Scope
Core Financial Management and Procurement Post Live Support	<p>General operational post-live onsite support, including support of the following key activities.</p> <ul style="list-style-type: none"> • The first two (2) live AP (Accounts Payable) check run(s). • The first (1) live GL (General Ledger) month end close. <p>The first two (2) live AP check run(s) and first (1) live GL month end close Go Live Support will not exceed forty-five (45) calendar days after the first day transactions are able to be entered for live production purposes.</p>



Phase	Go Live Support Scope
CAFR Post Live Support	<p>Support the first CAFR generation. These hours expire July 31 of the following year after Phase 1A is available for live transaction entry.</p> <p>The 40 hours for first CAFR generation support do not affect the milestone payment or holdback schedules as defined within this SOW.</p>
First Financial Year-End Support Post Live Support	<p>Support the first Financial Year-End process.</p> <p>These hours expire July 31 of the following year after Phase 1A is available for live transaction entry.</p> <p>The first Financial Year-End support do not affect the milestone payment or holdback schedules as defined within this SOW.</p>
Budgeting and Planning Post Live Support	<p>General operational post-live support.</p> <p>During cut-over planning, Infor will work with Licensee to determine precisely how the available hours will be distributed.</p>
First Budget Cycle Post Live Support	<p>Support the first Budget Cycle.</p> <p>These hours expire 12 months after Phase 1B is available for live transaction entry.</p> <p>First Budget Cycle support do not affect the milestone payment or holdback schedules as defined within this SOW.</p>
Contract Management, Sourcing, and Supplier Management Post Live Support	<p>General operational post-live onsite support.</p> <p>During cut-over planning, Infor will work with Licensee to determine precisely how the available hours will be distributed.</p>
Human Capital Management, Payroll, and WFM Post Live Support	<p>General operational post-live onsite support, including support of the following key activities.</p> <ul style="list-style-type: none"> • The first (1) weekly, biweekly and monthly payroll run. <p>The first (1) weekly, biweekly and monthly payroll run Post Go Live Support will not exceed thirty (30) calendar days after the first day transactions are able to be entered for live production purposes.</p>
First Misc. HR Processes Post Live Support	<p>Support the following HR processes.</p> <ul style="list-style-type: none"> • The first (1) payroll quarter end • The first (1) payroll year end • The first (1) payroll new year • The first (1) open enrollment • The first (1) seasonal onboarding • The first (1) seasonal off-boarding



Phase	Go Live Support Scope
	<ul style="list-style-type: none"> The first (1) performance review period The first (1) mass general increase <p>These hours expire 14 months after the associated products are available for live transaction entry.</p> <p>The first Misc. HR Processes support do not affect the milestone payment or holdback schedules as defined within this SOW.</p>
Talent Acquisition, Compensation, Performance & Goals, Succession, and Learning Mgmt Post Live Support	<p>General operational post-live support of Talent Acquisition, Compensation, Performance & Goals, Succession, and Learning Management products.</p> <p>During cut-over planning, Infor will work with Licensee to determine precisely how the available hours will be distributed.</p>

The parties agree that the following hours noted for the above post go-live support are fixed:

Finance – 164 hours

HR – 164 hours

Supply Chain – 128 hours

The above hours may be allocated to or redistributed amongst the above phases at County's discretion as long as the total number of hours for all of the above phases do not exceed **456 hours**.

1.12 Security Scope

Security Scope is the use of software, hardware, and procedural methods to protect applications from external threats and enforce internal data access policies.

The following activities, deliverables, responsibilities and assumptions describe the scope of the security offering.

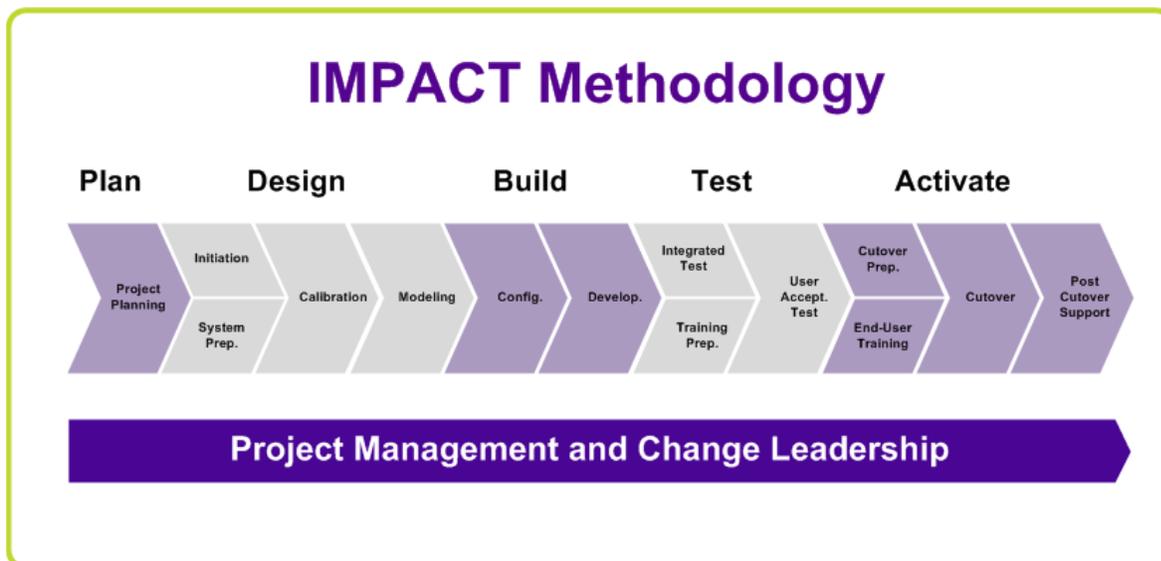
Activity/Deliverable	Responsible	Method	Assumptions
Landmark Config Console and Security Workshop	Infor will deliver onsite, Licensee to attend	Private Training	Licensee security administrators responsible for creation of user accounts and their governance and management to participate.
Security overview and Project kick off meeting	Infor	Onsite	Entire Project team (Infor & Licensee) will participate.



2.0 Project Approach

2.1 Implementation Approach – Infor’s IMPACT Deployment Method

Infor’s IMPACT Deployment Method will be used as the overall governing methodology for all Project related work for the Licensee Project activities associated with implementing the scope described herein. It defines what is to be delivered during the Project, which party is responsible for that work, and how the work is to be performed.



2.2 Project Governance

Project governance is a key element of effective project management. The following governance processes and assumptions shall apply for this Project:

1. **Project Management Plan:** A Project Management Plan (PMP) will be developed and maintained throughout the course of the Project, and will govern how the Project will be run in terms of Project and Project management controls and processes, including scope management, work management, risk, stakeholder management, issue and problem management, communication management, staff management, configuration management and quality management.
2. **Project Sponsorship and Executive Involvement:** Licensee will assign one or more Sponsors and will designate a Steering Committee. The role of the Executive Sponsor and Steering Committee will be to lead setting the goals and scope of the Project, and over-arching Project leadership and decision-making, including:
 - o Assume ultimate responsibility for the Licensee Project team’s success.

- Communicate Project directives and objectives.
 - Provide timely and effective resolution to issues escalated by the Project team.
 - Designate and assure commitment of resources throughout the Project to ensure Project success.
 - Determine Project priorities and approve all changes to Project scope.
 - Provide final review and approval of Project deliverables and milestones.
 - Monitor Project quality and integrity with respect to business goals.
 - Provide positive leadership and ongoing support to all Project team members.
 - Identify and communicate any issues of concern throughout the course of the Project.
 - Participate in monthly Steering Committee meetings.
 - Be available to the Project to resolve issues that the Project management team cannot resolve in a timely manner.
3. **Monthly Steering Committee Reports and Meetings:** Steering Committee meetings comprised of Infor and Licensee senior management will occur on a minimum monthly frequency and upon request by Infor or Licensee within two (2) weeks of notice to review the status of the Project and provide escalation and decision-making as needed. A Steering Committee Status Report may outline high level Project progress, health, status, risks, issues, and decisions and barriers requiring the attention of the Steering Committee.
4. **Weekly Status Reports and Meetings:** A weekly Project status report will be issued, and weekly status meetings will occur for at least one (1) hour every week. Additional meetings will occur as mutually agreed between the Infor Project Manager, Licensee Project Manager and key Project participants. The status report and associated meeting will focus on overall Project status and deliverables, issues/at risk items, key decisions, Project plan review/updates, escalations, and overall Project status as compared to plan.
5. **Project Issue Escalations:** From time-to-time, issues that are impacting Project progress will arise that require urgent Licensee attention. The Infor Project Manager will act as the point of escalation in these circumstances, and will expect the following turnaround times from Licensee's Project team:
- Urgent questions/requests where Project progress is being impacted but is not halted – 5 business days.
 - Critical questions/requests where Project progress is blocked –2 business days.
6. **Project Change Control Process:** Deviations that arise during the proposed Project will be managed using the Project Change Control Process outlined below. Changes could include, but are not limited to, changes in costs, timing, scope, or deliverables.

The Change Control Process will be invoked before any unplanned or out of scope work is executed or any work is completed outside Licensee's regular business hours. Any additional effort/costs because of such work would be subject to the following Change Control Process.

If either party believes that a change to this Work Order is necessary, such party shall issue to the other party a written change request ("Change Request"). In the case of a Change Request is initiated by either party, both parties will mutually evaluate the feasibility of the Change Request as soon as practical following receipt and determine the impact to the Project cost and timelines. In instances where Change Order is executed, the Parties agree that a bucket of **\$134,400.00** is included in the total

fee amount mentioned in Section 6.0 of this Work Order for Change Order work outside the scope of this project and extensions or modifications work referred to in Section 1.5 above. This bucket of \$134,400.00 shall be first utilized for any such additional work required and each request for such work within such amount will be documented in a \$0 change order. Once such bucket of \$134,400.00 is fully utilized, Licensee shall have the option to issue a non-\$0 change order to complete any additional work. If an onshore resource is required to do the work requested, this will be at a rate of \$175 per hour (Infor consultant); and if an offshore resource is required to do the work requested, this will be at a rate of \$75 per hour (for COE Consultant Offshore). Any deliverables for such additional work shall be subject to acceptance criteria mentioned in Section 2.4.

Infor shall provide Licensee a written statement (a “Change Response”) describing in detail:

- Any additional Services to be performed because of the Change Request.
- The estimated cost associated with such additional Services.
- Any other information relating to the Change Request that may reasonably be requested by Licensee.

Licensee shall respond promptly to any Infor-initiated Change Request. If Licensee approves an Infor-initiated Change Request or a Change Response, such Change Request or Change Response shall be deemed to be a “Change Order” only if it is approved by Licensee’s Comptroller in writing. Any duly executed Change Order shall be attached to this Work Order.

The Infor Project Manager and the Licensee Project Steering Committee and/ or Licensee Project Sponsor shall be authorized to administer any Change Order. The estimated Project schedule shall be adjusted accordingly for each Change Order. If Licensee rejects an Infor-initiated Change Request, or any Change Response, Infor and Licensee shall proceed to fulfill their obligations as originally agreed under this Work Order.

Project Governance Assumptions and Licensee Obligations

- Infor and Licensee will manage the Project jointly, including work planning, activity and resource planning and budgetary control. All Project Management tasks will be delegated appropriately between the Infor and Licensee Project Managers during planning.
- Licensee will assign a full-time equivalent Project Manager(s). The Licensee Project Manager will be responsible for ensuring the performance of the Licensee Project team and for coordinating Project activities with the Infor Project Manager.
- Licensee Project Manager will coordinate all communication with Licensee personnel and provide a central communication channel for the Project with the Infor Project Manager.
- Installation of subscription software needed to support this project will be performed by Infor’s Cloud Operations team under the Subscription License and Services Agreement with Infor. These installation activities are out of scope for work to be performed by the implementation team on this project.



2.3 Testing

Within the IMPACT Deployment Method, testing encapsulates a key set of activities designed to validate the designed processes, application configuration, and system build. The IMPACT Deployment Method also includes a clear understanding of objectives and Infor versus Licensee roles and responsibilities. These testing requirements during each test phase are critical since each phase is the culmination and acceptance of many predecessor activities.

In addition to over-arching test planning, test-related activities for each test phase include the following:

- Test Planning, including security designs and implementation testing
- Development of Test Scenarios/Scripts
- Execution of Test Scenarios/Scripts
- Documentation of Test Results
- Test Issue Resolution
- Test Phase Sign-off

The following outlines how testing will be approached for this Project, along with test-related roles and responsibilities:

Infor will create an overall test plan that identifies all of the general areas required for testing. Infor and Licensee team will create a detailed, step-by-step set of test scripts based on the scripts created previously for the Conference Room Pilot. Infor will be on-site for portions of testing to help resolve issues in a timely manner. The Licensee will execute any additional required testing while Infor provides remote support as needed.

Defects:

Severity 1 Defects – Production Down/Critical. The production instance of the Licensed Software is not available, or the Licensed Software is available but a critical application failure has occurred and business processes are halted. There are no workarounds available.

Severity 2 Defects – High. The operation of the Licensed Software or a critical business process or is impaired, causing a serious disruption of a major business function, a serious impact on daily functions or processing, and there is no acceptable workaround.

Installation Test:

Description/Purpose: This phase is the most basic test and its testing scenarios focus on validating installation success. Upon successful completion of the installation test plan, this testing phase will be deemed a success. Infor will be performing this activity.

Unit Testing:

Description/Purpose: Unit testing validates individual units or components of custom code. Regardless of the system, units are generally considered to be the smallest parts of an application that can be tested for their functionality. Unit testing validates that the individual custom components are fit-for-use and function correctly to meet the relevant technical specifications.





For the purpose of Project roles and responsibilities, Unit Testing is assumed to be performed by Infor for in-scope items.

Conversion Validation Testing:

Description/Purpose: The scope is broadened even further to encompass testing the conversion of legacy data through the business process driven by the software functionality. These tests insure an entire business process works according to specification.

Licensee is responsible for the validation of any and all converted data.

Integration Testing:

Description/Purpose: Integration Testing validates the integration of multiple units of custom code or components. Integration testing validates that when the individual custom components are combined, the interfaces between the individual units or components function correctly per the technical specifications.

For the purpose of Project roles and responsibilities, Integration Testing is assumed to be performed by the same individuals responsible for development, unless otherwise stated. Infor shall be responsible to perform integration testing for all developed in-scope interfaces under this Work Order and applicable third party software (MHC Document Express, Sympro Treasury Management, iNovah Revenue Management, iNovah Application and iNovah Cashiering) included in Infor's ERP Solution.

System Integration Testing:

1. Description/Purpose: System Integration Testing includes testing the business processes tested during System Testing, but tested in a complete end-to-end manner.

Number of Test Iterations: 1 full system integration test. For areas jointly identified as being affected by Severity Level 1 Defects and Severity Level 2 Defects, such identified areas will be re-tested until all such Defects are removed.

2. Load Testing, Stress Testing, Endurance Testing, Network Testing.

Infor will license the HP product or a similar product of same or better quality acceptable to Licensee, for the time period that is required to execute any required performance tests on non-multi-tenant software. Infor will install the tool, configure it, execute the tests, and remove everything when the license period is over.

Performance Validation Services

Performance Validation will subject the system to a standard to heavy load measured as volume of users, data, active processes, and transactions. Any performance bottlenecks should be identified and investigated during Performance Validation.

Performance Validation Use cases specify the detailed steps or instructions that should be executed to conduct Performance Validation. The Performance Validation Scripts should also define the simulated load or stress that will be applied to the system during each step of the Use case and can be performed automatically or manually.





Typically, Performance validation is an iterative approach and is performed using a series of Use cases that are performed to first establish a benchmark and then repeated against the Licensee’s data to validate that the applications, system configuration, and network are “go live” ready.

Activity Scope (Best Practice)

- Establish performance benchmark
- Establish a performance reporting standard and review process with Licensee
- Identify 2 time windows of peak load on the application
- Enable required monitors on OS, DB and application levels
- If there are specific issues, reproduce while monitoring
- Collect traces for the defined time windows
- Analyse the traces and identify potential bottlenecks
- Identify possible reasons and remedies for bottlenecks
- High level tuning on application, DB or OS level parameters
- Documentation of observations, reasons, remedies and recommendations
- Multi-tenant software will not be performance tested

Roles and Responsibilities for Infrastructure Testing

Category	Performance item	Licensee	Infor	Shared
Software	Application Performance			X
Software	Standard Reporting		X	
Software	Custom Reporting		X	
Infrastructure	Server Performance		X	
Infrastructure	Client Desktop Requirements	X		
Infrastructure	On Premise Network Devices	X		
Infrastructure	Wireless Customer Networks	X		
Infrastructure	VPN (if required)			X
Infrastructure	Remote Site Connectivity			X
Process	Performance Requirements			X
Process	Extensibility Performance			X
Process	Testing prior to go-live			X
Process	Performance Monitoring			X
Process	RICE Efforts			X

Performance Testing Assumptions and Obligations

- Required access will be provided by the Licensee to enable the traces and monitor the application
- Infor shall ensure the necessary performance testing of non_multi-tenant software is completed before Go-Live. The same pre-Go Live metrics shall be tested to monitor post-Go Live performance





User Acceptance Testing:

1. Description/Purpose: User Acceptance Testing is the final phase of testing.
2. Number of Test Iterations: 1 full system integration test. For areas jointly identified as being affected by Severity Level 1 Defects and Severity Level 2 Defects, such identified areas will be re-tested until all such Defects are removed.

RCI For Testing Activities

Activity	Infor	Licensee
Create Test Plan	C	R
Prepare System for Testing	C	R
Perform Application Data Loads	R	C
Test and Verify Application Data Loads	C	R
Migrate Security to Test Environment	R	C
Test and Verify Security Setup	C	R
Provide base scripts for each business process included in Conference Room Pilot	R	I
Propose test scenarios to be included in testing	R	I
Create Test Scripts	C	R
Execute Test Scripts	C	R
Resolve Licensee Assigned Issues	I	R
Resolve Infor Assigned Issues	R	I
Document Issues and Resolutions	C	R
Programmer Unit Testing	R	I

2.4 Project Deliverables and Activities Required for Acceptance

Throughout the course of the Project, a large number of deliverables will be created, and activities performed. The deliverables or activities listed below are identified as the subset of deliverables and activities required for the acceptance process:



Planning Phase:

This phase is where the Project team gathers or confirms the program requirements. The team also defines or confirms the high-level To-Be Business Process flows, and categorizes the requirements within the MoSCoW list (Must Have, Should Have, Could Have, Won't Have).

Deliverable Name	Deliverable Definition	Primary Party Responsible	Format
Project Management Plan	<p>Central planning document for the program. The Project Management Plan defines how the Project will be executed and managed. Subsidiary management plans include:</p> <ol style="list-style-type: none"> 1. Scope Management Plan 2. Schedule Management Plan 3. Quality Management Plan 4. Human Resource Management Plan 5. Communications Management Plan 6. Risk Management Plan 7. Issue Management Plan 8. Stakeholder Management Plan 9. Project Document Management & Version Control Plan 	Infor	Word
Project Schedule	<p>Central planning document for the Project. Project Schedule management will be performed on a level that is appropriate for monitoring of discrete activity status and percent completion. The Project Schedule will contain all activities that are required for the Project completion. Assignment of Infor and Licensee Project team members will be at the lowest level of activity definition.</p> <p>Reasonable work estimates will be at the lowest level of activity definition.</p> <p>Plan defines how the Project will be executed and managed along with subsidiary management plans appropriate to the Project.</p>	Infor will provide initial Project Schedule. Licensee and Infor will be responsible for updating jointly.	MS Project and PDF
Business Process Analysis	Business Process Analysis conducted with Licensee Functional Leads to validate business process requirements and current state.	Infor	PDF and Visio

Technical Team Training Strategy/Plan	The IT Team Training Strategy/Plan includes: a detailed schedule for all of the IT training activities including security training. (Training locations and dates); a detailed listing of the types of courses to be offered; and a list of training locations and dates.	Infor	Word
Core Functional Team Training Plan	The Core Project Team Training Plan includes: a definition of the methods, techniques and approach to be taken for implementing the Project Team Training; a summary of the expected level of effort of County and the Infor resources; a detailed schedule of all Project Team Training courses and locations; and a list of who is responsible for delivering each training course.	Infor	Word
Communication Plan	Definition of the methods, techniques and approach to be taken for project communications.	Shared Responsibility	Word
Capability Transfer Plan	A detailed description of the methods, techniques and approach to transfer knowledge from Infor to County project team staff.	Infor	Word
Testing Strategy Document	The Testing Strategy Document is a formal description and documentation of the types of testing that will occur during the project, who will be executing the tests, and how the results for each testing type will be documented.	Infor	Word
<p>Design Phase:</p> <p>This phase is where the Project team completes the Business Process flows, builds the prototypes, and validates the prototype through one or more Conference Room Pilots (CRPs). The team also uses the Elaboration Phase to conduct a series of Data Action Labs where it focuses on defining values for various master tables within the system. Note, these deliverables are repeated for each project phase.</p>			
Deliverable Name	Deliverable Definition	Primary Party Responsible	Format
Current State Process Models	Review County/MCTS current state process documentation, highlight opportunities for improvement.	Infor	Visio + Word



Core Project Team Training Delivered	Required on premise functional project team training delivered.	Infor	Training
To-Be Process Workshops	A series of workshops during which Infor functional consultants will present preliminary Future-State "To-Be" business processes incorporating best practices and implementing opportunities for improvement as identified and documented in the Current State analysis.	Infor	Visio + Word
Future State Process (To-Be) Design Documentation	A collection of process diagrams generated in Visio that documents the future business processes (systemic and manual) used by the County to complete the ERP solution. Each business process is a collection of activities designed to produce a specific output for a particular County customer/user. The emphasis of each process flow is on how the work will be completed in Infor ERP and identified third party products. Each flow will document work activities with a beginning, an end, and clearly defined inputs and outputs.	Infor	Visio + Word
Requirements Traceability Matrix	A mapping of County's Functional and Technical Requirements Matrix to the design documents and test cases and for the functionality to be implemented in the new application software or to the software gaps identified.	Infor	Excel
Conference Room Pilot (CRP) Plan and Schedule	The Fit/Gap analysis will be completed through a conference room pilot. A detailed schedule of the Conference Room Pilot (CRP) sessions, which lists the required attendees, equipment required, and agenda for each session for all applications included in this phase.	Infor	Word + Excel
Conference Room Pilot Scripts/Test Cases	The step by step scripts will be developed for CRP based on the approved Future State business processes (To Be). Scripts will be developed and pre-tested.	Infor	Word
Executed Conference Room Pilot	A document which identifies the following: final approved business process step by step; business issues (e.g., policy and authority); RICE element(s) required to resolve gaps.	Infor	Word

Instance Management Plan	Facilitates configuration management involving all Infor CloudSuite instances to be used during the implementation phase, including Test, Training, and Development.	Infor	Word
Reporting Strategy/Plan	The objectives of this document are to provide a high-level overview of the reporting architecture for the implementation of Infor ERP and identified third party products. The baseline for the reporting strategy will be facilitated through Infor's Standard Reports Gap tool, which identifies gaps between the hundreds of standard Infor reports and County requirements.	Infor	Word
Workflow and Enhancements Plan	This document describes the policy and procedures that the Project will follow during the project that govern application development for Enhancements and Workflows.	Infor	Word
Interface Strategy and Plan	The Interface Strategy and Plan document defines the requirements, scope, objectives, and strategy for the County interface development effort.	Infor	Word
Data Conversion Plan	The Conversion Strategy and Plan document defines the requirements, scope, objectives, and strategy for the County project conversion effort.	Infor	Word
End User Training Matrix	The End User Training Matrix is a tool provided by Infor, to help with planning End-User training.	Licensee	Excel
Approved Development Items	Comprehensive inventory of RICE (Reports, Interfaces, Conversions, and Enhancements) objects identified because of the technical assessment activities. Indicates assignment responsibilities for functional and technical designs, and development. The final version of the Approved Development Items will be generated after the CRP (fit/gap) is complete.	Infor	Excel
System Design Documentation	A document, which shows the configuration parameters for each module within the application and technology products where configuration is completed and applicable to the delivered design.	Infor	Excel

Application Configuration Plan	The Application Configuration/Plan document includes the following components: a definition of the methods, techniques and approach to be taken for configuring the application; a summary of the expected level of effort of County and the Infor resources for Application Configuration; a list of the objectives/goals for the Application Configuration activity; a detailed list of all the activities to be performed within this area; new procedures documented for the new processes; a detailed schedule for all of the Application Configuration activities; and a list of who is responsible for each activity.	Infor	Word
Functional Specifications for RICE Elements	A detailed description of each extension, workflow, reports, conversions, interfaces, and web integration, including: title, associated business requirement, detailed description, processing alternatives, and unit Test Plan for all applications included in the proposed solution.	Infor	Word
<p>Build Phase:</p> <p>This phase is where the Project team takes the confirmed business process flows, the results of the CRPs, and the Data Action Labs and configures and builds the final system prior to Testing. Note, these deliverables are repeated for each project phase.</p>			
Deliverable Name	Deliverable Definition	Primary Party Responsible	Format
Technical Design Specs - Conversions	This document describes the design specification standards adopted by the County for conversions associated to Infor ERP and identified third-party applications.	Infor	Word
Technical Design Specs – Interfaces	This document defines the technical components required to implement customization, enhancements, and interfaces. This technical design document compliments the functional design specification document.	Infor, for items identified as Infor's responsibility, County for all others.	Word
Technical Design Specs – Workflows and Enhancements	This document defines the technical components required to implement Workflows and Enhancements. This technical design document compliments the functional design specification document.	Infor, for items identified as Infor's responsibility, County for all others.	Word

Technical Design Specs – Custom Reports	This document defines the technical components required to implement custom reports. This technical design document compliments the functional design specification document.	Infor, for items identified as Infor’s responsibility, County for all others.	Word
Application Security Design/Architecture	The purpose of the Application Security Architecture document is to describe the approach being taken to secure access to information and key systems for the Licensee within the scope of the project in accordance with Licensee security and compliance standards and guidelines.	Infor	Word
Code Conversions –	The final coded object for each data conversion.	Infor	Various, but generally IPA
Code Interfaces –	The final coded object for each interface.	Infor, for items identified as Infor’s responsibility, County for all others.	Various, but generally IPA
Code – Custom Reports	The final coded object for each custom report.	Infor, for items identified as Infor’s responsibility, County for all others.	Various
Unit Test Report	The Unit Test Report document includes the following components: a list of unit test application results of RICE and any open items.	Infor	Word
Testing Phase: This phase involves data conversions, performance testing and user acceptance testing and concludes with a Go-Live event. Note, these deliverables are repeated for each project phase.			
Deliverable Name	Deliverable Definition	Primary Party Responsible	Format

Integration System Test (IST) Plan	The purpose of the Integration System Test Plan is to define a standard approach for testing that can be used for the Infor ERP and third party products inclusive of regression testing. The Integration System Test Plan is intended to define a common set of terms, components, target dates and approaches for carrying out the activities necessary for successful implementation.	Infor	Word, Excel
Integration System Test Schedule	This document describes the steps and timing required to take the Infor ERP and third party products from the completion of unit tests through integration test.	Infor	Word
Integration System Test Scripts	Detailed testing scripts which will be used to execute the Integrated System Test plan.	Licensee	Word
Configured IST Environment	Build the IST environment, inclusive of all RICE components, configurations, and data necessary to conduct the user acceptance test.	Joint Responsibility	Various
Executed Integration System Test	Execution of all test scripts and the recording of the results for each script. Defects related to completed configuration or Infor developed Reports, Interfaces, Conversions, Enhancements (RICE) components will be logged.	Licensee	Excel
User Acceptance Test (UAT) Plan	The purpose of the UAT Test Plan is to define a standard approach for testing that can be used for the Infor ERP and third party products. The UAT Test Plan is intended to define a common set of terms, components, target dates and approaches for carrying out the activities necessary for successful implementation of Functional and Technical requirements.	Licensee	Word
User Acceptance Test Schedule	This document describes the steps and timing required to take the Infor ERP and third party products from the completion of unit tests through user acceptance testing.	Licensee	Word
User Acceptance Test Scripts	Detailed testing scripts which will be used to execute the User Acceptance Test plan.	Licensee	Word

Configured UAT Environment	Build the UAT environment, inclusive of all RICE components, configurations, and data necessary to conduct the user acceptance test.	Joint Responsibility	Various
Executed User Acceptance Test	Execution of all test scripts and the recording of the results for each script. Defects related to completed configuration or Infor developed Reports, Interfaces, Conversions, Enhancements (RICE) components will be logged.	Licensee	Excel
<p>Activation Phase:</p> <p>This phase involves the period immediately after Go-Live where the Project team supports the end-user and IT organization as they take complete ownership of the system, plan for the future, and wind down the Project team. Note, these deliverables are repeated for each project phase.</p>			
Deliverable Name	Deliverable Definition	Primary Party Responsible	Format
Organizational Support Structure	Ongoing support is a critical success factor for any implementation. As part of this deliverable, the following tasks will be performed: Recommend realignment of organization structure to support new technology (multi-level help desk, ongoing education, user groups, ongoing project office, enhancement/development requests, change control process, etc.). Determine roles of IT and business owners for a sustainable support model. The support strategy will be drafted towards end of design, and then modified accordingly as the project progresses and will be the foundation for long-term support.	Licensee	MS Word
Rollout Strategy and Plan	This rollout strategy and plan defines coordination and execution of the requirements during the transition to the new system in each phase.	Infor	Word
Post Production Support Strategy and Plan	This post production support strategy and plan defines coordination and execution of the tasks required after the Infor system is live.	Joint Responsibility	Word
Processing Schedules	A detailed description of the daily, nightly, weekly, monthly, or quarterly processing schedule for the applications (I.e. job sequence, etc.)	Joint Responsibility	Excel

Cutover Plan	This is the detailed checklist of activities and readiness required to transition into production	Infor	Excel
Executed Cutover Plan	Execution of the Detailed Cutover Plan to a Live Operational System.	Joint Responsibility	n/a
Period End / Year End Closing Scripts	The period and year end scripts outline the process for closing the various Infor subsystems in the appropriate sequence. This will include any third-party integration dependencies.	Infor	Word
Post Implementation and Phase Acceptance	Obtain final signoff that Infor has provided post-production support services and assisted the County team with resolving issues and questions after go-live.	Infor	Word



Acceptance Criteria and Final Acceptance.

Acceptance of Deliverables. For purposes of acceptance of the Services (or phases and milestone Deliverables thereof), the parties intend to use the following staged acceptance procedure ("Acceptance Criteria"). All timeframes specified in the following procedures may be overridden by the Project Schedule. No payment shall be payable under this Work Order until Licensee accepts the Deliverables of the Services as per this process.

(i) Written Deliverable: Infor shall submit interim drafts (stamped, noted or otherwise clearly marked "Draft") of a written deliverable to Licensee for review. Licensee agrees to review and provide comments to Infor on each interim draft within five (5) business days after receiving it from Infor unless a written exception is approved by both parties project manager to approve a longer approval period. Licensee will have the opportunity to review the written Deliverable for a further acceptance period of five (5) business days after delivery of the final version (stamped, noted or otherwise clearly marked "Final Draft") of the written deliverable unless an written exception is approved by both parties project manager to approve a longer approval period (the "Acceptance Period"). Licensee agrees to notify Infor in writing by the end of the Acceptance Period either stating that the written Deliverable is accepted in the form delivered by Infor or describing in reasonable detail any substantive deficiencies that must be corrected prior to acceptance of the written Deliverable. When Licensee delivers to Infor a notice of deficiencies, Infor will promptly correct the described deficiencies and return to Licensee for acceptance as per this Acceptance Criteria. Licensee will not unreasonably withhold, delay or condition its approval of a final written Deliverable. Infor is responsible for tracking status of each Deliverable including but not limited to the date in which it was submitted to Licensee and date returned. If Licensee provides no notice of deficiencies within thirty (30) days of the receipt of the written deliverables or the Acceptance Period (whichever is longer), the deliverables will be deemed accepted.

(ii) Services Deliverable: Acceptance testing is an iterative process designed to determine whether each component of the Infor and non-Infor Software combined with related Services delivered by Infor ("Services Deliverable") performs the functions described in Licensed Software Functionality Matrix attached as Appendix A submitted as part of the RFP Response, to discover and remove material deviations (Severity Level 1 and Severity Level 2 Defects) where the Services Deliverable does not substantially perform the functions described in Licensed Software Functionality Matrix ("Defect" or "Defects") through repeated testing cycles performed as stated in the Project Plan. Infor will work with Licensee and make a good faith effort to develop a test plan with the requisite Software Services Deliverable and to test each Software Services Deliverable (the "Acceptance Tests" or "Acceptance Testing").

The "Acceptance Test Period" for each Services Deliverable will be mutually agreed upon between Infor and Licensee per the Project Schedule Plan, after the Services Deliverable is installed at Licensee's or Licensee Affiliate's designated site and Infor has successfully completed Infor's test environment and notified Licensee that the Services deliverable is ready for Acceptance Testing. Infor will not be obligated to deliver a Services Deliverable to Licensee until Licensee demonstrates the readiness of the target technical platform and environment.

If Licensee determines during the Acceptance Test Period that the Software Services Deliverable contains a Severity Level 1 or Severity Level 2 Defect, Licensee will promptly send Infor a written notice reporting the alleged Defect describing it to Infor in sufficient detail reasonably necessary for Infor to



recreate it. Infor will within one (1) business day acknowledge receipt of such written notice and within five (5) business days thereafter either provide Licensee with a mutually agreed Defect resolution plan, or fix the reported Defect (as per mutually agreed timelines) and/ or provide Licensee approved acceptable workaround to Licensee for re-testing. Licensee will then re-test the modified portions of the Services Deliverable after receiving the modifications from Infor. In such a case, Infor and Licensee will mutually agree upon an updated Acceptance Test Period.

By the end of the Acceptance Period Licensee will provide Infor with a final written list reporting any outstanding deficiencies (Severity Level 1 or Severity Level 2 Defects) (the "Punch List"). Licensee will then have twenty (20) business days after the receipt of the modifications to re-test the modified Software Services Deliverable to confirm that the deficiencies that were reported on the Punch List have been removed. If any deficiency that was reported on the Punch List has not been removed, Licensee will provide Infor with written notification by the end of the retesting period reporting any such deficiency. In such event, the procedures set forth in this section will be repeated for the remaining deficiency on the Punch List. If Licensee provides no notice of deficiencies within 30 days of the receipt of the Services Deliverable or the Acceptance Test Period, whichever is longer, the deliverables will be deemed accepted.

Infor and Licensee each agrees to work diligently to achieve acceptance of the Deliverables at the earliest possible date.



3.0 Projects Placed On Hold

As this is a Fixed Fee Work Order, any action taken by the Licensee that stops, significantly halts (for 60 days or more), redirects or places the project "On Hold" will trigger the following actions by Infor:

1. Any Outstanding invoices for Deliverables accepted by Licensee will become due and payable immediately.
2. Subject to terms of this Work Order and the Services Agreement, all Work-In-Process against future milestones will be billable on a percentage of completion basis as mutually agreed with the Licensee.

Placing a project "On Hold" must be done in writing by the Licensee. "On Hold" does not include any stops or halt put on the project by Licensee while it is awaiting County Board of Supervisors approval for funds for any Services to be provided under this Work Order. Licensee will provide written affirmation to confirm the availability of funding for each milestone and deliverable 30 days in advance of work commencing by Infor for those milestones and deliverables. No work will begin on any milestone or deliverable until written funding confirmation is received from an authorized Licensee representative. Should funding be revoked or otherwise withheld after work commences on a milestone or deliverable, work will stop immediately and Licensee will be responsible to pay for on a pro-rated basis for any work-in progress that had approved to be initiated upon receipt of written affirmation of availability of funding from Licensee.



4.0 Additional Project Roles and Responsibilities

Go-Live Responsibilities

Activity	Infor	Licensee
If the Licensee is not ready to Go-Live upon completion of the Services described in this SOW, additional Services and training may be required (“Additional Work”).	C	R
The Infor Project Manager will work together with the Licensee Project Manager to develop a joint post Go-Live support resource plan.	R	R
Licensee process owners and key users will provide first line support to Licensee end users.	C	R
Infor consultants will support the Licensee process owners and key users with resolution of process questions and provide Infor application assistance where required subject to the Go-Live consulting hours budgeted for this task.	R	R

Scope Bounding Responsibilities

Activity	Infor	MC / MCTS
Installation of third party environments (one production, three non-production).	R	I

Project Governance Responsibilities

Activity	Infor	Licensee
Define, Develop, Implement and Monitor Project Governance and Implementation Methodology	C	R
Identify, Define, Monitor, Maintain and Report Inter-Project Dependencies	R, for items identified as Infor's responsibility,	R for items identified as Licensee's responsibility,



Activity	Infor	Licensee
	Licensee for all others.	Infor for all others.
Develop Project Report (Status, Issues, Risks, Financials, etc.) as a Part of Project Governance Process	R	C
Escalate Project Related Matters Needing Attention	R, for items identified as Infor's responsibility, Licensee for all others.	R, for items identified as Licensee's responsibility, Infor for all others.
Perform Project Management Functions/Implement Project Governance	R, for items identified as Infor's responsibility, Licensee for all others.	R, for items identified as Licensee's responsibility, Infor for all others.
Act as Primary Point of Contact for Program Communication	C	R
Manage Program Resources, Resolve Personnel Issues, Fix Problems	R, for items identified as Infor's responsibility, Licensee for all others.	R, for items identified as Licensee's responsibility, Infor for all others.
Identify, Discuss, Review, Verify and Implement Deliverable Acceptance Criteria	R	C
Facilitate Business Workflow, Workshops, and Pilots	R	C
Provide Licensed Software (includes in scope 3rd party software) Knowledge and Expertise During Life Cycle Phases of the Project	R	I
Assist in Infrastructure Definition, Design, Implementation and Support	R	C
Ensure Infrastructure and Configuration Availability for the Team	C	R
Liaison Between Project Team and Business Users	C	R
Define, Develop, Implement, Support End User Training Plan	R	C
Resolve Business User Conflicting Priority Between Job Roles and Project Support (Availability)	C	R
Prepare Executive Steering Committee Report and Respond to Executive Queries	C	R
Provide Timely Response and Acceptance of Project Deliverables	C	R



Activity	Infor	Licensee
Provide Technical Expertise in Support of Interfaces and Infrastructure	R	C

Project Governance Responsibilities

Activity	Infor	Licensee
Licensee will coordinate facilities and availability of Licensee resources for all required testing of the Licensed Software prior to deployment.		
It is assumed that, at the time of the implementation, the Licensee will be active on Infor Xtreme Support with regards to the licenses being implemented.		
All Project activities will be conducted either remotely or at Licensee office(s) in Milwaukee County, WI.		
Infor may conduct onsite quality assurance reviews over the course of the Project. Licensee will be invited to participate in the reviews if they are conducted. Infor will provide a verbal and written debrief to the Licensee at the conclusion of each review		

4.1 Infor Project Management Team Key Personnel

(i) Infor agrees to assign and make available the following individuals as key personnel ("Key Personnel") for providing Services under this Services Agreement:

Scott Schilz – Project Director

Bob Cveykus – Project Manager

Cathy Jones - Lead Financial Consultant

Ceil Kerstetter - Lead Procurement Consultant

Patricia Morgan - Lead HR Consultant

Wendy Varick - Lead Technical Consultant

The parties agree that the above mentioned Key Personnel will be dedicated to provide Services to Licensee under this Work Order. Further, that such Key Personnel will be removed and/ or replaced by Infor from this Work Order only upon mutual consent and/ or upon Licensee' request and/ or if any of such Key Personnel is no longer employed (whether full-time or part-time) and/ or engaged as a contractor or sub-contractor by Infor or its Affiliate during term of the Services Agreement. In case any of the above Key Personnel is required to be replaced, Infor shall within ten (10) business days make available alternative





personnel with an individual having a similar or better skillset than the individual being replaced, for consideration by the Licensee.

(ii) In the event that a Key Personnel or another project team member or Contractor of Infor is, in the opinion of Licensee, uncooperative, inept, incompetent, or otherwise unacceptable, Licensee shall give Infor a notice of its dissatisfaction with Key Personnel or another project team member or Contractor. The parties shall follow the dispute resolution procedure set out in the Master Agreement to resolve any issues with the performance of such individual(s). If Licensee is still not satisfied, Infor agrees to remove such individual(s) from responsibility in the project. In the event of such a removal, Infor shall, within ten (10) business days make available alternative personnel(s) with a similar or better skillset than the individual(s) being replaced, for consideration of the Licensee.

(iii) Infor shall provide a list of its project team, who will be assigned to perform Services under this Work Order, to Licensee in advance of the Services to be provided by such project team at least six (6) weeks in advance of the Services to be provided by such project team, so that a timely replacement can be made if required by Licensee. The parties will finalize the Infor project team providing Services under a Work Order at least four (4) weeks in advance of the effective date of a Work Order.

(iv) During the term of this Work Order, Licensee shall have a right to review the resumes and/ or interview (in-person or otherwise) any such Infor employee or Contractor employee providing Services to Licensee. Licensee shall have the right in its reasonable discretion to disapprove the provision of Services by any Infor representative (including contractors) by providing Infor with notice of any disapproved representative within five (5) business days of receipt of the Infor representative's name and resume from Infor. Infor will be obligated to promptly replace the disapproved Infor representative (including contractors).

4.2 Licensee Project Resource Requirements

There are a number of activities that are required to be completed in timely manner by Licensee in order for the project to stay on track. A delay in Licensee actions (e.g. availability of key users, executive sponsorship, key decisions, development, migration, timely execution of tasks, etc.), may impact execution of project tasks by Infor and resulting in a contractual change order. Licensee will provide the necessary resources to complete the assigned activities which will include, at a minimum, providing the following roles.

Licensee Project Role	Estimated Level of Effort (FTEs)
Executive Sponsor(s)	<.1 FTEs
Project Manager	1 FTE
Project Administrator	.5 FTE
Functional Process Owners	.5 - .8 FTE for each key product area
Department Subject Matter Experts	6 FTEs
Training Coordinator Team Lead	1 FTE





Licensee Project Role	Estimated Level of Effort (FTEs)
Change Management Team Lead	.5 FTE
Communications Team Lead	.5 FTE
IT Operations Staff	1 – 1.5 FTEs
Report Developers	1.5 FTEs
Process Automation Developers	1.5 FTEs

Resource Assumptions and Licensee Obligations

- Licensee acknowledges that all Project timelines are subject to timely provision of resources and performance of obligations.
- Licensee will provide Infor resources after-hours access to the Licensee Project site.
- Licensee will provide, at no charge to Infor, personnel to carry out administrative functions on behalf of the Infor Project team. Licensee may choose to assign multiple people to cover the required tasks.
- The core Project team, including Infor and Licensee team members, will be co-located at a single Licensee location for all onsite Project work.
- Licensee Core Team Members: Licensee will assign to the Project highly experienced representatives from all the areas within scope for the duration of the Project, to ensure all Licensee Project activities are completed within the established Project timeline. These individuals will be qualified to define requirements for their respective disciplines and will be empowered to make process and policy decisions, and will engage other subject matter experts as needed.
- Any deliverables acceptance from Licensee must be confirmed by Licensee's Project Manager in writing. No other individual shall be qualified or empowered to sign off on deliverables. Such Project Manager will engage other subject matter experts as needed for defining requirements for any module and deliverables signoffs.
- Licensee subject matter experts (SMEs): In addition to Licensee core team members, Licensee SMEs will be required from affected areas of the business to participate in business process requirements reviews and design workshops. Licensee will ensure these resources are identified in advance and are readily available to participate in meetings workshops and test events as defined in the Project work plan in order to keep the Project on schedule.
- Licensee will have full time equivalent technical resources assigned to the Project, while the Infor Technical Resource will serve as an advisor for all technical activities in this Project. This should allow the Infor Technical Resource to transfer knowledge and ownership of technical tasks to the Licensee technical team, which should result in decreased Infor involvement over time.
- Subject to the terms of the Services Agreement. Infor's staffing requirements will be determined jointly by Infor and Licensee. . During the term of this Work Order, Licensee shall have a right to





review the resumes and/ or interview (in-person or otherwise) any such Infor employee or Contractor employee providing Services to Licensee.

- If Licensee decides to assign non-Licensee personnel to the Project team, all such non-Licensee personnel must be bound to the confidentiality provisions of the Services Agreement to the same extent as Licensee, and Licensee is responsible for any breaches of such confidentiality agreement by such non-Licensee personnel as if Licensee committed such breach.





6.0 Payment Milestone Schedule

Licensee agrees to pay Infor fees of \$6,854,892 for the services described in this Work Order. Licensee shall pay such fee as set forth below.

Each invoice is payable within thirty (30) days from the date of invoice. This payment obligation is non-cancelable and the amounts paid are non-refundable.

Fees include travel and living expenses for the Infor Team.

All deliverables require written acceptance from the Licensee prior to invoicing in accordance with the Acceptance Process set forth in "Acceptance criteria and final acceptance" above.

MILESTONE TABLE

Planning Phase:

Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
1	1	0-1	Project Initiation Call	\$50,000	\$5,000	\$45,000
1	1	0-2	Project Management Plan	\$50,000	\$5,000	\$45,000
1	1	0-3	Project Schedule	\$50,000	\$5,000	\$45,000
1	1	0-4	Technical Team Training Plan	\$50,000	\$5,000	\$45,000
1	1	0-5	Functional Team Training Plan	\$50,000	\$5,000	\$45,000
2	2	0-6	Change Management Plan	\$50,000	\$5,000	\$45,000
2	2	0-7	Communication Plan	\$50,000	\$5,000	\$45,000
2	2	0-8	Capability Transfer Plan	\$50,000	\$5,000	\$45,000
2	2	0-9	Testing Strategy Document	\$50,000	\$5,000	\$45,000
	20*	0-10	Holdback Release			\$45,000





Financials Phase

Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
2	2	1A-01	Current State Process Models	\$50,000	\$5,000	\$45,000
2	3	1A-02	Project Team Training Delivered	\$150,000	\$15,000	\$135,000
2	3	1A-03	To Be Process Workshops	\$100,000	\$10,000	\$90,000
2	3	1A-04	To Be Process Documentation	\$100,000	\$10,000	\$90,000
2	3	1A-05	Requirements Traceability Matrix	\$100,000	\$10,000	\$90,000
4	4	1A-06	CRP Plan and Schedule	\$100,000	\$10,000	\$90,000
4	5	1A-07	CRP Scripts	\$125,000	\$12,500	\$112,500
6	6	1A-08	Executed CRP	\$150,000	\$15,000	\$135,000
2	2	1A-09	Instance Management Plan	\$100,000	\$10,000	\$90,000
3	3	1A-10	Reporting Strategy Plan	\$100,000	\$10,000	\$90,000
3	3	1A-11	Workflow and Enhancements Plan	\$100,000	\$10,000	\$90,000
4	4	1A-12	Interface Strategy and Plan	\$100,000	\$10,000	\$90,000
5	5	1A-13	Data Conversion Plan	\$150,000	\$15,000	\$135,000
6	6	1A-14	End User Procedure Matrix	\$100,000	\$10,000	\$90,000
6	7	1A-15	System Design Documentation	\$125,000	\$12,500	\$112,500



Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
6	7	1A-16	RICEF Functional Specifications	\$150,000	\$15,000	\$135,000
6	8	1A-17	RICEF Technical Specifications	\$150,000	\$15,000	\$135,000
7	8	1A-18	Code Conversions for	\$89,300	\$8,930	\$80,370
7	9	1A-19	Code Interfaces for	\$215,000	\$21,500	\$193,500
7	8	1A-20	Code Conversions for	\$137,300	\$13,730	\$123,570
7	9	1A-21	Code Enhancements for	\$87,300	\$8,730	\$78,570
7	9	1A-22	Code for Flows	\$137,300	\$13,730	\$123,570
8	8	1A-23	IST Test Plan and Schedule	\$112,300	\$11,230	\$101,070
9	9	1A-24	IST Test Scripts	\$97,526	\$9,753	\$87,773
9	9	1A-25	Configured IST Environment	\$86,891	\$8,689	\$78,202
10	10	1A-26	Executed IST	\$100,000	\$10,000	\$90,000
11	11	1A-27	UAT Test Plan and Schedule	\$78,000	\$7,800	\$70,200
12	12	1A-28	Configured UAT Environment	\$50,000	\$5,000	\$45,000
13	13	1A-29	Executed UAT	\$50,000	\$5,000	\$45,000
13	13	1A-30	Rollout Strategy and Plan	\$25,000	\$2,500	\$22,500
13	13	1A-31	Cutover Plan	\$50,000	\$5,000	\$45,000
13	13	1A-32	Executed Cutover Plan (System Live)	\$35,000	\$3,500	\$31,500
14	14	1A-33	Period/Year-End Closing Scripts	\$13,000	\$1,300	\$11,700
	20*		Holdback Release			\$331,392
12	12	1B-01	Current State Process Models	\$15,000	\$1,500	\$13,500

Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
12	12	1B-02	Project Team Training Delivered	\$15,000	\$1,500	\$13,500
12	12	1B-03	To Be Process Workshops and Documentation	\$15,000	\$1,500	\$13,500
12	12	1B-04	Requirements Traceability Matrix	\$15,000	\$1,500	\$13,500
13	13	1B-05	CRP Plan and Schedule	\$15,000	\$1,500	\$13,500
13	13	1B-06	CRP Scripts	\$15,000	\$1,500	\$13,500
13	13	1B-07	RICEF Plan	\$15,000	\$1,500	\$13,500
12	13	1B-08	System Design Documentation	\$15,000	\$1,500	\$13,500
15	15	1B-09	IST Test Plan and Schedule	\$15,000	\$1,500	\$13,500
14	15	1B-10	IST Test Scripts	\$15,000	\$1,500	\$13,500
16	16	1B-11	Executed IST	\$15,000	\$1,500	\$13,500
16	16	1B-12	UAT Test Plan and Schedule	\$15,000	\$1,500	\$13,500
17	17	1B-13	Executed UAT	\$15,000	\$1,500	\$13,500
17	17	1B-14	Cutover Plan	\$15,000	\$1,500	\$13,500
17	17	1B-15	Executed Cutover Plan (System Live)	\$15,000	\$1,500	\$13,500
18	18	1B-16	Post-Live Support Delivered	\$15,000	\$1,500	\$13,500
	20*		Holdback Release			\$24,000

Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
14	14	1D-01	Current State Process Models	\$15,000	\$1,500	\$13,500



14	14	1D-02	Project Team Training Delivered	\$15,000	\$1,500	\$13,500
14	14	1D-03	To-Be Process Workshops and Documentation	\$15,000	\$1,500	\$13,500
14	14	1D-04	Requirements Traceability Matrix	\$15,000	\$1,500	\$13,500
15	15	1D-05	CRP Plan and Schedule	\$15,000	\$1,500	\$13,500
15	15	1D-06	CRP Scripts	\$15,000	\$1,500	\$13,500
15	15	1D-07	Executed CRP	\$15,000	\$1,500	\$13,500
16	16	1D-08	System Design Documentation	\$15,000	\$1,500	\$13,500
17	17	1D-09	IST Test Plan and Schedule	\$15,000	\$1,500	\$13,500
17	17	1D-10	IST Test Scripts	\$15,000	\$1,500	\$13,500
17	17	1D-11	Executed IST	\$15,000	\$1,500	\$13,500
18	18	1D-12	UAT Test Plan and Schedule	\$15,000	\$1,500	\$13,500
18	18	1D-13	Executed UAT	\$15,000	\$1,500	\$13,500
19	19	1D-14	Cutover Plan	\$10,000	\$1,000	\$9,000
19	19	1D-15	Executed Cutover Plan (System Live)	\$10,000	\$1,000	\$9,000
20	20	1D-16	Post-Live Support Delivered	\$10,000	\$1,000	\$9,000
	20*		Holdback Release			\$22,500



HR Phase

Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
12	12	2A-01	Current State Process Models	\$50,000	\$5,000	\$45,000
13	13	2A-02	Project Team Training Delivered	\$100,000	\$10,000	\$90,000
13	13	2A-03	To Be Process Workshops	\$100,000	\$10,000	\$90,000
14	14	2A-04	To Be Process Documentation	\$100,000	\$10,000	\$90,000
13	13	2A-05	Requirements Traceability Matrix	\$55,000	\$5,500	\$49,500
14	14	2A-06	CRP Plan and Schedule	\$55,000	\$5,500	\$49,500
15	15	2A-07	CRP Scripts	\$55,000	\$5,500	\$49,500
16	16	2A-08	Executed CRP	\$100,000	\$10,000	\$90,000
13	13	2A-09	Instance Management Plan	\$55,000	\$5,500	\$49,500
13	13	2A-10	Reporting Strategy Plan	\$55,000	\$5,500	\$49,500
14	14	2A-11	Workflow and Enhancements Plan	\$55,000	\$5,500	\$49,500
14	14	2A-12	Interface Strategy and Plan	\$50,000	\$5,000	\$45,000
15	15	2A-13	Data Conversion Plan	\$100,000	\$10,000	\$90,000
15	15	2A-14	End User Procedure Matrix	\$50,000	\$5,000	\$45,000
16	16	2A-15	System Design Documentation	\$100,000	\$10,000	\$90,000



Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
15	16	2A-16	RICEF Functional Specifications	\$100,000	\$10,000	\$90,000
16	17	2A-17	RICEF Technical Specifications	\$84,000	\$8,400	\$75,600
17	18	2A-18	Code for Reports	\$75,000	\$7,500	\$67,500
21	21	2A-19	Confirm Integration of HR and Financials Modules	\$75,000	\$7,500	\$67,500
17	18	2A-20	Code for Conversions	\$75,000	\$7,500	\$67,500
18	19	2A-21	Code for Enhancements	\$75,000	\$7,500	\$67,500
18	19	2A-22	Code for Flows	\$75,000	\$7,500	\$67,500
18	19	2A-23	IST Test Plan and Schedule	\$75,000	\$7,500	\$67,500
19	19	2A-24	IST Test Scripts	\$50,000	\$5,000	\$45,000
19	19	2A-25	Configured IST Environment	\$50,000	\$5,000	\$45,000
20	20	2A-26	Executed IST	\$100,000	\$10,000	\$90,000
21	21	2A-27	UAT Test Plan and Schedule	\$75,000	\$7,500	\$67,500
22	22	2A-28	Configured UAT Environment	\$75,000	\$7,500	\$67,500
23	23	2A-29	Executed UAT	\$50,000	\$5,000	\$45,000
23	23	2A-30	Rollout Strategy and Plan	\$22,500	\$2,250	\$20,250
23	23	2A-31	Cutover Plan	\$20,000	\$2,000	\$18,000
24	24	2A-32	Executed Cutover Plan (System Live)	\$40,000	\$4,000	\$36,000
25	25	2A-33	Period/Year-End Closing Scripts	\$15,000	\$1,500	\$13,500
25	25	2A-34	Post-Live Support Delivered	\$10,800	\$1,080	\$9,720
	26*		Holdback Release			\$222,230

Begin Month (est.)	Invoice Month (est.)	Milestone Number	Description	Milestone	Holdback	Payment
20	20	2C-01	Current State Process Models	\$27,000	\$2,700	\$24,300
20	20	2C-02	Project Team Training Delivered	\$28,190	\$2,819	\$25,371
20	20	2C-03	To Be Process Workshops and Documentation	\$30,000	\$3,000	\$27,000
20	20	2C-04	Requirements Traceability Matrix	\$30,000	\$3,000	\$27,000
21	21	2C-05	CRP Plan and Schedule	\$30,000	\$3,000	\$27,000
21	21	2C-06	CRP Scripts	\$30,000	\$3,000	\$27,000
21	21	2C-07	Executed CRP	\$27,000	\$2,700	\$24,300
21	21	2C-08	System Design Documentation	\$27,000	\$2,700	\$24,300
23	23	2C-09	IST Test Plan and Schedule	\$25,000	\$2,500	\$22,500
23	23	2C-10	IST Test Scripts	\$25,000	\$2,500	\$22,500
23	23	2C-11	Executed IST	\$25,000	\$2,500	\$22,500
24	24	2C-12	UAT Test Plan and Schedule	\$25,000	\$2,500	\$22,500
24	24	2C-13	Executed UAT	\$25,000	\$2,500	\$22,500
25	25	2C-14	Cutover Plan	\$20,000	\$2,000	\$18,000
25	25	2C-15	Executed Cutover Plan (System Live)	\$20,000	\$2,000	\$18,000
25	25	2C-16	Post-Live Support Delivered	\$10,308	\$1,031	\$9,277
	26*		Holdback Release			\$40,450

(*) Licensee will holdback 10% (“Holdback Fee”) of the total fees of each phase (Planning, Finance and HR; Finance and HR together are referred to as the “Phases”). The Holdback Fee for the Planning Phase and Finance Phase (\$422,892.00) shall be paid to Infor within thirty (30) days after Go-Live of the Finance



Phase. The Holdback Fee for the HR Phase (\$262,680.00) shall be paid to Infor within thirty (30) days after Go-Live of HR Phase and upon the Licensee's acceptance of the integration of the Phases. Such Holdback Fee release does not in any way prejudice Licensee's rights and/or reduce Infor's obligations under the Deliverable Warranty as set forth in the Software Services Agreement. All payments mentioned above shall be subject to Licensee's acceptance per the Acceptance Criteria and Final Acceptance set out in Section 2.4 of this Services Work Order.





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EXHIBIT 3
SUBSCRIPTION LICENSE AND SERVICES AGREEMENT

AGREEMENT NUMBER: _____

THIS SUBSCRIPTION LICENSE AND SOFTWARE LICENSE AND SERVICES AGREEMENT (the "Agreement") is between **Infor Public Sector, Inc.** ("Infor") and **Milwaukee County, WI** ("Licensee") as of the Effective Date. The Master Agreement and this Agreement govern the access and use of the Subscription Software and Subscription Services. The Parties agree as follows:

1. Definitions.

"Affiliate" means any entity, directly or indirectly, controlling, controlled by, or under common control with, Infor.

"Authorized Users" means: (i) Licensee's employees (full time, part time, hourly and seasonal); (ii) contractors; authorized by Licensee to access the Subscription Software who, prior to obtaining access to the Subscription Software, have executed a non-disclosure agreement that protects Infor's Confidential Information to the same extent as this Agreement, in each case registered in the database with a unique UserID and a unique password.

"Confidential Information" means non-public information that is identified as or would be reasonably understood to be confidential and/or proprietary. Confidential Information of Infor includes, without limitation, the Documentation and the Subscription Software, including any software code and all algorithms, methods, techniques, and processes revealed or utilized therein. Confidential Information of Licensee includes Licensee Data. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation known to Recipient; (iv) is independently developed by the Recipient without use of Confidential Information or (v) is subject to Wisconsin Public Records Law, Wis. Stat. § 19.21 *et seq.* Confidential Information of Licensee includes, without limitation, Personal Information and any other information related to Licensee's operations, finance and/ or staff (full-time, part-time, seasonal, retired or contractors) that is shared by or on behalf of Licensee with Infor during the term of this Agreement.

"Customizations" means any components deployed in the hosted environment for the Subscription Software other than the generally available Subscription Software or Subscription Software components that Licensee may deploy via the standard user interface or tools included in the generally available Subscription Software. Customizations may include, without limitation, code, databases or third party extensions that are not included in the generally available Subscription Software.

"Configuration" changes to generally available Subscription Software made using Infor provided extensibility toolsets, such as Configuration Console, ION, Infor Process Automation, will not be considered Customizations.

"Data Center" means the Amazon, Inc. (or similar global cloud infrastructure provider having data centers across multiple time zones within U.S) owned and operated data center where Subscription Software will be hosted and maintained; and Licensee Data will be stored and maintained on secure server by Infor and from where it is hosted for Licensee under this Agreement.

"Discloser" means the party providing Confidential Information to the Recipient.

"Disaster Recovery Facility" means the Amazon, Inc. (or similar global cloud infrastructure provider having data centers across multiple time zones within U.S) owned and operated data center which shall be used for replicating Subscription Software applications and/ or storing backs of the Licensee Data maintained, stored and hosted from the Data Center and which also provides hosting services in case of occurrence of an event requiring disaster recovery services.

"Documentation" means the then current Infor-provided documentation relating to the features, functions, and use of the Subscription Software.

“Documented Defect” means a material deviation between the then-current, general release version of the Subscription Software and its Documentation.

“Initial Subscription Term” means the initial subscription period of Subscription Services set forth on the applicable Order Form.

“Intellectual Property Rights” means any and all rights in patents, copyrights, trademarks and service marks.

“Letter Agreement” means the letter, dated April 6, 2017 from Infor to County, in which Infor agreed, *inter alia*, to fulfill all obligations of Ciber, Inc. mentioned in the RFP Response. A copy of this Letter Agreement is attached herewith as Exhibit 8.

“Licensee Affiliate” means Milwaukee Transport Services, Inc. (“MTS”) for so long as MTS remains a quasi-governmental body under the jurisdiction of Licensee.

“Licensee Data” means information provided, entered or uploaded for use by or with the Subscription Software by the Licensee or its Authorized Users.

“License Restriction” means any limitation on the use of the Subscription Software identified in an Order Form (e.g., number of Authorized Users, locations, connections).

“Order Form” means each order form between the parties incorporating the terms of this Agreement which shall contain, without limitation, a list of the Subscription Software, and associated quantity and Licensee Restriction, a description of the associated Subscription Services, Subscription Fees and payment terms.

“Processing” includes any operation or set of operations performed upon Licensee Data or Personal Information, such as collection, recording, organization, storage, adaptation or alteration, retrieval, accessing, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

“Renewal Term” means any renewal or extension of Licensee’s license to use the Subscription Software, Support and Subscription Services following the expiration of the Initial Subscription. The Renewal Term, at the Licensee’s written option, may extend beyond the 5-year Initial Subscription Term for an additional seven (7) separate consecutive 12-month periods.

“Residual Knowledge” shall mean ideas, concepts, know-how or techniques related to the Discloser’s technology and Confidential Information that are retained in the unaided memories of the Recipient who had rightful access to Confidential Information.

“Service Level Description” means the Service Level Description document applicable to the Subscription Services that describes the performance obligations of Infor relating to Subscription Services and attached as an exhibit to an Order Form.

“Subscription Fees” means the fees for the Subscription Services set forth on the applicable Order Form.

“Subscription Services” means the Subscription Software-related application hosting services and Support (as defined in Section 3(b)) that Infor provides Licensee under this Agreement.

“Subscription Software” means collectively or individually the computer software programs identified in the applicable Order Form for which Infor is providing the Subscription Services. This includes all Third Party Products.

“Subscription Term” means the Initial Subscription Term or any Renewal Term, as applicable.

“Third Party Products” means collectively or individually the Third Party Licensor owned computer software programs that are embedded in the Subscription Software licensed to Licensee by Infor under this Agreement.

“Third Party Licensor” means a third party whose Third Party Products have been made available to Infor for distribution and licensing under the terms of its agreement with Infor (a “Third Party Agreement”).

“Updates” means generally available updates, enhancements or modifications to the then-current, general release version of the Subscription Software that are not separately priced or licensed as new products. An Update is designated by a change in the right-most digit in the version number (for example, a change from X.1 to X.2). Updates include patches and cyclical releases.

“Upgrades” means a major release of the Subscription Software which is a complete new published version of such software that significantly modifies, revises or alters such software and adds features, functionality or enhancement to such software. Upgrades is designated by a change in the number to the left of the decimal point in the version number (for example, a change from 1.X to 2.X).

“UserID” means a unique user identification credential used in combination with a unique password to access the Subscription Services.

2. License.

Subject to the terms and conditions of the Master Agreement, this Agreement and the applicable Order Form, Infor hereby grants to Licensee a non-exclusive, non-transferable, limited license (i.e. without the right to sublease or sublicense) to access and use the Subscription Software and the Subscription Services, during the Subscription Term, in an operating environment hosted by Infor, for Licensee and Licensee Affiliate’s own internal use. Any rights not expressly granted in this Agreement are expressly reserved.

(a) Documentation. Licensee may make a reasonable number of copies of the Documentation for the Subscription Software for its internal use in accordance with the terms of this Agreement.

(b) License Restriction. Licensee and Licensee Affiliate’s use of the Subscription Software and Subscription Services is subject to any License Restriction specified in the applicable Order Form.

(c) Additional Restrictions on Use of the Subscription Software and Subscription Services. In no event shall Licensee and Licensee Affiliate access the Subscription Software on any environment outside the hosted environment selected by Infor as part of the Subscription Services. In no event shall Licensee or its Authorized Users possess or control the Subscription Software or any related software code. Licensee is prohibited from causing or permitting the reverse engineering, disassembly or de-compilation of the Subscription Software. Except as expressly provided by this Agreement, Licensee is prohibited from using the Subscription Software to provide service bureau services to third parties. Licensee will not allow the Subscription Software to be used by, or disclose all or any part of the Subscription Software to, any person except Authorized Users. Licensee acknowledges and agrees that U.S. export control laws and other applicable export and import laws govern its use of the Subscription Software and Licensee will neither export or re-export, directly or indirectly, the Subscription Software, nor any direct product thereof in violation of such laws, or use the Subscription Software for any purpose prohibited by such laws.

(d) Intellectual Property Rights Notices. Licensee is prohibited from removing or altering any of the Intellectual Property Rights notice(s) embedded in the Subscription Software or that Infor otherwise provides with the Subscription Services. Licensee must reproduce the unaltered Intellectual Property Rights notice(s) in any full or partial copies that Licensee makes of the Documentation.

(e) Ownership. Use of the Subscription Software and Subscription Services does not grant any ownership rights in or to the Subscription Software, the Subscription Services, or the Documentation. Licensee Data shall be the sole property of Licensee; however, Infor may aggregate anonymous statistical data regarding use and functioning of its software and hosting system by its various licensees, and all such data (none of which shall be considered Licensee Data), may only be used by Infor to improve the performance of its software and hosting system.

3. Subscription Services.

(a) Hosted Environment. Infor will provide the application hosting environment, including the hardware, equipment, and systems software configuration on which Infor supports use of the Subscription Software and Subscription Services, on servers located in Data Center and Disaster Recovery Facility. Both such data center facilities shall be located in United States of America.

(b) Support. Infor shall (a) provide Licensee with access (via the internet, telephone or other means established by Infor) to Infor's support helpline, (b) install, when and if generally available, Updates ; (c) provide Upgrades (upon Licensee's consent on a custom upgrade plan); and (d) use reasonable efforts to correct or circumvent any material deviation between the then-current, general release version of the Subscription Software and its Documentation including errors and bug-fixing (the foregoing referred to collectively as "Support"). Support is included in the Subscription Fee. Such Support shall include those services identified in Exhibit 11.

(c) Support Guarantee. Infor certifies that the Licensed Infor Software will remain available and fully supported by Infor in accordance with Infor's then current lifecycle policy. Changes to Support will not cause any material decrease in the Support provided to Licensee during the Subscription Term for which you have paid the applicable subscription fees.

(d) User Accounts. Licensee is responsible for maintaining its own Authorized User UserIDs and passwords which can be managed through the Subscription Software interface. Licensee is responsible for maintaining the confidentiality of Licensee's UserIDs and passwords and shall cause its Authorized Users to maintain the confidentiality of their UserIDs and Passwords. Licensee is responsible for all uses of and activities undertaken with UserIDs registered on Licensee's account. Licensee agrees to immediately notify Infor of any unauthorized use of Licensee's UserIDs of which Licensee becomes aware.

(e) Connectivity. Infor will be responsible for maintaining connectivity from its network to the Internet which is capable of servicing the relevant Internet traffic to and from the hosted environment. Licensee is responsible for providing connectivity to the Internet for itself and its Authorized Users. Licensee shall also be responsible for ensuring that latency and available bandwidth from the user's desktop to Infor's hosted routers is adequate to meet Licensee's desired level of performance. If Licensee requires a VPN or private network connection to the Subscription Services, Licensee is responsible for all costs associated with any specialized network connectivity required by Licensee.

(f) Restrictions. Infor shall have no obligation to correct a problem caused by Licensee's negligence, Licensee's equipment malfunction or other causes beyond the control of Infor.

(g) Customizations. Customizations to Subscription Software are not permitted absent Infor's prior written consent. If permitted, Customizations may only be created and deployed by Infor, and shall be documented in a separate agreement between Infor and Licensee. Support or other services for Customizations are not available under this Agreement or included as part of the Subscription Fees and may only be purchased pursuant to a separate agreement between Infor and Licensee. Support to Subscription Software are available under this Agreement and are included as part of the Subscription Fees. Configurations will not be considered Customizations.

(h) Product Replacement. To the extent that Infor makes generally available to any of its customers any separately named or marketed product that has substantially the same price, features, and functionality as the Subscription Software (the "Replacement Product"), Licensee may at its sole discretion exchange its current Subscription Software or a portion of the Subscription Software, as may be applicable, for the Replacement Product at no additional fee, provided that: (1) the Agreement and Order Form is then in full force and effect and Licensee is not in material breach of the Agreement or Order form; (1) Licensee enters into an Order Form reflecting the exchange; and (3) upon provisioning of the Replacement Product, Licensee's rights to use the Subscription Software or a portion of the Subscription Software, as may be applicable, shall immediately terminate and Licensee's rights to use the Replacement Product will commence. The reference to Subscription Software in this Agreement includes any Replacement Products. Parties however agree that incase Licensee does not opt to exchange its current Subscription Software or a portion of the Subscription Software, as may be applicable, for the

Replacement Product, Infor shall continue providing Licensee with access and use the current Subscription Software and the Subscription Services until the completion of the Term of the Master Agreement.

4. Disaster Recovery.

Throughout the term of this Agreement, Infor shall:

(a) maintain disaster recovery services at a Disaster Recovery Facility that is equipped to handle Data Center processing according to the terms of this Agreement in the event disaster recovery is needed. Such disaster recovery shall at minimum comply with Infor's then current disaster recovery plan. Any subsequent disaster recovery plan shall at minimum be substantially similar to or be better than current disaster recovery plan which is attached hereto as Exhibit 10.

(b) maintain the same level of security and reporting for the Disaster Recovery Facility as agreed to in Section 8 of this Agreement for the data center.

(c) provide updates on an hourly basis as to whether or not a disaster will be declared. Infor will provide off-site storage for all Licensee data files, at Disaster Recovery Facility, so that they can be reconstructed in the event of the loss or destruction of Licensee's data at the Data Center.

The parties agree that there will be no additional costs to process disaster recovery services at Disaster Recovery Facility in the event of a disaster that shuts down Data Center where Subscription Software is hosted, or for testing at the disaster recovery site.

5. Payment.

Licensee shall pay Infor the Subscription Fees, set forth on the Order Form as per terms of this Agreement and the Master Agreement. Subscription Fees are payable on an annual basis in advance and Infor will invoice Licensee for Subscription Fees at least ninety (90) days prior to the commencement of the portion of the Subscription Term to which such fees apply. After the Initial Subscription Term, the Subscription Fees shall be subject to annual adjustment as specified in Order Form. Except as otherwise set forth in this Agreement, Subscription Fees are non-refundable. Licensee will pay each Infor invoice in accordance with the terms set forth in this Agreement.

Notwithstanding anything to the contrary in this Agreement, Infor reserves the right to suspend access to the Subscription Services in the event of any past due Subscription Fees for more than thirty (30) days from the due date mentioned on its proper invoice.

6. Representations and Warranties, Disclaimer of Warranties, and Remedies.

(a) Infor represents and warrants that:

- (i) it owns all right, title and interest in and to the Subscription Software and/ or has obtained rights in such Subscription Software sufficient to grant the licenses granted to Licensee under this Agreement.
- (ii) Infor or the Third Party Licensor has good and marketable title to the Subscription Software and Third Party Products sold hereunder free and clear from all liens, encumbrances, and claims of infringement of Intellectual Property Rights of third parties.
- (iii) Neither the Subscription Software or the Third Party Products as delivered by Infor to Licensee, nor any normal use thereof by Licensee or its modifications, enhancements, Updates or Upgrades thereto, will infringe any Intellectual Property Rights of any third party.
- (iv) Licensee's exclusive remedy, and Infor's exclusive obligation, for a breach of the warranties in this Section 6(a) is set forth in Section 7 (Indemnity by Infor).

(b) Infor further represents and warrants that:

- (i) the Subscription Software and related products as described in this Agreement will perform in accordance with functionalities described in the RFP Functionality Matrix, attached as Exhibit 9, for a period of 3 years after the Effective Date of the Master Agreement.
 - (ii) it has or will obtain appropriate agreements with its employees and others whose services it may require, sufficient to enable full compliance with all the provisions of this Agreement.
 - (iii) as of the Effective Date, there are no existing or threatened legal proceedings against Infor and/ or its Affiliates that would have a material adverse effect upon its ability to perform its obligations under this Agreement.
 - (iv) it shall maintain at all times, an adequate staff of experienced and qualified employees for efficient performance under this Agreement. Infor agrees that, at all times, the employees of Infor furnishing or performing any services shall do so in a proper, workmanlike, and dignified manner.
 - (v) no 'back door' password or other method of remote access into the software codes of Subscription Software exists.
- (c) Limited Subscription Software Warranty by Infor and Remedy For Breach.
- (i) Infor warrants that the Subscription Software licensed to Licensee will operate without a Documented Defect during the Subscription Term. Infor's sole obligation with respect to a breach of the foregoing warranty shall be to repair or replace the Subscription Software giving rise to the breach of warranty.
 - (ii) If Infor is unable to repair or replace such Subscription Software within a reasonable period of time, then, subject to the limitations set forth in Section 10 of this Agreement, Licensee may pursue its remedies at law to recover direct damages resulting from the breach of this warranty. The remedies in this Section 6(c) are exclusive and in lieu of all other remedies, and represent Infor's sole obligations, for a breach of the foregoing warranty. Licensee must provide notice to Infor of any warranty claim within the warranty period.
- (d) Malicious Code. Infor represents that it has used commercially reasonable best efforts utilizing generally accepted industry tools and practices to provide Subscription Software that does not contain any "time bombs," "worms," "viruses," "Trojan horses," "protect codes," "data destruct keys," or other programming devices that are intended to access, modify, delete, damage, deactivate or disable the Subscription Services ("Malicious Code"). As Licensee's sole remedy for breach of this representation, Infor shall take action immediately to investigate, identify and remove such Malicious Code from the Subscription Software.
- (e) Limited Services Warranty and Remedy For Breach. Infor warrants to Licensee that, Infor will render the Subscription Services with commercially reasonable care and skill. Infor further warrants that the hosted environment will be available at all times throughout the Subscription Term, subject to the exceptions and allowances described in the Availability section of the applicable Service Level Description. The level of unavailability shall not exceed one half of one percent (0.5%) per month, excluding Scheduled Maintenance as described in the applicable Service Level Description (the "Down Time Warranty"). In the event of a breach of the foregoing warranty Infor shall apply service level credits based on the actual availability measure for the applicable period as follows:

<u>Availability</u>	<u>Service Level Credit</u>
99.500% or greater	No Service Level Credit
99.499% - 99.000%	5% of the monthly prorated subscription fee
98.999% - 98.500%	15% of the monthly prorated subscription fee
98.499% - 95.000%	25% of the monthly prorated subscription fee
Below 95.000%	35% of the monthly prorated subscription fee

Service level credits for Subscription Fees paid on an annual basis shall be based on a monthly equivalent fee. For

example, a 5% service level credit on an annual subscription fee shall be 5% of 1/12 of the annual fee. Service level credits shall be applied to Licensee's next invoice or, if Licensee has paid the final invoice under this Agreement, service level credits shall be paid to Licensee within thirty (30) calendar days following the determination that the credit is due. In addition to the foregoing remedies, in the event that Availability is below 95% for three (3) consecutive months or any four (4) months in any twelve (12) month period, Licensee shall have the right, upon notice to Infor, to terminate this Agreement and any applicable Order Form as Licensee's sole and exclusive remedy for failure to meet Availability as provided in this Section.

(f) Disclaimer of Warranties. The warranties in this Section 6 are made to Licensee exclusively and are in lieu of all other warranties. INFOR MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE SUBSCRIPTION SOFTWARE AND SUBSCRIPTION SERVICES PROVIDED UNDER THIS AGREEMENT AND/OR ANY ORDER FORM, IN WHOLE OR IN PART. INFOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. INFOR EXPRESSLY DOES NOT WARRANT THAT THE SUBSCRIPTION SOFTWARE OR SUBSCRIPTION SERVICES, IN WHOLE OR IN PART, WILL BE ERROR FREE, OPERATE WITHOUT INTERRUPTION OR MEET LICENSEE'S REQUIREMENTS.

(g) Abrogation of Limited Warranty. Infor will have no obligation under this Section 6 to the extent that any alleged breach of warranty is caused by any modification of the Subscription Software not performed by or on behalf of Infor as part of Support.

(h) **FAILURE OF ESSENTIAL PURPOSE. THE PARTIES HAVE AGREED THAT THE LIMITATIONS SPECIFIED IN SECTIONS 6 AND 10 WILL SURVIVE AND APPLY EVEN IF ANY REMEDY SPECIFIED IN THIS AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, AND REGARDLESS OF WHETHER LICENSEE HAS ACCEPTED ANY SUBSCRIPTION SOFTWARE OR SUBSCRIPTION SERVICE UNDER THIS AGREEMENT.**

(i) **HIGH RISK ACTIVITIES. THE SUBSCRIPTION SOFTWARE IS NOT FAULT-TOLERANT AND IS NOT DESIGNED, MANUFACTURED OR INTENDED FOR USE AS ON-LINE CONTROL EQUIPMENT IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE PERFORMANCE, SUCH AS IN THE OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR AIRCRAFT COMMUNICATION SYSTEMS, MASS TRANSIT, AIR TRAFFIC CONTROL, DIRECT LIFE SUPPORT MACHINES, OR WEAPONS SYSTEMS, IN WHICH THE FAILURE OF THE SUBSCRIPTION SOFTWARE COULD LEAD DIRECTLY TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENTAL DAMAGE ("HIGH RISK ACTIVITIES"). ACCORDINGLY, INFOR DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR HIGH RISK ACTIVITIES. LICENSEE AGREES THAT INFOR SHALL NOT BE LIABLE FOR ANY CLAIMS OR DAMAGES ARISING FROM OR RELATED TO THE USE OF THE SUBSCRIPTION SOFTWARE IN SUCH APPLICATIONS.**

(j) All Licensed Infor Software for which the Infor either sells or licenses to the Licensee and used by the Licensee after the calendar year 2000, includes or shall include, at no added cost to Licensee, design and performance so Licensee shall not experience Licensed Infor Software abnormality and/or generation of incorrect results from the Licensed Infor Software, due to date oriented processing, in the operation of the business of the Licensee.

The Licensed Infor Software design, to insure year 2000 compatibility, shall include, but is not limited to: data structures (databases, data files, etc.) that provide 4-digit date century; stored data that contain date century recognition, including, but not limited to, data stored in databases and hardware device internal system dates; calculations and program logic (e.g., sort algorithms, calendar generation, event recognition, and all processing actions that use or produce date values) that accommodates same century and multi-century formulas and date values; interfaces that supply data to and receive data from other systems or organizations that prevent non-compliant dates and data from entering any Licensee system; user interfaces (i.e., screens, reports, etc.) that accurately show 4 digit years; and assurance that the year 2000 shall be correctly treated as a leap year within all calculation and calendar logic.

Licensee may continue the Warranty protection described above by purchasing and paying for on-going Maintenance and Support Services described below. By doing so, all Warranty, Year 2000 Warranty, and

Resolution and Response Time Warranty conditions included herein shall remain in effect, in perpetuity, as long as payments for Annual Maintenance and Support Fees are kept current under the respective Subscription License and Support Agreement and the Software Support Agreement.

7. Indemnity by Infor.

Infor will defend, indemnify and hold Licensee harmless from and against any loss, cost and expense that Licensee incurs because of a third party claim that the Subscription Software infringes any Intellectual Property Rights of others. Infor's obligations under this indemnification are expressly conditioned on the following: (i) Licensee must promptly notify Infor of any such claim; (ii) Licensee must in writing grant Infor sole control of the defense of any such claim and of all negotiations for its settlement or compromise (if Licensee chooses to represent its own interests in any such action, Licensee may do so at its own expense, but such representation must not prejudice Infor's right to control the defense of the claim and negotiate its settlement or compromise); (iii) Licensee must cooperate with Infor to facilitate the settlement or defense of the claim. Infor will not have any liability hereunder to the extent the claim arises from (a) any modification of the Subscription Software, except for Configurations; (b) the installation of the Subscription Software on any computer, computer platform, operating system and/or data base management system other than provided by Infor. If any Subscription Software is, or in Infor's opinion is likely to become, the subject of a Intellectual Property Rights infringement claim, then Infor, at its sole option and expense, will either: (A) obtain for Licensee the right to continue using the Subscription Software under the terms of this Agreement; (B) replace the Subscription Software with products that are substantially equivalent in function, or modify the Subscription Software so that it becomes non-infringing and substantially equivalent in function; or (C) refund to Licensee the un-used portion of the Subscription Services fee, if any, paid to Infor for the Subscription Software giving rise to the infringement claim, and discontinue Licensee's use of such Subscription Software. **THE FOREGOING SETS FORTH INFOR'S EXCLUSIVE OBLIGATION AND LIABILITY WITH RESPECT TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.**

8. Security Policies and Safeguards.

(a) Security Policies and Safeguards. Infor shall establish and maintain administrative, technical, and physical safeguards designed to protect against the destruction, loss, unauthorized access or alteration of Licensee Data and Personal Information in the possession or under the control of Infor or to which Infor has access, which are: (i) no less rigorous than those maintained by Infor for its own information of a similar nature; (ii) no less rigorous than generally accepted industry standards; and (iii) no less rigorous than as required by applicable laws. The security procedures and safeguards implemented and maintained by Infor pursuant to this Section 8 (a) shall include, without limitation:

- (i) User identification and access controls designed to limit access to Licensee's Data to authorized users;
- (ii) the use of appropriate procedures and technical controls governing data entering Infor's network from any external source;
- (iii) the use of strong encryption techniques when Licensee's Data is transmitted or transferred into or out of the hosted environment;
- (iv) physical security measures, including without limitation securing Licensee's Data within a secure facility where only authorized personnel and agents will have physical access to Licensee Data;
- (v) operational measures, including without limitation IT Service Management (ITSM) processes designed to ensure the correct and secure operations of information processing activities;
- (vi) periodic employee training regarding the security programs referenced in this Section; and
- (vii) periodic testing of the systems and procedures outlined in this Section.

(b) Review of Controls. Once in each 12-month period during the Subscription Term, Infor shall, at its cost and expense, engage a duly qualified independent auditor to conduct a review of the design and operating effectiveness

of Infor's defined control objectives and control activities in connection with the Subscription Services. Infor shall cause such auditor to prepare a report in accordance with the American Institute of Certified Public Accountants Statement on Standards for Attestation Engagements No. 16 (SSAE 16) or an equivalent standard, which shall include ISAE 3402, SOC2 Type 2 (the "Audit Report"). Licensee shall have the right to request and receive a copy of the Audit Report and Licensee may share a copy of such Audit Report with its auditors and regulators, provided that, such Audit Report shall be Infor's Confidential Information (as defined in this Agreement).

(c) Security Incident Response. In the event that Infor becomes aware that the security of any Licensee Data or Personal Information has been compromised, or that such Licensee Data or Personal Information has been or is reasonably expected to be subject to a use or disclosure not authorized by this Agreement (an "Information Security Incident"), Infor shall: (i) promptly (and in any event within 24 hours of becoming aware of such Information Security Incident), notify Licensee, in writing, of the occurrence of such Information Security Incident; (ii) investigate such Information Security Incident and conduct a reasonable analysis of the cause(s) of such Information Security Incident; (iii) provide periodic updates of any ongoing investigation to Licensee; (iv) develop and implement an appropriate plan to remediate the cause of such Information Security Incident to the extent such cause is within Infor's control; and (v) cooperate with Licensee's reasonable investigation or Licensee's efforts to comply with any notification or other regulatory requirements applicable to such Information Security Incident.

(d) Upon termination of this Agreement, for whatever reason, Infor shall stop the Processing of Licensee Data, unless instructed otherwise by Licensee in writing, and these undertakings in Section 8 shall remain in force until such time as Infor no longer possesses Licensee Personal Data.

9. Term and Termination.

(a) Term. With respect to the Subscription Software, the Initial Subscription Term shall be as set forth on the applicable Order Form. After the Initial Subscription Term, the Licensee may opt to renew for seven (7) separate consecutive Renewal Terms by providing written notice to Infor of its intent to renew at least sixty (60) days prior to expiration of the Initial Subscription Term or then current Renewal Term, as the case may be.

(b) Right of Termination for Breach. In the event that either party shall fail to materially maintain or keep in force any of the terms and conditions of this Agreement, the aggrieved party may notify the other party in writing via certified mail of such failure and demand that the same be remedied within thirty (30) business days. Should the defaulting party fail to remedy the same within said period, the other party shall thereupon have the right to terminate this Agreement by giving the other party thirty (30) days written notice. Notwithstanding the foregoing, to the extent such material breach cannot be remedied through efforts of the breaching party, the other party has the right to terminate this Agreement (including all Order Forms hereunder) on less than thirty days' written notice.

(c) Effect of Termination and Expiry. Upon termination of this Agreement by either party, Infor will discontinue the provision of all services and Licensee will promptly pay Infor for all services rendered by Infor and accepted by Licensee through the effective date of such termination.

Upon termination, or expiration of this Agreement and/ or an Order Form, (a) Infor will immediately cease all use of Licensee Data and Confidential Information and/ or any other information and shall deliver to Licensee all items containing, embodying, relating to or comprising Licensee Confidential Information and/ or Licensee Data.

Upon expiry or termination of this Agreement, for any reason, Infor will make all Licensee Data available to Licensee as a native database export provided through Infor's FTP server. In the event that Licensee requires the return of Licensee Data in an alternate format or requires any other termination assistance services, Infor and Licensee shall mutually agree upon the scope of such termination assistance services and the fees and expenses payable for such termination assistance services.

10. LIMITATIONS OF LIABILITY.

(a) **LIMITED LIABILITY OF INFOR. EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND THIRD PARTY LICENSORS IN CONNECTION WITH OR RELATED TO THE SUBSCRIPTION**

SOFTWARE, THE SUBSCRIPTION SERVICES, OR ANY OTHER MATTER RELATING TO THIS AGREEMENT (WHATEVER THE BASIS FOR THE CAUSE OF ACTION) WILL NOT EXCEED 1.5 TIMES THE SUBSCRIPTION FEES PAID OR PAYABLE TO INFOR HEREUNDER FOR THE TWELVE-MONTH PERIOD IN WHICH SUCH LIABILITY FIRST AROSE.

(b) **LIMITED LIABILITY FOR DISCLOSURE OF PERSONAL INFORMATION.** THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND THIRD PARTY LICENSORS FOR BREACH OF SECTION 8 WITH RESPECT TO PERSONAL INFORMATION, SHALL NOT EXCEED DIRECT DAMAGES IN THE AMOUNT OF TEN MILLION DOLLARS (\$10,000,000.00); PROVIDED, HOWEVER, THAT THE FOREGOING LIMITATION WILL NOT SERVE TO LIMIT INFOR'S OBLIGATIONS WITH RESPECT TO THE PROVISION OF NOTIFICATIONS AND CREDIT MONITORING SERVICES TO PERSONS WHOSE PERSONAL INFORMATION MAY HAVE BEEN ACCESSED OR DISCLOSED DUE TO SUCH BREACH, NOT TO EXCEED THE FOLLOWING: (1) SETTING UP A CALL CENTER FOR ONE YEAR; (2) PROVIDING CREDIT MONITORING SERVICES AS REQUIRED BY LAW FOR ONE YEAR, AND (3) PAYING THE COSTS OF MAILING NOTICES OF THE DATA SECURITY BREACH TO AFFECTED PARTIES OF SUCH BREACH (COLLECTIVELY, "NOTIFICATION COSTS"). FOR CLARITY, WHILE THE NOTIFICATION COSTS MAY EXCEED \$10,000,000 AS PROVIDED ABOVE, ALL NOTIFICATION COSTS SHALL COUNT TOWARD THE \$10,000,000 LIMITATION.

(c) **EXCLUSION OF DAMAGES.** EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, IN NO EVENT WILL INFOR, ITS AFFILIATES OR THIRD PARTY LICENSORS BE LIABLE FOR ANY SPECIAL, PUNITIVE, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND REGARDLESS OF WHETHER INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE.

11. Audit Rights.

(a) **Infor Right to Audit.** Infor (including any third party auditor retained by Infor) may audit the records and systems of Licensee to ensure compliance with the terms of this Agreement and each applicable Order Form. Infor will notify Licensee in writing at least ten (10) business days prior to any such audit. Any such audit will be conducted during regular business hours and will not interfere unreasonably with Licensee's business activities. Infor may audit Licensee no more than once in any twelve (12) month period. If an audit reveals that Licensee is using the Subscription Software or Subscription Services beyond the scope of the license granted herein, then, in addition to any other remedies available to Infor, Licensee will promptly pay Infor the underpaid Subscription Fees associated therewith based on Infor's then-current list rates, as well as any applicable late charges.

(b) **Licensee Right to Audit.** Infor shall provide to Licensee (or its third party auditors) documents and records in connection with any audits of the fees payable to Infor hereunder. All such documents and records shall be kept and maintained by Infor and shall be made available to Licensee during the term of this Agreement and for a period of three (3) years thereafter unless Licensee provides Infor with written permission to dispose of any such material prior to such time. Such audit shall take place at Licensee's reasonable request in writing.

12. Licensee Resources, Licensee Personal Data.

Licensee, in its sole discretion, may permit Infor to have on-line access to Licensee-designated networks and computer systems ("Licensee Resources") in order to facilitate Infor's ability to perform its obligations to Licensee under this Agreement. The term "Licensee Resources" also includes all information obtained, stored, or accessible on such networks and systems. If such access is granted, Infor will promptly give Licensee in writing the names of Infor's employees who have a legitimate business need for such access to Licensee Resources ("Authorized Personnel"), and Licensee will provide a separate user identification code for each person ("Password"). Only Authorized Personnel may access and use Licensee Resources. Authorized Personnel will access and use Licensee Resources solely for the purpose of fulfilling Infor's obligations to Licensee under this Agreement ("Permitted Use"). Passwords and Licensee Resources are provided on an "**AS-IS**" basis and constitute Licensee's Confidential Information. Infor is responsible for all costs and expenses it incurs in accessing Licensee Resources, including the cost of any hardware, telecommunications services, network connections, and software not furnished

by Licensee. Licensee, in its sole discretion, may terminate with or without cause Infor's and/or any Authorized Personnel's access to Licensee Resources at any time. Infor agrees that Infor (including the Authorized Personnel) have no expectation of privacy when using or accessing Licensee Resources, and that Licensee may access, review, copy or delete any messages and files for any purpose and disclose them to any party that Licensee deems appropriate. Infor, including Authorized Personnel, will: (i) comply with all instructions Licensee provides concerning access to Licensee Resources; (ii) not access or attempt to access those Licensee Resources that Licensee has not authorized in writing Infor to access; (iii) not modify, copy, store, transfer, install, delete or obtain programs or data from Licensee Resources, unless Licensee has expressly authorized Infor to do so in advance; and (iv) not change the configuration or topology of Licensee Resources. Infor, including Authorized Personnel, will immediately cease accessing all Licensee Resources upon the earliest to occur: (a) when no longer required to perform work under this Agreement; (b) when notified by Licensee; or (c) when this Agreement terminates or expires. Any document properly transmitted by computer access will be considered a "writing" delivered in connection with this Agreement. Electronic documents will be considered signed by a party if they contain an agreed upon electronic identification symbol or code as required by law. Electronic documents will be deemed received by a party when accessible by the recipient on the computer system.

EXHIBIT 4
SOFTWARE SERVICES AGREEMENT

THIS SOFTWARE SERVICES AGREEMENT (the “Services Agreement” or “Agreement”) is made between **Infor Public Sector, Inc.** (“Infor”) and **Milwaukee County** (“Licensee”) as of the Effective Date.

The Master Agreement, this Services Agreement, govern the Work Order, having the same Effective Date as the Master Agreement, entered into by the above Parties only and may not be used for any other purpose.

The Parties agree as follows:

1. Definitions.

“Affiliate” means any entity, directly or indirectly, controlling, controlled by, or under common control with, Infor.

“Confidential Information” means non-public information of an Affiliate or a party to this Agreement that is identified as or would be reasonably understood to be confidential and/or proprietary. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; (iv) is independently developed by the Recipient without access to Confidential Information; or (v) is subject to Wisconsin Public Records Law, Wis. Stat. § 19.21 *et seq.* Confidential Information of Licensee includes, without limitation, any information related to Licensee’s operations, finance and/ or staff (full-time, part-time, seasonal, retired or contractors) that is shared by or on behalf of Licensee with Infor during the term of this Services Agreement.

“Deliverable” has the meaning ascribed to such term in Section 2(d) of this Services Agreement.

“Discloser” means the party providing Confidential Information to the Recipient.

“Effective Date” means the date identified on the signature page of this Services Agreement as the Effective Date.

“Intellectual Property Rights” means any and all rights in patents, patent applications, copyrights, copyright registrations, trade secrets, trademarks and service marks (including, where applicable, all derivative works of the foregoing).

“Project Schedule” has the meaning ascribed to such term in Section 5 of this Services Agreement.

“Licensee Affiliate” means Milwaukee Transport Services, Inc. (“MTS”) for so long as MTS remains a quasi-governmental body under the jurisdiction of Licensee.

“Licensed Software” means the computer software programs licensed by Infor or its Affiliate to Licensee under the Subscription License and Services Agreement, dated _____ and Software License Agreement dated _____.

“Recipient” means the party receiving Confidential Information of the Discloser.

“RFP” means the functionality requirements matrix. A copy of the RFP is attached herewith as Exhibit 10.

“Residual Knowledge” means ideas, concepts, know-how or techniques related to the Discloser's technology and Confidential Information that are retained in the unaided memories of the Recipient who had rightful access to Confidential Information.

“Services” means the Licensed Software-related professional services that Infor will provide to Licensee as contemplated under this Services Agreement.

“Services Work Order” or “Work Order” has the meaning ascribed to such term in Section 2(a) of this Services Agreement.

2. Services.

(a) Services Work Orders. Infor will provide Licensee with Services as set forth in the signed Work Order which shall contain without limitation, a description of the Services, key Deliverables, fee rates, a macro-level project plan with key milestones and milestone payments identified ("Services Work Order" or "Work Order"). No Services shall be performed without the parties having signed a Work Order for such Services. All Work Orders must be signed by Infor and County's Comptroller for them to valid.

(b) Contractors. Infor may upon prior written consent of Licensee (which is completely at the sole discretion of Licensee) provide Services through its third-party contractors ("Contractors"), but, even in all such cases, Infor will remain fully responsible for their acts and/ or omissions (including timeliness and accuracy of work submitted in the fulfillment of its responsibilities under this Services Agreement) to the same extent as if such Contractors were employees of Infor. All terms of this Services Agreement shall apply to Contractors.

(c) Conditions On Providing Services. Each of the Parties must assign a project manager who will assume responsibility for proper and timely fulfillment of its represented party's obligations under a Work Order. Licensee will establish the overall project direction, and both Parties shall be responsible for assigning and managing its own project team. Infor agrees that its project manager shall have the authority to act on behalf of Infor on all matters pertaining to this Services Agreement.

(d) Subject to the terms of Milwaukee County's Directives on Vendor's Remote Access and Use of County Systems (attached hereto as Exhibits 12 and 13) and/or any other policies provided to Infor and the terms of Section 2(g) below, Licensee shall provide Infor with such facilities and equipment as are reasonably necessary for Infor to provide Services, including remote access to the Licensee Resources.

(e) Deliverables. Infor owns and will own all right, title and interest to intellectual property rights in any work product generated from the Services ("Deliverable"). Subject to the terms and conditions of this Services Agreement, Infor grants Licensee a perpetual, non-exclusive, non-transferable, royalty free license (without the right to sublease or sublicense) to use and copy for use the Deliverable for Licensee and Licensee Affiliate's own, internal operations. Notwithstanding anything to the contrary contained herein, Licensee will hold exclusive and complete ownership of its data or information (whether or not Confidential Information) included in such Deliverable and Infor shall have no rights and/ or interest over the same.

(f) Licensee Resources, Licensee Personal Data. Licensee, in its sole discretion, may permit Infor to have on-line access to Licensee-designated networks and computer systems ("Licensee Resources") in order to facilitate Infor's ability to perform its obligations to Licensee under this Agreement. The term "Licensee Resources" also includes all information obtained, stored, or accessible on such networks and systems. Only Infor personnel may access and use Licensee Resources. Authorized Personnel will access and use Licensee Resources solely for the purpose of fulfilling Infor's obligations to Licensee under this Agreement ("Permitted Use"). Passwords and Licensee Resources are provided on an "**AS-IS**" basis and constitute Licensee's Confidential Information. Infor is responsible for all costs and expenses it incurs in accessing Licensee Resources, including the cost of any hardware, telecommunications services, network connections, and software not furnished by Licensee. Licensee, in its sole discretion, may terminate with or without cause Infor's and/or any Infor personnel's access to Licensee Resources at any time. Infor agrees that Infor (including the Infor personnel) have no expectation of privacy when using or accessing Licensee Resources, and that Licensee may access, review, copy or delete any messages and files for any purpose and disclose them to any party that Licensee deems appropriate. Infor, including Infor personnel, will: (i) comply with all instructions Licensee provides concerning access to Licensee Resources; (ii) not access or attempt to access those Licensee Resources that Licensee has not authorized in writing Infor to access; (iii) not modify, copy, store, transfer, install, delete or obtain programs or data from Licensee Resources, unless Licensee has expressly authorized Infor to do so in advance; and (iv) not change the configuration or topology of Licensee Resources. Infor, including Infor personnel, will immediately cease accessing all Licensee Resources upon the earliest to occur: (a) when no longer required to perform work under this Agreement; (b) when notified by Licensee; or (c) when this Agreement terminates or expires. Any document properly transmitted by computer access will be considered a "writing" delivered in connection with this Agreement. Electronic documents will be considered

signed by a party if they contain an agreed upon electronic identification symbol or code as required by law. Electronic documents will be deemed received by a party when accessible by the recipient on the computer system.

(g) Scheduling and Cancellation of Scheduled Services. The Parties agree that once Licensee and Infor have scheduled a specific time during which Infor will provide Services under the terms of this Services Agreement and/or a Work Order, Infor will be obligated to perform such Services on the date scheduled, unless both Parties mutually agree to reschedule the provision of such Services. In the event that the Services are rescheduled for a later date than originally agreed upon, any Services milestone dates set out in the Work Order impacted by such rescheduling shall be adjusted by same number of days as the Services performance date is agreed to be deferred unless agreed otherwise by both the Parties.

Licensee will be obligated to pay Infor for such Services as if Infor had performed such Services on the date scheduled and any related travel and living expenses to the extent such travel and living expenses are non-refundable and Infor has informed Licensee of the same, unless Licensee has notified Infor that Licensee would like to reschedule or cancel the provision of such Services at least two (2) weeks prior to the date which Infor is scheduled to perform such Services.

3. Payment , Invoices, Travel and Related Expenses.

(a) Payment. Infor will invoice Licensee for all Services as per the fee rate(s) and payment schedule set out in the relevant Work Order. Notwithstanding anything contained herein or any such Work Order, any fees shall be become payable by Licensee within 30 days of the date of an accurate and proper invoice as per terms of this Services Agreement and the Master Agreement.

(b) Invoices. Infor is responsible for all charges, costs and fees incurred as a result of performing its obligations, rendering its Services, and providing deliverables hereunder.

(c) Travel and Living Expenses. Infor agrees all Services provided under this Services Agreement and a Work Order shall have fixed fee rate(s) and will include all travel and other related expenses to be incurred by Infor. No such expenses shall be reimbursed by Licensee even though Infor staff may be required to travel to Licensee's offices for Services related activities.

(d) Long-term Assignments. The parties acknowledge that reimbursement of travel and living expenses to an Infor consultant who is assigned to a particular location for more than one year may be treated as taxable personal income under applicable tax laws. Where reasonably possible, the parties will plan to limit the duration of a consultant's assignment to a particular location to less than one year.

4. Change Orders.

Deviations that arise during the proposed Project will be managed using the Project Change Control Process outlined in the Work Order.

5. Project Schedule and Acceptance.

Infor will develop a detailed project schedule that details both Infor and Licensee's responsibilities, timeline for project activities, phases, milestones, and deliverables ("Project Schedule") in connection with Infor's performance of the Services. The Project Schedule should be in sufficient detail to specify the deliverables, conversion, training, testing, acceptance, configuration, modification, integration, and live operation activities. Both Infor and Licensee will mutually agree to a Project Schedule.

Delivery of the Services shall be made in accordance with the Project Schedule. Minor variances from this Project Schedule may be permitted subject to a mutual agreement by both parties and confirmed by prior written notice.

6. Other Warranties.

(a) Warranty and Continuation of Warranty. (i) Infor represents and warrants that it has the right to provide Services under this Services Agreement.

(b) Limited Services Warranty and Remedy For Breach. (i) Notwithstanding the Holdback, Retainage, and Release provisions of the Services Work Order, Infor warrants to Licensee that, for the period beginning on the specific date of the applicable Work Order and continuing for ninety (90) days after the completion of all Services pursuant to that Work Order will be provided and function without any Severity Level 1 and Severity Level 2 Defects, as defined in the Services Work Order ("Deliverable Warranty") and Infor will render all re-work for any deficient Deliverable(s) or integration under such Work Order with reasonable care and skill. If Licensee notifies Infor within the warranty period of a breach of the foregoing warranty, Infor will re-perform such Services in compliance with the foregoing warranty at no additional cost. If despite its reasonable efforts, Infor is unable to provide Licensee with Services and/ or Deliverable in compliance with the foregoing warranty, then, subject to the limitations set forth in Section 7 of this Services Agreement, Licensee may pursue its remedy at law to recover direct damages resulting from the breach of this limited warranty. These remedies are exclusive and are in lieu of all other remedies, and Infor's sole obligations for breach of this limited warranty are contained in this Section 4(b).

(c) Services Warranty. Infor agrees at all times to maintain an adequate staff of experienced and qualified employees for efficient performance under this Services Agreement. Infor agrees that, at all times, the employees of Infor furnishing or performing any services shall do so in a proper, workmanlike, and dignified manner.

(d) Infor agrees that all persons working for or on behalf of Infor whose duties bring them upon Licensee's premises shall obey the rules and regulations that are provided by Licensee to such persons in writing and shall comply with the reasonable directions of Licensee. Licensee may, at any time, require the removal and replacement of any of Infor's employees for good cause.

(e) Both parties shall be responsible for the acts of its employees, Contractors and agents . Accordingly, both parties agree to take all necessary measures to prevent injury and loss to persons or tangible property located on Licensee's premises. Both shall be responsible for all damages to persons or tangible property caused by such party or any of its agents or employees or Contractors. The party that cause the damage shall promptly repair, any damage that its Contractors, employees or agents, may cause.

(f) Both parties agree that, in the event of an accident of any kind, it will immediately notify the other's contact person and thereafter, if requested, furnish a full written report of such accident.

(g) Infor and its employees or agents shall have the right to use only those facilities of Licensee that are necessary to perform services under this Services Agreement and shall have no right to access any other facilities of Licensee. Licensee shall also extend parking privileges to properly identified members of Infor's full-time staff on the same basis as they are extended to Licensee's staff.

(h) Other Warranties: Infor represents and warrants that:

(i) Infor has or will obtain appropriate agreements with its employees and others whose services it may require, sufficient to enable full compliance with all the provisions of this Services Agreement. In addition, Infor warrants that it will cause its employees, agents and Contractors to sign any documentation required for access to Licensee's Confidential Information and County Resources.

(ii) Infor is in full compliance with the Immigration Reform and Control Act of 1986, as amended, and that it will only provide Licensee with personnel whose employment eligibility has been verified; is in full compliance with all applicable laws relating to equal employment opportunity; and has implemented appropriate "revolving door" and conflict of interest screening mechanisms, and that it and its employees are in full compliance with all related regulations and laws, including, but not limited to, 5 C.F.R. Sec. 2635 et seq., 18 U.S.C. Sec. 204, 205, 207 and 208, and FAR Subpart 3.104 et seq.

(iii) as of the Effective Date of this Agreement, there are no existing or threatened legal proceedings against Infor that would have an adverse effect upon its ability to perform its obligations under this Services Agreement or its financial condition or operations.

(iv) Disclaimer of Warranty. The warranties in Sections 6 and 7 are made to Licensee exclusively and is in lieu of all other warranties. **INFOR MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO ANY SERVICES PROVIDED UNDER THIS SERVICES AGREEMENT AND/OR ANY WORK ORDER, IN WHOLE OR IN PART. INFOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. INFOR EXPRESSLY DOES NOT WARRANT THAT THE SERVICES WILL MEET LICENSEE'S REQUIREMENTS.**

(j) FAILURE OF ESSENTIAL PURPOSE. **THE PARTIES HAVE AGREED THAT THE LIMITATIONS SPECIFIED IN SECTIONS 6, 7 AND 9 WILL SURVIVE AND APPLY EVEN IF ANY REMEDY SPECIFIED IN THIS SERVICES AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, AND REGARDLESS OF WHETHER LICENSEE HAS ACCEPTED ANY SERVICE UNDER THIS SERVICES AGREEMENT.**

7. Term.

(a) Term. Unless terminated earlier in accordance with the terms of the Master Agreement, the term of this Services Agreement shall commence on the Effective Date, and shall continue in full force and effect until completion of the Deliverable Warranty ("Term").

(b) Effect of Termination and Expiry. Upon termination of this Services Agreement by either party, Infor will discontinue the provision of all Services and Licensee will promptly pay Infor for all Services rendered by Infor through the effective date of such termination. Termination of this Services Agreement will not release either party from making payments which may be owing to the other party under the terms of this Services Agreement for all Services rendered through the effective date of such termination.

Upon termination, or expiration of this Services Agreement and/ or a Work Order, (a) Infor will (i) immediately cease all use of Licensee Confidential Information and/ or any other information and shall deliver to Licensee all items containing, embodying, relating to or comprising Licensee Confidential Information and/ or other information, as well as any other documents, assets or things, belonging to Licensee that constitute deliverables regardless of completion (Infor shall not take or retain copies of any of the foregoing); (ii) refund any payments that may have been made by Licensee to Infor in advance, which are in excess of amounts due to Infor (if any), within thirty (30) days following the expiration or effective date of termination; and (iii) returned to Licensee's project manager any equipment, including hardware or software, that was provided by Licensee to Infor without obligation of payment by Infor will be immediately in the same condition that such property was received (less normal wear and tear) by no later than the effective date of such termination, (b) Licensee will (i) pay Infor the unpaid compensation for Services actually rendered, and expenses incurred, up to and including the applicable termination date, on a time and materials basis, at an hourly rate not to exceed the rate set forth in the Work Order, for each of Infor's personnel that performed the unpaid Services in connection with the Deliverables that were delivered and the tasks that were performed under the Work Order, and (ii) return any sums held back as retainage from the compensation previously paid to Infor within 30 days of the termination date. If within sixty (60) days following the termination date, the parties have not agreed upon the amount of Services rendered as of the termination date or the amount of such additional payments, then the issue will be treated as a dispute under this Agreement.

8. LIMITATIONS OF LIABILITY.

(a) LIMITED LIABILITY OF INFOR. **EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND CONTRACTORS IN CONNECTION WITH THE SERVICES, OR ANY OTHER MATTER RELATING TO THIS SERVICES AGREEMENT SHALL NOT EXCEED 1.5 TIMES THE AMOUNT OF THE FEE THAT LICENSEE IS REQUIRED TO PAY TO INFOR UNDER THIS SERVICES AGREEMENT.**

(b) EXCLUSION OF DAMAGES. **EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, IN NO EVENT SHALL INFOR, ITS AFFILIATES OR CONTRACTORS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF**

CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND REGARDLESS OF WHETHER INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. Indemnification.

To the fullest extent permitted by law, Infor shall indemnify, hold harmless, and defend Licensee and its agents, employees, officers and successors, from and against any claims, causes of action, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting in any way from Infor's performance of this Services Agreement, provided that such claim, cause of action, damage, loss or expense is attributable to (i) bodily injury, sickness, disease, or death to any person, including employees or agents of Licensee, Infor, Contractor; or (ii) injury to or destruction of tangible property including loss of use resulting therefrom; caused by a negligent act or omission of Infor or its Affiliates, or Contractor, or anyone directly or indirectly employed by them, or any for whose acts they may be liable.

Infor shall assume the defense of Licensee pursuant to the provisions of the paragraph above within thirty (30) days of receipt of written notice. Any legal cost or expense, including attorney's fees, incurred by Licensee for enforcement of its rights under the paragraph above between the time by which Infor should have assumed Licensee defense and the time when Infor assumes Licensee's defense shall be reimbursed by Infor. Any legal cost or expense, including attorney's fees, incurred by Licensee in the successful prosecution of any litigation or arbitration seeking to enforce the provisions of the paragraph above, shall also be reimbursed by Infor.

Should the parties agree to submit claims, disputes, or other matters arising out of this Services Agreement to arbitration, they may do so only with written agreement of all parties, including Licensee.

10. Non-Solicitation of Employees.

During the period that Infor is providing Services pursuant to this Services Agreement and for a period of one (1) year following the completion of such Services, neither Infor nor Licensee will offer to hire, hire, Solicit for employment or retention as an independent contractor, or in any way employ any Resource of the other Party without the prior written consent of the other Party. "Solicit" as used in this Section does not include general solicitations, such as advertisements in newspapers, trade publications or on the internet. "Resource" for purposes of this Section means: (a) employees or independent contractors of the non-hiring party who directly worked on the Services project (the "Project"), and (b) former employees of the non-hiring party who directly worked on the Project and whose employment with that party ended less than six (6) months prior to the date of such offer to hire, hire, Solicitation, or employment.

11. Acceptance Criteria and Final Acceptance.

(a) For purposes of acceptance of the Services (or phases and milestone Deliverables thereof), the parties intend to use the following staged acceptance procedure ("Acceptance Criteria"). All timeframes specified in the following procedures may be overridden by the Project Schedule. No payment shall be payable under the Work Order until Licensee accepts the Deliverables of the Services as per this process.

- (i) Written Deliverable: Infor shall submit interim drafts (stamped, noted or otherwise clearly marked "Draft") of a written deliverable to Licensee for review. Licensee agrees to review and provide comments to Infor on each interim draft within five (5) business days after receiving it from Infor unless a written exception is approved by both parties project manager to approve a longer approval period. Licensee will have the opportunity to review the written Deliverable for a further acceptance period of five (5) business days after delivery of the final version (stamped, noted or otherwise clearly marked "Final Draft") of the written deliverable unless an written exception is approved by both parties project manager to approve a longer approval period (the "Acceptance Period"). Licensee agrees to notify Infor in writing by the end of the Acceptance Period either stating that the written Deliverable is accepted in the form delivered by Infor or describing in reasonable detail any substantive deficiencies that must be corrected prior to acceptance of the written Deliverable. When Licensee delivers to Infor a notice of deficiencies, Infor will promptly correct the described deficiencies and return to Licensee for acceptance as per this Acceptance Criteria. Licensee will not unreasonably withhold, delay or condition its approval of a final written Deliverable. Infor

is responsible for tracking status of each Deliverable including but not limited to the date in which it was submitted to Licensee and date returned.

- (ii) Services Deliverable: Acceptance testing is an iterative process designed to determine whether each component of the Infor and non-Infor Software combined with related Services delivered by Infor ("Services Deliverable") performs the functions described in Licensed Software Functionality Matrix attached as Exhibit 9 submitted as part of the RFP Response, to discover and remove material deviations (Severity Level 1 and Severity Level 2 Defects) where the Services Deliverable does not substantially perform the functions described in Licensed Software Functionality Matrix ("Defect" or "Defects") through repeated testing cycles performed as stated in the Project Plan. Infor will work with Licensee and make a good faith effort to develop a test plan with the requisite Software Services Deliverable and to test each Software Services Deliverable (the "Acceptance Tests" or "Acceptance Testing").

(b) The "Acceptance Test Period" for each Services Deliverable will be mutually agreed upon between Infor and Licensee per the Project Schedule Plan, after the Services Deliverable is installed at Licensee's or Licensee Affiliate's designated site and Infor has successfully completed Infor's test environment and notified Licensee that the Services deliverable is ready for Acceptance Testing. Infor will not be obligated to deliver a Services Deliverable to Licensee until Licensee demonstrates the readiness of the target technical platform and environment.

(c) If Licensee determines during the Acceptance Test Period that the Software Services Deliverable contains a Severity Level 1 or Severity Level 2 Defect, Licensee will promptly send Infor a written notice reporting the alleged Defect describing it to Infor in sufficient detail reasonably necessary for Infor to recreate it. Infor will within one (1) business day acknowledge receipt of such written notice and within five (5) business days thereafter either provide Licensee with a mutually agreed resolution plan, or fix the reported defect (as per mutually agreed timelines) and/or provide Licensee approved acceptable workaround to Licensee for re-testing. Licensee will then re-test the modified portions of the Services Deliverable after receiving the modifications from Infor. In such a case, Infor and Licensee will mutually agree upon an updated Acceptance Test Period.

(d) By the end of the Acceptance Period Licensee will provide Infor with a final written list reporting any outstanding deficiencies (Severity Level 1 or Severity Level 2 Defects) (the "Punch List"). Licensee will then have twenty (20) business days after the receipt of the modifications to re-test the modified Software Services Deliverable to confirm that the deficiencies that were reported on the Punch List have been removed. If any deficiency that was reported on the Punch List has not been removed, Licensee will provide Infor with written notification by the end of the retesting period reporting any such deficiency. In such event, the procedures set forth in this section will be repeated for the remaining deficiency on the Punch List.

Infor and Licensee each agrees to work diligently to achieve acceptance of the Deliverables at the earliest possible date.

12. Targeted Business Enterprise (TBE) Participation.

(a) General. Infor shall make commercially reasonable efforts to comply with Chapter 42 of the Milwaukee County Ordinances. Infor shall prepare and submit TBE-14 commitment form for each TBE company and report TBE utilization to the Milwaukee County's Community Business Development Partners (CBDP) Office via B2G Now online payment program. B2G Now is Milwaukee County online system available to both Prime and Sub contractors at no charge. B2G Now training is available through CBDP. Failure to submit the TBE-14 form and submit payment information as prescribed herein, will result in disqualification of proposal, delay in payments, or other sanctions deemed appropriate by Licensee, including those listed below.

When evaluating the performance of this Services Agreement, Licensee reserves the right to conduct compliance reviews and request, both from Infor and its TBE sub-consultant(s), documentation that would indicate level of compliance. If Infor is not in compliance with the specifications, the Licensee will notify Infor in writing of the corrective action that will bring Infor into compliance. If Infor fails or refuses to take corrective action as directed, Licensee may take one or more of the actions listed below:

- (i) Terminate or cancel this Services Agreement, in whole or in part.

- (ii) Remove Infor from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three years.

Definition of a TBE business: A TBE business is a for profit entity as a DBE, Minority, Women or Small business; must be certified or registered with the following:

- (i) DBE certified by the WisUCP
- (ii) MBE certified as a Minority Owned Business with the State of Wisconsin DOA
- (iii) WBE certified as a Women Owned Business with the State of Wisconsin DOA
- (iv) SBE registered (By Federal Size Standards, NAICS and registered in SAM)

(b) TBE Participation Goal. The goal of Licensee is that each prime contractor shall utilize TBE Firms to a minimum of 17% TBE of the total contract. The approved TBE participation percentage for this Services Agreement is 10%. TBE participation requirement relative to contract award are based upon the approved Licensee Commitment to Subcontract to TBE Firms (TBE-14) form. In case Infor receives additional work related to this Services Agreement in the form of change orders, Work Order, addendum, etc. it shall be expected to increase TBE participation proportionally.

For a list of certified TBEs, access directory below or call the Certification Section at (414) 278-4747. If you need additional assistance in the identification of TBEs, contact the Community Business Development Partners (CBDP) Office at (414) 278-5210 or cbdp@milwaukeecountywi.gov;

DBE certified directory <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>; Minority or Women certified directory <https://wisdp.wi.gov/Search.aspx>

Infor shall count towards the TBE requirement and be credited with one hundred percent (100%) of expenditures to TBE firms, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified TBE firm. The Director of the CBDP Office through the application of 49 CFR § 26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.

Infor is required to notify the CBDP Office if its TBE subcontractors will further subcontract out work on this project.

Listing a TBE on the Commitment to Subcontract to TBE Firms form or Plan shall constitute a written representation and commitment that Infor has communicated and negotiated directly with the TBE firms(s) listed, and that it will use the listed firm(s). If awarded the contract, the prime contractor will enter into a subcontract agreement with the TBE firm(s) listed on the Commitment to Subcontract to TBE Firms form for the work and price set forth thereon. This Contract must be submitted to the CBDP Office within seven (7) days from the Notice to Proceed.

If the TBE firm(s) cannot perform, or if Infor has a problem in meeting the TBE goal, or any other problem relative to the TBE goal requirement, Infor shall immediately contact the CBDP office at (414) 278-5248. If needed, Infor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by Infor.

(c) TBE Utilization using B2G Now Online Payment System. Infor must submit payment to TBE contractors on the Milwaukee County's online payment system; B2G Now. Payment must be submitted even if no TBE activity took place during the period being reported. The Licensee project manager will reject payment applications that are not in compliance with this section.

Licensee reserves the right to waive any of these specifications when it is in the best interest of the Licensee and with the concurrence of the CBDP office.

13. Maintenance of Records; Audits.

(a) Maintenance of Records. Infor shall maintain accurate and complete documents and records relating to charges under this Services Agreement and documents relating to confidentiality, subcontracts and intellectual property ownership. All financial records shall be maintained in accordance with generally accepted accounting principles. All such documents and records shall be kept and maintained by Infor and shall be made available to Licensee during the term of this Services Agreement and for a period of three (3) years thereafter unless Licensee provides Infor with written permission to dispose of any such material prior to such time. Such audit shall take place at Licensee's reasonable request in writing.

(b) County's Right to Audit. Pursuant to Section 56.30(6)(e) of the Milwaukee County Code of General Ordinances, Infor, its officers, directors, agents, partners and employees shall allow the County Audit Services Division and department contract administrators (collectively referred to as Designated Personnel) and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of Infor and/ or Contractors related to the performance of this Services Agreement, including without limitation, (i) the accuracy of Infor's invoices, (ii) audits and examinations performed or required by regulatory authorities, (iii) validating compliance with this Services Agreement, (iv) compliance with applicable laws and regulations, and (v) compliance with Licensee policies and procedures referred to this Services Agreement; for a period of up to three years following the date of last payment under this Services Agreement. Infor shall provide to Licensee (or its Designated Personnel) any assistance they may reasonably require in connection with such audits and inspections.

Any Contractors or other parties performing work on this Services Agreement will be bound by the same terms and responsibilities as Infor. All subcontracts or other agreements for work performed on this Services Agreement will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities. Any and all County contracts and solicitations for contracts shall include a statement that the contractor and any subcontractors understand and will abide by the requirements of this chapter

**EXHIBIT 5
SOFTWARE LICENSE AGREEMENT**

AGREEMENT NUMBER: _____

THIS SOFTWARE LICENSE AGREEMENT (the "Agreement") is made between **Infor Public Sector, Inc.** ("Infor") and **Milwaukee County, WI** ("Licensee") as of _____, 2017 (the "Effective Date"). This Agreement and the Master Agreement govern the license of perpetual software. The parties agree as follows:

1. Definitions.

"Affiliate" means any entity, directly or indirectly, controlling, controlled by, or under common control with, Infor.

"Component System" means any one of the computer software programs which is identified in the applicable Order Form as a Component System.

"Component Systems" refers, collectively, to every Component System listed in the applicable Order Form between the parties.

"Confidential Information" means non-public information of an Affiliate or a party to this Agreement that is identified as or would be reasonably understood to be confidential and/or proprietary. Confidential Information of Infor includes, without limitation, the Documentation, the Component Systems, all software provided with the Component Systems and all algorithms, methods, techniques, code (Source Code and Object Code) and processes revealed or utilized therein. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; (iv) is independently developed by the Recipient without access to Confidential Information; or (v) is subject to Wisconsin Public Records Law, Wis. Stat. § 19.21 *et seq.* Confidential Information of Licensee includes, without limitation, Personal Information and any other information related to Licensee's operations, finance and/ or staff (full-time, part-time, seasonal, retired or contractors) that is shared by or on behalf of Licensee with Infor during the term of this Agreement.

"Delivery Address" means the Licensee shipping address set forth in the applicable Order Form as the Delivery Address.

"Delivery Date" means, for each Component System, the earliest of (a) the date that Infor places the Component System with a shipping agent, F.O.B. Shipping Point, for shipment to the Delivery Address or such other address Licensee specifies, (b) the date Infor provides Licensee electronic access to the Component System by providing Licensee a URL, where the Component System is available for immediate electronic download along with access codes permitting download and access to the Component System, or (c) the date that Licensee actually receives the Component System.

"Discloser" means the party providing Confidential Information hereunder.

"Documentation" means the then-current Infor-provided operating and technical documentation relating to the features, functions and operation of a Component System.

"Documented Defect" means a material deviation between the then-current, general release version of the Component System and its Documentation, for which Documented Defect Licensee has given Infor enough information for Infor to replicate the deviation on a computer configuration which is both substantially similar to the Equipment and is under Infor's control.

"Effective Date" means the date identified on the beginning page of this Agreement as the Effective Date.

"Equipment" mean the hardware and/or systems software configuration (e.g., the computer, computer platform, operating systems and/or data base management system) specified in the Order Form, or, in the absence of any

such specification in the Order Form, the hardware and/or systems software configuration on which Infor generally supports use of the Component System.

"Intellectual Property Rights" means any and all rights in patents, patent applications, copyrights, copyright registrations, trade secrets, trademarks and service marks (including, where applicable, all derivative works of the foregoing).

"Licensee Affiliate" means Milwaukee Transport Services, Inc. ("MTS") for so long as MTS remains a quasi-governmental instrumentality of Licensee and shares the same Board of Directors as Licensee.

"Licensee Employees" means: (i) Licensee's employees (full time, part time, hourly and seasonal) with a need to know; and (ii) third party consultants engaged by Licensee who have a need to know, who have been pre-approved in writing by Infor, and who, prior to obtaining access to the Component Systems, have executed an Infor-approved non-disclosure agreement and paid any applicable fees.

"Object Code" means computer programs assembled, compiled, or converted to magnetic or electronic binary form, which are readable and useable by computer equipment.

"Order Form" means each order form or similar ordering document (including all Software Supplements) between the parties incorporating the terms of this Agreement and/or the Master Agreement and/ or the Support Agreement that sets forth the Component Systems, associated fees and User Restrictions, among other terms.

"Order Form Date" means the date identified on the applicable Order Form as the Order Form Date.

"Recipient" means the party receiving Confidential Information hereunder.

"Software Supplement" means, with respect to a Component System, the addendum attached to the applicable Order Form that contains additional terms, conditions, limitations and/or other information pertaining to that Component System. If any terms of a Software Supplement conflicts with any other terms of this Agreement or the applicable Order Form, the terms of the Software Supplement will control.

"Source Code" means computer programs written in higher-level programming languages and readable by humans.

"Support Agreement" means the Software Support Agreement entered into between the parties as of the Effective Date.

"Third Party Licensor" means a third party whose software products ("Third Party Products") have been made available to Infor for distribution and licensing under the terms of its agreement with Infor (a "Third Party Agreement").

"User Restriction" means any Component System user restriction identified in an Order Form (for example, and without limitation, number of named or concurrent users).

2. Right to Grant License and Ownership.

Infor has the right to grant Licensee this license to use the Component Systems. Infor either owns all right, title and interest to, or has the right to license, the Component Systems.

3. License.

Subject to the terms and conditions of the Master Agreement, this Agreement and the applicable Order Form (including, without limitation, with respect to termination), Infor grants Licensee a perpetual (unless otherwise specified on the Order Form), non-exclusive, non-transferable license (without the right to sublease or sublicense) to use the Component Systems (including any updates, enhancements or modifications to such Component Systems that Infor provides under the Support Agreement) on the Equipment for Licensee and Licensee Affiliate's own, internal computing operations. The computer readable media containing the Component Systems may also

contain software programs for which Licensee is not granted a license for use. Licensee may not make any use of any such software programs for which Licensee is not expressly obtaining a license for use under this Agreement. Any rights not expressly granted in this Agreement are expressly reserved.

(a) Documentation. Except as otherwise provided in the applicable Software Supplement, Licensee may make a reasonable number of copies of the Documentation for each Component System for its internal use in accordance with the terms of this Agreement.

(b) Additional Restrictions on Use of the Component Systems. Licensee's use of the Component Systems is subject to any User Restrictions specified in the applicable Order Form. Except to the extent contrary to applicable law, Licensee is prohibited from causing or permitting the reverse engineering, disassembly or de-compilation of the Component Systems. Licensee is prohibited from using the Component Systems to provide service bureau data processing services or to otherwise provide data processing services to third parties. Licensee will not allow the Component Systems to be used by, or disclose all or any part of the Component Systems to, any person except Licensee Employees. Licensee acknowledges and agrees that U.S. export control laws and other applicable export and import laws govern its use of the Component Systems and Licensee will neither export or re-export, directly or indirectly, the Component Systems, nor any direct product thereof in violation of such laws, or use the Component Systems for any purpose prohibited by such laws. Licensee acknowledges that a special security program or code ("Key") may be required to operate the Component System. Any such Key may prevent the Component System from operating (i) on any configuration other than the Equipment or (ii) for more than the maximum number of users specified in an Order Form.

(c) Intellectual Property Rights Notices. Licensee is prohibited from removing or altering any of the Intellectual Property Rights notice(s) embedded in or that Infor otherwise provides with the Component Systems. Licensee must reproduce the unaltered Intellectual Property Rights notice(s) in any full or partial copies that Licensee makes of the Component Systems.

(d) Notice. To use any of the Component Systems, Licensee may also need to obtain, install and maintain Infor-supported versions of certain software products, database software products and certain software/hardware peripherals. By this notice, Infor is advising Licensee that Licensee should request information about such necessary software products, database software products and software/hardware peripherals.

(e) Source Code. Unless otherwise explicitly provided in an Order Form and except as provided in Section 6, Licensee has no license to access or use, or any other rights in or to, the Source Code for a particular Component System. If the Order Form grants Licensee a license to use Source Code for a particular Component System or Section 6 becomes effective, then Licensee has the limited right to use such Source Code to modify such Component System for its own, internal computing operations. Subject to the foregoing, Licensee will not disclose all or any part of the Source Code for a Component System to any person except Licensee Employees who, before obtaining access to the Source Code, have been informed by Licensee in writing of the non-disclosure obligations imposed on both Licensee and such Licensee Employees under this Agreement. Infor will own all right, title and interest to all derivative works of the Component System ("Derivative Works"), even if solely created by Licensee pursuant to a license to use Source Code hereunder. Licensee hereby assigns to Infor absolutely all of its rights, title and interest in and to any Derivative Works created by the Licensee together with all Intellectual Property Rights therein. Subject to the terms and conditions of this Agreement, Infor grants Licensee (if licensed to use Source Code hereunder) a perpetual (unless otherwise specified in the Order Form), non-exclusive, non-transferable license (without the right to sublease or sublicense) to use and copy for use the Derivative Works created by Licensee or created by Infor at Licensee's request and payment, for Licensee's own, internal computing operations. Upon Infor's request, Licensee will provide Infor with a copy (including all documentation related thereto) of all Derivative Works created by Licensee and will execute and deliver to Infor any documents reasonably necessary to vest in Infor all right, title and interest therein.

(f) Product Replacement. To the extent that Infor makes generally available to any of its customers any separately named or marketed product that has substantially the same price, features, and functionality as the Component System (the "Replacement Product"), Licensee may exchange its current Component System or a portion of the Component System, as may be applicable, for the Replacement Product at no additional fee, provided that: (1) the Agreement and Order Form is then in full force and effect and Licensee is not in material breach of the

Agreement or Order form; (2) Licensee enters into an Order Form reflecting the exchange; and (3) upon delivery of the Replacement Product, Licensee's rights to use the replaced Component System or a portion of the Component System, as may be applicable, shall immediately terminate and Licensee's rights to use the Replacement Product will commence. The reference to Component System in this Agreement includes any Replacement Products.

4. Delivery.

Except as otherwise provided in the applicable Order Form, the Delivery Date shall not be later than thirty (30) days after the Order Form Date.

5. Limited Warranty, Disclaimer of Warranty and Remedies.

(a) Infor represents and warrants that:

- (i) it owns all right, title and interest in and to the Component System and/ or has obtained rights in such Component System sufficient to grant the licenses granted to Licensee under this Agreement.
- (ii) Infor or the Third Party Licensor has good and marketable title to the Component System and Third Party Products sold hereunder free and clear from all liens, encumbrances, and claims of infringement of Intellectual Property Rights of third parties.
- (iii) Neither the Component System or the Third Party Products as delivered by Infor to Licensee, nor any normal use thereof by Licensee, will infringe any Intellectual Property Rights of any third party.
- (iv) Licensee's remedy, and Infor's obligation, for a breach of the warranties in this Section 5(a) is set forth in Section 6 (Indemnity).

(b) Limited Software Warranty by Infor and Remedy For Breach.

- (i) Infor warrants that each Component System licensed to Licensee will operate without a Documented Defect for a period of ninety (90) days from the Delivery Date. Infor warrants that the media on which the Component System is delivered will be free of material defects in material and workmanship for a period of ninety (90) days from the Delivery Date.
- (ii) Infor warrants that no 'back door' password or other method of remote access into the software codes of the Component System exists.

Infor's obligation with respect to a breach of either of the foregoing warranties shall be to repair or replace the Component System or media giving rise to the breach of warranty. If Infor is unable to repair or replace such Component System or media within a reasonable period of time, then, subject to the limitations in Section 8 of this Agreement, Licensee may pursue its remedies at law to recover direct damages resulting from the breach of the applicable warranty. The remedies in this Section 5 (b) are exclusive and in lieu of all other remedies, and represent Infor's sole obligations, for a breach of the foregoing warranties. Licensee must provide notice to Infor of any warranty claim within the warranty period.

(c) Disclaimer of Warranty. The limited warranties in this Section 5 are made to Licensee exclusively and are in lieu of all other warranties. **INFOR MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE COMPONENT SYSTEMS, IN WHOLE OR IN PART, OR ANY OTHER MATTER UNDER THIS AGREEMENT. INFOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. INFOR EXPRESSLY DOES NOT WARRANT THAT THE COMPONENT SYSTEMS, IN WHOLE OR IN PART, WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION, WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION OTHER THAN THE EQUIPMENT, OR WILL MEET LICENSEE'S REQUIREMENTS.**

(d) Abrogation of Limited Warranty. Infor will have no obligation under this Section 5 to the extent that any alleged breach of warranty is caused by: (i) any modification of the Component System; (ii) Licensee's failure to

promptly implement changes that Infor provides to correct or improve the Component System; or (iii) the use or combination of the Component System with any computer, computer platform, operating system and/or data base management system other than the Equipment. To the extent that an alleged breach of warranty concerns a Third Party Product that is subject to a more limited warranty under a Third Party Agreement than specified in Section 5(a) above, Infor's obligations hereunder will be further limited accordingly. The limited warranty in Section 5(b) shall not apply to (x) updates, enhancements or modifications not provided as part of Support or (y) previously licensed Component Systems for which Licensee is changing User Restrictions (e.g., without limitation, adding users) under an Order Form.

(e) **FAILURE OF ESSENTIAL PURPOSE.** THE PARTIES HAVE AGREED THAT THE LIMITATIONS SPECIFIED IN SECTIONS 5 AND 8 WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY SPECIFIED IN THIS AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, AND REGARDLESS OF WHETHER LICENSEE HAS ACCEPTED ANY COMPONENT SYSTEMS OR SERVICE UNDER THIS AGREEMENT.

(f) **HIGH RISK ACTIVITIES.** THE COMPONENT SYSTEMS ARE NOT FAULT-TOLERANT AND ARE NOT DESIGNED, MANUFACTURED OR INTENDED FOR USE AS ON-LINE CONTROL EQUIPMENT IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE PERFORMANCE, SUCH AS IN THE OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR AIRCRAFT COMMUNICATION SYSTEMS, MASS TRANSIT, AIR TRAFFIC CONTROL, DIRECT LIFE SUPPORT MACHINES, OR WEAPONS SYSTEMS, IN WHICH THE FAILURE OF THE COMPONENT SYSTEMS COULD LEAD DIRECTLY TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENTAL DAMAGE ("HIGH RISK ACTIVITIES"). ACCORDINGLY, INFOR DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR HIGH RISK ACTIVITIES. LICENSEE AGREES THAT INFOR SHALL NOT BE LIABLE FOR ANY CLAIMS OR DAMAGES ARISING FROM OR RELATED TO THE USE OF THE COMPONENT SYSTEMS IN SUCH APPLICATIONS.

6. Indemnity by Infor.

Infor will defend, indemnify and hold Licensee harmless from and against any loss, cost and expense that Licensee incurs because of a third party claim that the Component System infringes any Intellectual Property Rights of others. Infor's obligations under this indemnification are expressly conditioned on the following: (i) Licensee must promptly notify Infor of any such claim; (ii) Licensee must in writing grant Infor sole control of the defense of any such claim and of all negotiations for its settlement or compromise (if Licensee chooses to represent its own interests in any such action, Licensee may do so at its own expense, but such representation must not prejudice Infor's right to control the defense of the claim and negotiate its settlement or compromise); (iii) Licensee must cooperate with Infor to facilitate the settlement or defense of the claim. Infor will not have any liability hereunder to the extent the claim arises from (a) any modification of the Component System, except for Configurations; or (b) the use or combination of the Component System with any computer, computer platform, operating system and/or data base management system other than the Equipment. If any Component System is, or in Infor's opinion is likely to become, the subject of a copyright infringement claim, then Infor, at its sole option and expense, will either: (A) obtain for Licensee the right to continue using the Component System under the terms of this Agreement; (B) replace the Component System with products that are substantially equivalent in function, or modify the Component System so that it becomes non-infringing and substantially equivalent in function; or (C) refund to Licensee the portion of the license fee paid to Infor for the Component System(s) giving rise to the infringement claim, less a charge for use by Licensee based on straight line depreciation assuming a useful life of five (5) years, provided that Licensee has returned or destroyed and discontinued its use of such Component System. **THE FOREGOING SETS FORTH INFOR'S EXCLUSIVE OBLIGATION AND LIABILITY WITH RESPECT TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.**

7. Term and Termination.

(a) **Term.** The Term of this Agreement shall commence on the Effective Date and continue in full force and effect until terminated in accordance with this Section 7.

(b) **Right of Termination.** If either party fails to fulfill its obligations under this Agreement in a timely or proper manner, or violates any of its provisions, the other party shall there upon have the right to terminate this Agreement

under which such breach occurred, by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. The parties agree that this Agreement shall not be terminated if, upon receipt of the notice, the breaching party promptly cures the alleged violation prior to the end of the thirty (30) day period. Notice to Infor of an alleged breach of a warranty will not constitute a notice of termination of this Agreement. Termination of this Agreement or any of its Exhibits will not relieve either party from making payments which may be owing to the other party hereunder.

(c) Effect of Termination. Upon termination of this Agreement by either party, Licensee will discontinue further use of the Component Systems, and will promptly return to Infor or (at Infor's request) destroy all copies of the Component Systems, and will certify to Infor in writing, over the signature of a duly authorized representative of Licensee, that it has done so. Termination of this Agreement will not relieve either party from making payments which may be owing to the other party under the terms of this Agreement.

8. LIMITATIONS OF LIABILITY.

(a) LIMITED LIABILITY OF INFOR. EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND THIRD PARTY LICENSORS IN CONNECTION WITH THE COMPONENT SYSTEMS, THIS LICENSE OR ANY OTHER MATTER RELATING TO THIS AGREEMENT (WHATEVER THE BASIS FOR THE CAUSE OF ACTION) SHALL NOT EXCEED 1.5 TIMES THE FEE THAT LICENSEE ACTUALLY PAID TO INFOR (OR, IF NO DISCRETE FEE IS IDENTIFIED IN THE APPLICABLE ORDER FORM, THE FEE REASONABLY ASCRIBED BY INFOR) FOR THE COMPONENT SYSTEM GIVING RISE TO THE LIABILITY.

(b) EXCLUSION OF DAMAGES. EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, IN NO EVENT SHALL INFOR, ITS AFFILIATES OR THIRD PARTY LICENSORS BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**EXHIBIT 6
SOFTWARE SUPPORT AGREEMENT**

AGREEMENT NUMBER: _____

THIS SOFTWARE SUPPORT AGREEMENT (the "Support Agreement") is made between **Infor Public Sector, Inc.** ("Infor") and **Milwaukee County, WI** ("Licensee") as of the Effective Date. This Agreement and the Master Agreement govern the maintenance and support of perpetual software. The parties agree as follows:

1. Incorporation By Reference.

All the sections of the Master Agreement and Section 1. Definitions. of the Software License Agreement are incorporated into this Support Agreement by this reference as fully as if written out below.

2. Additional Definitions.

"Contract Period" means, as applicable, the Initial Term or the Renewal Period for which Licensee has paid the applicable fee for Support.

"Initial Term" means, with respect to the Component Systems specified in an Order Form, the twelve-month period beginning on the Order Form Date, unless otherwise specified in the Order Form.

"Renewal Period" means, as applicable, each successive twelve-month period following the Initial Term.

"License Agreement" means the Software License Agreement attached to the Master Agreement as Exhibit 5 entered into between the parties as of the Effective Date.

3. Services.

(a) Types of Services. Subject to Licensee paying the applicable fee for Support hereunder for a particular Component System, Infor shall (a) provide Licensee with access (via the Internet, telephone or other means established by Infor) to Infor's support helpline, (b) provide, when and if generally available, Updates, Upgrades, enhancements or modifications to the then-current, general release version of such Component System that are not separately priced or licensed as new products; and (c) use reasonable efforts to correct or circumvent Documented Defects within the support level set out in the Order Form (the foregoing referred to collectively as "Support").

(b) Third Party Products. With respect to Third Party Products, Infor's provision of Support will be limited to providing Licensee with the support that the Third Party Licensor provides to Infor for such Third Party Products.

(c) Restrictions. Infor shall have no obligation to provide Support if Licensee fails to pay the applicable fees hereunder or is otherwise in breach of this Support Agreement. Infor shall have no obligation to provide Support for any Component System on any hardware or systems software configuration other than the Equipment, or if the Component System has been modified other than in accordance with this Support Agreement. In addition, subject to Infor's agreement to comply with the terms of Exhibits 12 and 13, Licensee agrees to provide Infor with access to such facilities and equipment as are reasonably necessary for Infor to perform its obligations hereunder, including remote access to the Equipment. Support provided hereunder does not include related services, if any, required by Licensee, including, without limitation, installation or implementation of the Component System or any updates, enhancements or modifications thereto.

4. Payment and Taxes.

(a) Support Fees. For annual Support of the Component Systems specified on an Order Form, Licensee will pay Infor the Support Fee specified in the Order Form, which will be subject to successive increases on an annual basis (starting with the first Renewal Period) not to exceed the "Annual Escalation Percentage Cap" (as specified in the Order Form). If the Initial Term is less than 12 months, the fee for the Initial Term of Support will be prorated

accordingly. Payment of the applicable fee for any Renewal Period of Support is due prior to the commencement of such Renewal Period. All payments hereunder are non-refundable.

Infor agree to send invoices for any annual Support fees at least ninety (90) days prior to the Renewal Period.

(b) Additional Costs. Licensee will reimburse Infor for actual travel and living expenses that Infor incurs in providing Licensee with Support, with reimbursement to be mutually agreed upon in writing by the parties at the time.

5. Term and Termination.

(a) Term. With respect to the Software Support Agreement, the Initial Term shall be as set forth on the applicable Order Form. After the Initial Term, the Licensee may opt to renew for seven (7) separate consecutive Renewal Terms by providing written notice to Infor of its intent to renew at least sixty (60) days prior to the commencement of the Renewal Period.

(b) Right of Termination. If either party fails to fulfill its obligations under this Agreement in a timely or proper manner, or violates any of its provisions, the other party shall there upon have the right to terminate this Agreement under which such breach occurred, by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. The parties agree that this Agreement shall not be terminated if, upon receipt of the notice, the breaching party promptly cures the alleged violation prior to the end of the thirty (30) day period. Notice to Infor of an alleged breach of a warranty will not constitute a notice of termination of this Agreement. Termination of this Agreement will not relieve either party from making payments which may be owing to the other party hereunder.

6. Disclaimer of Warranties.

Licensee acknowledges and agrees that **INFOR MAKES NO WARRANTIES WHATSOEVER, EXPRESSED OR IMPLIED, WITH REGARD TO ANY SUPPORT AND/OR ANY OTHER MATTER RELATING TO THIS SUPPORT AGREEMENT, AND THAT INFOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHER, INFOR EXPRESSLY DOES NOT WARRANT THAT A COMPONENT SYSTEM OR ANY SUPPORT WILL BE USABLE BY LICENSEE IF THE COMPONENT SYSTEM HAS BEEN MODIFIED, OR WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION OTHER THAN THE EQUIPMENT.**

7. LIMITATIONS OF LIABILITY.

(a) LIMITED LIABILITY OF INFOR. EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND THIRD PARTY LICENSORS IN CONNECTION WITH SUPPORT OR ANY OTHER MATTER RELATING TO THIS SUPPORT AGREEMENT (WHATEVER THE BASIS FOR THE CAUSE OF ACTION) SHALL NOT EXCEED 1.5 TIMES THE FEE THAT LICENSEE ACTUALLY PAID TO INFOR FOR SUPPORT FOR THE TWELVE-MONTH CONTRACT PERIOD IN WHICH SUCH LIABILITY FIRST AROSE.

(b) EXCLUSION OF DAMAGES. EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THIS AGREEMENT, IN NO EVENT SHALL INFOR, ITS AFFILIATES OR THIRD PARTY LICENSORS BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND REGARDLESS OF WHETHER INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE.

**EXHIBIT 7
HARDWARE AGREEMENT**



THIS **HARDWARE PURCHASE AGREEMENT** (the "Agreement") is made effective as of _____ ("Effective Date") between **Infor Public Sector, Inc.** ("Infor") and **Milwaukee County, WI** ("Client").

The following terms and conditions shall apply to the Hardware Purchase and related support services Infor provides to Client.

1. Shipping and Handling.

"Hardware" (as identified in the applicable Hardware Order Form or similar ordering document between the parties incorporating the terms of this Agreement that sets forth the Hardware and associated fees, among other terms (the "Order Form") purchased by Client from Infor. Delivery of the Hardware will be made to the location specified in the applicable Order Form or as otherwise mutually agreed to by the parties hereto; and, unless otherwise agreed to by the parties in the applicable Order Form, Client is responsible for all expenses in connection with the delivery of the Hardware. Client is also responsible for maintaining insurance against risks of loss or damage, including extended coverage and theft, from the point of shipping.

2. Purchase Price.

Client will pay Infor the purchase price set forth in the Order Form for each item of Hardware purchased from Infor. Unless otherwise specified in the Order Form, Infor will invoice Client on the date of delivery of the Hardware and the invoice will be due and payable in full no later than 30 days thereafter.

3. Original Hardware Warranty.

Infor warrants to Client (and not any subsequent purchaser of the Hardware from Client) that the Hardware delivered under this Agreement and operated and stored in accordance with the manufacturer's published standards will be free from material defects in materials and workmanship for a period of one (1) year from the date of delivery. The foregoing warranty does not apply where either Infor or the manufacturer determines that: (a) the Hardware has been abused, misused, or improperly stored, installed or maintained by Client; (b) the defect was caused by ordinary wear and tear; (c) the defect was the result of deliberate human acts, electric shocks or electrical failure or fluctuations, or acts of nature including, without limitation, water damage, fire, explosion, earthquakes, or tornadoes; (d) the defect was caused by products or accessories not supplied or authorized by Infor for use with the Hardware; or (e) unauthorized repairs or modifications to the Hardware made by Client. Infor's sole obligation with respect to a breach of the foregoing warranties, in Infor's sole discretion, shall be to repair or replace the Hardware giving rise to the breach of warranty. Repair of the Hardware, as opposed to replacement, shall not extend the original warranty period. Any replacement of the Hardware during the warranty period, however, shall be warranted for an additional one (1) year period. Infor reserves the right to substitute substantially equivalent products. Any removal and reinstallation costs and expenses incurred by Client during the warranty period will be Infor's sole responsibility. THE WARRANTY EXPRESSLY PROVIDED IN THIS AGREEMENT IS CLIENT'S SOLE AND EXCLUSIVE WARRANTY AND IS IN LIEU OF ANY ORAL REPRESENTATIONS AND ALL OTHER WARRANTIES AND DAMAGES, WHETHER EXPRESSED, IMPLIED OR STATUTORY. INFOR HAS NOT MADE AND INFOR DISCLAIMS ANY OTHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, OR NON-INFRINGEMENT OF RIGHTS (INCLUDING INTELLECTUAL PROPERTY RIGHTS).

4. Basic Hardware Support Services.

HELPDESK SUPPORT – Subject to Client paying the applicable fee for Basic Hardware Support Services

hereunder for particular Hardware, Infor will provide Client's designated personnel with access (via the Internet, telephone or other means established by Infor) to its product support helpline for Client's inquiries related to the use and operation of the purchased Hardware. Helpdesk support includes Infor's use of commercially reasonable efforts, from its offices, to assist Client in the use of the Hardware and to remotely repair, where possible, reported material defects in the Hardware that prevent the Hardware from operating in conformity in all material aspects with its documentation.

5. Advanced Hardware Replacement Service.

During the term that Client subscribes for the Advanced Hardware Replacement Service, Infor will provide Client with a replacement for any malfunctioning or defective hardware at no additional charge to Client. The Advanced Hardware Replacement Service does not apply to consumables including wands, batteries, magnetic readers or keypads which may require replacement on an ongoing basis as a result of usage. Infor will ship such replacement hardware to Client by next business day delivery where available. Upon receipt of the replacement hardware, Client will ship the replaced hardware to Infor for repair. If Client requests, Infor will provide Client and Client's personnel with training on the installation and replacement of hardware. Client will be responsible for, and provide Infor with correct shipping and billing information and shall be responsible for all courier costs for hardware damaged due to any excluded cause (as set out below). During the Hardware's original warranty period, Infor will be responsible for reasonable shipping charges for Hardware that is returned and that does not fall into any category of exclusions as set forth below. After the Hardware original warranty period, the costs of shipping the Hardware that fails for other than excluded causes will be borne by the party shipping said Hardware. All hardware furnished to Client pursuant to this exchange service will be new or equivalent to new in performance. Any parts and complete terminals returned to Infor under the exchange service program become Infor's property.

6. Support Qualifications.

(a) The Hardware Support Services provided hereunder do not include: (i) electrical work external to the Hardware or maintenance of accessories, attachments or other devices not authorized or provided by Infor; (ii) service required due to failure caused by supply items that do not meet Infor's specifications; (iii) repair of damage or increase in service time resulting from deliberate human actions, accidents, transportation, neglect, misuse or abuse, lightning, failure or fluctuation of electrical power, air conditioning or humidity control, water damage, acts of nature or God, telephone equipment or communication lines failure, improper storage, faulty installation or maintenance services performed by persons other than Infor; (iv) any service with respect to reader software or firmware not provided by Infor, or any repair of any damage to the Hardware caused by such reader software or firmware, including improper programming; (v) furnishing of batteries, supplies or accessories; (vi) making specification changes or performing services connected with relocation of the Hardware or adding or removing accessories, attachments or other devices; (vii) service to Hardware located in an unsuitable place of installation or an unsafe or hazardous environment, as determined by Infor; or (viii) systems engineering services, programming, and operations procedures, of any sort.

(b) Infor reserves the right to require Client, at Client's cost, to recondition the unit. Failure to authorize or perform such reconditioning may result in Infor's withdrawal of the unit from Hardware Support Services as defined herein.

(c) Infor reserves the right, upon commercially reasonable notice to Client, to terminate Hardware Support Services (including the Advanced Hardware Replacement Service) where the manufacturer of the applicable Hardware (i) fails to continue to do business in the ordinary course or (ii) withdraws support for, or discontinues manufacture of, the Hardware. In the event that Infor terminates Hardware Support Services, Infor will refund to Client any pre-paid and unused Hardware Support Fees.

(d) For annual Basic Hardware Support Services and/or Advanced Hardware Replacement Service of the Hardware specified on an Order Form, Client will pay Infor the fee specified in the Order Form for such services, which will be subject to successive increases on an annual basis (starting with the first annual renewal period) not to exceed the "Annual Escalation Percentage Cap" (as specified in the Order Form). Payment of the applicable fee for any annual renewal period of Basic Hardware Support Services and/or Advanced Hardware Replacement Service is due prior to the commencement of such renewal period. All payments hereunder are non-refundable.

(e) With respect to the Hardware specified on an Order Form, the term of the Basic Hardware Support Services and/or Advanced Hardware Replacement Service shall begin on the "Order Form Date" specified therein and end on the last day of the initial term for such services specified in such Order Form. After the Initial Term, the Client may opt to renew for seven (7) separate consecutive Renewal Terms; provided the Client gives written notice to Infor thirty (30) days prior to the end of the then current term.

7. LIMITATIONS OF LIABILITY.

(a) **LIMITED LIABILITY OF INFOR.** EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THE SOFTWARE LICENSE AGREEMENT, THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES OR THIRD PARTY PROVIDERS IN CONNECTION WITH THE HARDWARE OR ANY OTHER MATTER RELATING TO THIS AGREEMENT (WHATEVER THE BASIS FOR THE CAUSE OF ACTION) SHALL NOT EXCEED 1.5 TIMES THE TOTAL FEE THAT CLIENT ACTUALLY PAID TO INFOR FOR THE HARDWARE GIVING RISE TO THE LIABILITY DURING THE TWELVE (12) CALENDAR MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH CLIENT FIRST NOTIFIED INFOR IN WRITING OF THE CLAIM OR POSSIBILITY OF A CLAIM.

(b) **EXCLUSION OF DAMAGES.** EXCEPT WITH RESPECT TO INDEMNIFICATION OBLIGATIONS CONTAINED IN THE MASTER AGREEMENT AND THE SOFTWARE LICENSE AGREEMENT, IN NO EVENT SHALL INFOR, ITS AFFILIATES OR THIRD PARTY PROVIDERS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. Term and Termination.

(a) **Term.** The Term of this Agreement shall commence on the Effective Date and continue in full force and effect until terminated in accordance with this Section 8.

(b) **Right of Termination.** If either party fails to fulfill its obligations under this Agreement in a timely or proper manner, or violates any of its provisions, the other party shall there upon have the right to terminate this Agreement under which such breach occurred, by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. The parties agree that this Agreement shall not be terminated if, upon receipt of the notice, the breaching party promptly cures the alleged violation prior to the end of the thirty (30) day period. Notice to Infor of an alleged breach of a warranty will not constitute a notice of termination of this Agreement. Termination of this Agreement or any of its Exhibits will not relieve either party from making payments which may be owing to the other party hereunder.

(c) **Effect of Termination.** The termination of this Agreement by either party, will not impact Licensee's right to continue further use of the Hardware already purchased and fully paid prior to effective date of termination. Termination of this Agreement will not relieve either party from making payments which may be owing to the other party under the terms of this Agreement.

EXHIBIT 8 LETTER OF AGREEMENT



Beth Dvoracek
VP, Infor Services
469-441-7127
Beth.Dvoracek@infor.com

April 6, 2017

VIA EMAIL (Stephanie.gulizia@milwaukeecountwi.gov)

Ms. Stephanie Gulizia
Procurement Contracts Administrator
Milwaukee County Courthouse
County Clerk's Office
Room 105 – 901 N. 9th Street
Milwaukee, WI 53233

Re: Countywide Enterprise Resource Planning System – RFP#98160018 (the “RFP”).

Dear Ms. Gulizia:

On or about October 5, 2016, Ciber, Inc. (“Ciber”) and Infor (US), Inc. (“Infor”) jointly responded to the referenced RFP by submitting a joint proposal pursuant to which certain software products would be provided by Infor and certain services would be provided by Ciber. On March 20, 2017 Ciber and Infor entered into an Asset Purchase Agreement (the “APA”) pursuant to which Infor agreed to acquire the software and information technology services business operated by Ciber and related to the Infor’s software products known as the “Ciber Infor Practice”. On March 28, 2017, Ciber was notified of Milwaukee County’s award pursuant to the RFP. The acquisition transaction contemplated by the APA was consummated on March 31, 2017. The purpose of this letter is to address the impact of the completed acquisition on the joint RFP response, the award related thereto, and Infor’s delivery of the products and performance the services described in the joint RFP response.

The APA was previously made public as an attachment to Ciber’s filing with the U.S. Securities and Exchange Commission on March 21, 2017. A copy of the APA can be obtained at the following link: www.sec.gov/Archives/edgar/data/918581/000110465917018135/a17-8623_1ex2d1.htm. Under the terms of the APA, Infor acquired specified assets of Ciber and assumed certain obligations of Ciber (such assets the “Acquired Assets” and such obligations the “Assumed Liabilities”). Expressly included among the Acquired Assets were;

“all marketing collateral exclusively used in the Business, including outstanding proposals, RFQs, RFPs and bids for new business to public and private customers and prospects” (See APA §2.1(f))

Expressly included among the Assumed Liabilities were;

“all Obligations resulting from the ownership, use, operation or maintenance of the Acquired Assets, after the Closing, or the conduct of the Business after the Closing, including all Taxes resulting from the ownership, use, operation or maintenance of the Acquired Assets and all other Taxes resulting from the conduct of the Business after the Closing” (See APA §2.3(b)).

The APA provisions noted above underscore the specific intent of Ciber and Infor, that Infor would acquire the business opportunities being pursued by Ciber with prospective customers, including Milwaukee County, and that, from and after the consummation of the acquisition, Infor would perform the services proposed to such prospective customers, including those set forth in the joint RFP response. Accordingly,

EXHIBIT 9
RFP FUNCTIONALITY MATRIX

[attached]

Infor responses below apply only to the current release of the Infor Software.

Infor

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.2 - Accounts Payable	Infor CloudSuite Public Sector - Payables, Cash Mgmt, Purchasing
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Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Information					
2	Ability to track and report on the following information in the accounts payable module:	-				
3	Coding structure elements (from chart of accounts)	H	Y		CS PS - Payables	
4	Batch number (manual entry or system assigned), batch date (system recorded) and batch total for direct payments	H	N			
5	User ID (system recorded)	H	Y		CS PS - Payables	
6	Posting date	H	Y		CS PS - Payables	
7	Discounts (offered, taken, and lost)	H	Y		CS PS - Payables	
8	Due date	H	Y		CS PS - Payables	
9	Purchase order number	H	Y		CS PS - Payables	
10	Invoice number (up to 50 characters), amount and date	H	N		CS PS - Payables	Invoice Number field is 22 characters
11	Hold indicator	H	Y		CS PS - Payables	
12	Description/comments/memos on checks/payments (up to 50 characters)	H	Y		CS PS - Payables	
13	Contract Purchase Order (PO) number/information	H	Y		CS PS - Payables	
14	Document number	H	Y		CS PS - Payables	
15	User-defined fields	H	Y		CS PS - Payables	
16	Payment type/code (e.g. special handling)	H	Y		CS PS - Payables	
17	Payment date(s)	H	Y		CS PS - Payables	
18	Payment terms	H	Y		CS PS - Payables	
19	Vendor Number	H	Y		CS PS - Payables	
20	Date Range	H	Y		CS PS - Payables	Yes, for recurring payments
21	Check number	H	Y		CS PS - Payables	
22	Bank clearance date Encashment date for check, posting date for ACH	H	Y		CS PS - Payables	
23	Ability for a unique identifier for individual ACH payments	H	Y		CS PS - Payables	
24	Ability for authorized user to set which fields are required to complete for invoices, to streamline invoice processing.	H	Y		CS PS - Payables	
25	Ability to post invoices which will subsequently update the accounts payable file, reduce the related encumbrance(s), update the vendor master file, update the general ledger, generate checks, ACH and wires and create detailed transaction records for audit and analysis.	H	Y		CS PS - Payables	
26	Ability to handle file maintenance and process any other transaction entries in real time.	H	Y		CS PS - Payables	

27	Ability to provide a method of assigning separate approval levels to users for processing invoices, receiving reports, payments, requisitions and purchase orders (edit and update functions).	H	Y		CS PS - Payables	
28	Ability to establish levels of approval and at least one individual with approval authority by Department and within central review organizations (e.g., Purchasing, Fiscal Management, Budget).	H	Y		CS PS - Payables	
29	Ability to access software program from portable device i.e. tablets, smartphone, etc.	H	Y		CS PS - Payables	
30	Ability to flag or prohibit the following with the ability of authorized users to override:	-				
31	The receiving date from being earlier than the requisition date.	H	Y		CS PS - Payables	
32	The quantity received from being greater than the quantity approved on the purchase order / contract.	H	Y		CS PS - Payables	
33	The unit price from being greater than the unit price approved on the purchase order / contract.	H	Y		CS PS - Payables	
34	The payment amount is greater than the defined budgetary category balance.	H	Y		CS PS - Payables	
35	Ability for mileage reimbursement to be submitted electronically	H	Y		CS PS - Expense Management	
36	Ability to have access or ability to download check numbers used to pay vendors based on the project.	H	Y		CS PS - Payables	
37	Vendor File Set-Up and Maintenance					
38	Ability to set up alternate vendor for payment i.e. payment to IRS rather than vendor	H	Y		CS PS - Payables	
39	Ability to establish a control to avoid vendor profile duplication; but allow multiple physical locations	H	Y		CS PS - Payables	
40	Ability to streamline the process for adding vendors to the system (e.g., use of workflows, automated vendor numbers)	H	Y		CS PS - Payables	
41	Ability to notify requestor when a vendor is setup.	H	Y		CS PS - Payables	
42	Ability to automatically assign vendor numbers, with the option to be able to manually assign the numbers (must prevent duplicate vendor numbers from being used).	H	N		CS PS - Payables	Cannot manually assign vendor numbers.
43	Ability to provide controls around the vendor information recorded in order to minimize duplicate entries of the same vendor providing warnings to system users of duplicates.	H	Y		CS PS - Payables	Some fields have built in checking for duplicates; others can be configured using Configuration Console.
44	Ability to restrict access to designated vendor attributes based on user role (e.g., AP versus Purchasing).	H	Y		CS PS - Payables	
45	Ability to assign classifications to vendors (i.e. Regular, One-Time, Employee, EFT, Payroll, etc.) and the ability to limit access for updating vendor information based on vendor classification.	H	Y		CS PS - Payables, Infor Technology Foundation	
46	Ability to generate a one-time payment as a departmental vendor without creating a permanent vendor for the payee in the master file. System retains information on name, date, and amount of vendor payment etc.	H	Y		CS PS - Cash Mgmt	
47	Ability to assign a vendor number to multiple one time vendors	M	Y		CS PS - Cash Mgmt, Payables	In AP, a generic vendor can be created such as "Juror". In Cash Management, payments for "Juror" are processed with unique payees, addresses, etc.
48	Ability to search one-time payments by vendor name/tax id	H	Y		CS PS - Cash Mgmt	
49	Ability to search one-time payments by classification	H	Y		CS PS - Cash Mgmt	

50	Ability to create multiple addresses per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.	H	Y		CS PS - Payables	
51	Ability to create multiple vendor name per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.	M	Y		CS PS - Payables	Note: All vendor locations and names share a single Tax ID, although each can have a different 1099 default (MISC, GOV, not reportable, etc.)
52	Ability to create foreign address with a minimum of 6 lines	H	Y		CS PS - Payables	
53	Ability to track and search on vendor file address fields including name, address (multiple), phone (multiple), fax and email, contact info, number, type, status (active / inactive), tax ID & type, commodity code (multiple).	H	Y		CS PS - Payables, CS PS - Strategic Sourcing	
54	Ability to designate which County bank account a vendor will be paid from	H	Y		CS PS - Payables	
55	Ability to enter all needed vendor bank information for EFT payments (ABA number, bank account number, bank name, etc.) with necessary security provided.	H	Y		CS PS - Payables	
56	Ability to track the following information in the vendor master file:	-				
57	Status (active, inactive, do not use)	H	Y		CS PS - Payables	
58	Contact name, address, phone number, remit-to name, and remit-to address (including enough fields/characters for plaintiff and attorney name for settlement checks, for example)	H	Y		CS PS - Payables	
59	Vendor bank number (for ACH payments)	H	Y		CS PS - Payables	
60	Federal ID/Social Security Number (with appropriate security)	H	Y		CS PS - Payables	
61	Self-employed status	H	Y		CS PS - Payables	
62	W-9 provided	H	Y		CS PS - Payables	
63	Type of minority business	H	Y		CS PS - Payables	
64	Vendor type	H	Y		CS PS - Payables	
65	Confidential vendor indicator	H	Y		CS PS - Payables	
66	Last time vendor used	H	Y		CS PS - Payables	
67	YTD expenditures on the vendor	H	Y		CS PS - Payables	
68	Prior year expenditures on the vendor	M	Y		CS PS - Payables	
69	Vendor comment field (AP)	H	Y		CS PS - Payables	
70	Vendor comment field (Purchasing)	H	Y		CS PS - Payables	
71	Payment processing information (e.g., terms)	H	Y		CS PS - Payables	
72	Insurance information	H	Y		CS PS - Payables	
73	1099 Category	H	Y		CS PS - Payables	
74	Business classification	H	Y		CS PS - Payables	
75	Additional user-defined fields	H	Y		CS PS - Payables	
76	Ability to track and report on all changes to the vendor master record.	H	Y		CS PS - Payables	
77	Ability to establish security for limited access to social security numbers/FEIN on vendor file.	H	Y		CS PS - Payables	
78	Ability to interact with vendors on-line, place orders, receive invoices and make payments electronically.	H	Y		CS PS - Supplier Portal	
79	Ability to have multiple payees for the same tax ID number	M	Y		CS PS - Payables	
80	Ability to annually archive inactive vendors based upon flexible, user-generated parameters.	M	Y		CS PS - Payables	
81	Ability to perform the following vendor self service functions, including:	-				
82	Register online, identify the services they provide (commodity codes)	H	Y		CS PS - Supplier Portal	
83	Inquire on payment status	H	Y		CS PS - Supplier Portal	
84	Update their contact information	H	Y		CS PS - Supplier Portal	
85	Inquire on payment history	H	Y		CS PS - Supplier Portal	

86	Ability to attach communications and other documents to the vendor record	H	Y		CS PS - Supplier Portal	
87	Ability to verify TIN to IRS database	M	Y		CS PS - Payables	
88	Invoice Entry and Processing					
89	Ability to restrict the processing of a vendor invoice unless a W-9 record is on file.	H	Y		CS PS - Payables	Invoices can be entered but not paid. Vendor can be put on hold until W-9 is received
90	Ability to support centralized or decentralized entry and workflow processing related to invoice entry.	H	Y		CS PS - Payables	
91	Ability to receive and process invoices electronically from vendors.	H	Y		CS PS - Payables, Supplier Portal	
92	Ability to enter invoices in batch (or one at a time) providing control totals reconcilable by user.	L	N			
93	Ability to default purchase order information on the invoice during invoice entry with source transaction information.	H	Y		CS PS - Payables	
94	Ability to perform data validation in real time during invoice entry including purchase order number, vendor number and coding elements, checking for required fields as well as allowable field values with the ability to override, with appropriate security. System should provide error messages for on-line transactions (i.e. future payment/posting dates)	H	Y		CS PS - Payables	
95	Ability to permit an error to be corrected by the user without having to back out of the invoice and resubmit it with appropriate workflow.	H	Y		CS PS - Payables	
96	Ability to process one invoice or multiple invoices from one purchase order (or encumbrance) and/or for one purchase order line item.	H	Y		CS PS - Payables	
97	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	H	N			
98	Ability to have system check for and prohibit entry of duplicate invoices for a vendor.	H	Y		CS PS - Payables	
99	Ability to identify different invoice types including:	-				
100	Limited Purchase Orders	H	Y		CS PS - Payables	Invoice types are Purchase Order, Service Contract, and Direct. Purchase Order invoices process against any type of PO.
101	Regular Purchase Order	H	Y		CS PS - Payables	
102	Blanket Purchase Order	H	Y		CS PS - Payables	
103	Manual Payment Voucher/Invoice for Payment (IFP)	H	Y		CS PS - Payables	
104	Credit/Debit Memos	H	Y		CS PS - Payables	
105	Ability to enter credit amount against a PO for Purchasing	M	Y		CS PS - Payables	
106	Ability to have multiple text fields open for local system Interface code mapping	H	Y		CS PS - Payables	
107	Ability to enter the following information related to an invoice:	-				
108	Vendor number	H	Y		CS PS - Payables	
109	Invoice number (alphanumeric)	H	Y		CS PS - Payables	
110	Invoice date	H	Y		CS PS - Payables	
111	Description of what was bought (at least 100 characters)	H	Y		CS PS - Payables	
112	Special instructions	H	Y		CS PS - Payables	
113	Line item detail	H	Y		CS PS - Payables	
114	Freight (FRT)	H	Y		CS PS - Payables	
115	Discounts (offered, taken, and lost)	H	Y		CS PS - Payables	
116	Total invoice amount	H	Y		CS PS - Payables	
117	Ability to enter an unlimited number of invoice line items on an invoice.	H	Y		CS PS - Payables	

118	Ability for automated system budget checking and control and define at certain levels (e.g. fund) for direct pays for PO (invoice)	H	Y		CS PS - Global Ledger	
119	Ability to enter an invoice without a corresponding purchase order.	H	Y		CS PS - Payables	
120	Ability to recognize a PO when an invoice is entered	H	Y		CS PS - Payables	
121	Ability to scan a vendor invoice with a template applied to that invoice for that vendor that recognizes and pre-fills the invoice entry screen with purchase order number, invoice number, invoice date and invoice amount.	H	N		CS PS - Payables	
122	Ability to support creation of templates for recurring invoice	H	Y		CS PS - Payables	
123	Ability to cancel a transaction automatically create the appropriate reversing entries.	H	Y		CS PS - Payables	
124	Ability to create notification when a PO invoice is reversed	H	Y		CS PS - Payables	
125	Ability to access information, including attached documents, from the referenced purchase order line item(s) during invoice entry.	H	Y		CS PS - Payables	
126	Ability to distribute invoice payments by item or total into multiple general ledger accounts, department, activities, funds and cost categories, project codes, etc.	H	Y		CS PS - Payables	
127	Ability to require follow-up actions before processing payments if the amount due on the vendor invoice exceeds the current encumbrance by more than a tolerable threshold (i.e., contact vendor, determine reason for difference, and obtain necessary workflow approvals).	H	Y		CS PS - Payables	
128	Ability for authorized users to make edits and revisions to unposted invoice transactions prior to posting with appropriate workflow	H	Y		CS PS - Payables	
129	Ability to designate "separate check" on an invoice transaction.	H	Y		CS PS - Payables	
130	Ability to designate certain purchase order types to always require a 3-way match (e.g., regular and blanket purchase orders) and others to only require a 2-way match based on the purchase order type and dollar amount. Ability to route workflows for approval based on 3-way or 2-way matching requirements.	H	Y		CS PS - Purchasing	Line type, rather than PO type, determines whether the item will require 3-way or 2-way match.
131	Ability to generate notification if an invoice was not approved/rejected.	H	Y		CS PS - Payables	
132	Ability of the system to flag transactions detected in error in the batch processing and preclude only erroneous transactions from further processing.	H	N		CS PS - Payables	Invoices are not processed in batches, but each error on each invoice is flagged, and it cannot be released for payment until all errors are addressed.
133	Ability to set a user defined minimum check amount that has to be met before processing	H	Y		CS PS - Payables	
134	Ability to delete or modify an invoice record before it is scheduled for payment.	H	Y		CS PS - Payables	
135	Ability to use debit/credit memos for corrections (including all applicable pay codes, such as state sales tax)	H	Y		CS PS - Payables	
136	Ability to apply a credit memo to purchase order	H	Y		CS PS - Payables	
137	Ability to clear a credit/debit memo without processing payment	H	Y		CS PS - Payables	
138	Ability to identify capitalized items as invoices are processed and prompt user to enter fixed assets related details.	H	Y		CS PS - Payables	Prompting will not happen out of the box, but can be configured using Configuration Console.
139	Ability to make partial payments on purchase orders based on invoice amount (i.e., progress payments).	H	Y		CS PS - Payables	
140	Ability to pay both travel and non-travel employee expenses including: mileage, lodging, meal allowance / per diem, transportation fares, parking fees, airline, organizational dues, magazine subscriptions, seminar fees, car rental, and other expenses.	H	Y		CS PS - Expense Management	

141	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report.	H	Y		CS PS - Expense Management	
142	Ability to reference other paid travel expenses (credit card charges) to the employee's expense report for reconciliation.	H	Y		CS PS - Expense Management	
143	Ability to enter multiple invoices against a lump sum P.O.	H	Y		CS PS - Payables	
144	Automatically update for P.O. matching invoice when matched correctly	H	Y		CS PS - Payables	
145	Payment Processing					
146	Ability to pre-note when establishing a new bank account.	H	Y		CS PS - Payables	
147	Ability to determine the remaining budget/appropriation amount on a project or purchase order.	H	Y		CS PS - Payables	
148	Ability to withhold a user-defined percentage or fixed amount of a payment (i.e., retainage) on an invoice under certain user-defined situations (e.g., tax and audit, levies).	H	Y		CS PS - Payables, Contract Management	
149	Ability to produce independent checks for IRS Tax Levy and the vendor from a single invoice with appropriate workflow.	H	Y		CS PS - Payables	
150	Ability to automatically take discounts if paid within specified payment terms	M	Y		CS PS - Payables	
151	Ability to prevent the altering of the payment information (e.g., vendor name) once invoices have been linked to PO's or approval of the payment has been secured.	H	N		CS PS - Payables	The vendor can never be changed on an invoice, but the payee and other information can.
152	Ability to insert/apply a code to payables prior to printing checks that must be grouped/printed together for special mailing/distribution.	H	Y		CS PS - Payables	
153	Ability to automatically produce payments for garnishments from Payroll data	H	Y		CS PS - Payables	Requires configuration
154	Ability to prevent double posting of batches.	H	Y		CS PS - Payables	AP Invoices are not batched, but invoices cannot be double-posted.
155	Ability to automatically liquidate current or prior year (as applicable) encumbrances upon posting of payment with ability to track current and prior year purchase order liquidations separately.	H	Y		CS PS - Payables	
156	Ability to pay via ACH (regular), wire and check and p-card.	H	Y		CS PS - Payables	
157	Ability to track the following ACH information:	-				
158	ACH effective date	H	Y		CS PS - Payables	
159	Department submitting payment	H	Y		CS PS - Payables	
160	Federal holiday calendar	H	Y		CS PS - Payables	
161	Free form addenda record	H	T		MHC Document Express	
162	NACHA SEC (Standard Entry Class) codes for addenda records	H	T		MHC Document Express	
163	Ability to attach multiple addenda records.	H	T		MHC Document Express	
164	Ability to process and transmit ACH payments multiple times per day.	H	Y		CS PS - Payables	
165	Check Processing/Printing					
166	Ability to optionally consolidate multiple payments to the same vendor in a check run or have separate checks issued to the same vendor in a check run or have some checks consolidated and some checks separate.	H	Y		CS PS - Payables	
167	Ability for user-defined check and check stub formatting, including ability to modify without requiring assistance from the software vendor.	H	T		MHC Document Express	
168	Ability to have several check print formatting options available	H	T		MHC Document Express	
169	Ability to process one check per vendor with all claims detail support on the corresponding page for additional check stub overflow capacity (if necessary).	H	Y		CS PS - Payables	
170	Ability to process check runs at anytime.	H	Y		CS PS - Payables	

171	Ability to select vouchers for check processing based upon various parameters (i.e. regular, express, one-time, EFT, employee, workers comp, etc.).	H	Y		CS PS - Payables	
172	Ability to allow selected items to be paid and items to be withheld or deleted from payment for a particular check run.	H	Y		CS PS - Payables	
173	Ability to restrict printing of a negative check amount.	H	Y		CS PS - Payables	
174	Ability of the system to have an option of printing or not printing zero amount checks. (i.e. ability to set amount tolerance limit)	H	Y		CS PS - Payables	It's not a tolerance, but there is a flag on vendor class to "allow zero payments" or not.
175	Ability to notify the user when a check is to be printed that exceeds a user-defined maximum check amount.	H	Y		CS PS - Payables	
176	Ability to use sequentially pre-numbered checks and EFTs.	H	Y		CS PS - Payables	
177	Ability to have check stock control numbers included with check data	H	Y		CS PS - Payables	
178	Ability to print laser checks on plain paper stock.	H	T		MHC Document Express	
179	Ability to not be restricted on the number of digits for the check number.	H	N		CS PS - Payables	The payment number field is 11 characters in length.
180	Ability to restrict the reuse of a check number.	H	Y		CS PS - Payables	
181	Ability to print a duplicate, non-negotiable copy of all checks.	H	T		MHC Document Express	
182	Ability to customize order that checks are printed (vendor name, check number or other user-defined order).	H	T		MHC Document Express	
183	Ability of the system to provide for mid-cycle restart of check forms during check run.	H	Y		CS PS - Payables	
184	Ability to define the check number to restart on, when using blank stock, for a mid-cycle restart.	M	Y		CS PS - Payables	
185	Ability to create and send a positive pay file to the bank for all accounts (i.e., Payroll, AP, etc.).	H	Y		CS PS - Payables	
186	Ability to issue checks or EFT payment out of various bank accounts, including providing detailed email notification (include information which would have been on check stub) to vendor of EFT transmittal.	H	Y		CS PS - Payables	
187	Ability to store and use the next sequential check number to be used for each bank's checking account.	H	Y		CS PS - Payables	
188	Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.	H	T		MHC Document Express	
189	Ability to generate manual checks on-demand locally.	H	Y		CS PS - Payables	
190	Ability to restrict payments for manual checks greater than a user-defined threshold to require a physical signature on the check.	H	Y		CS PS - Payables	
191	Cancel Check and Reissue Process					
192	Ability to provide full check cancellation, where the vendor master file, general ledger distributions, outstanding checks, and accounts payable detail files are reversed in the general ledger to accommodate cancelled check.	H	Y		CS PS - Payables	
193	Ability to have the option to reopen the PO and delete or correct the invoice when a check is cancelled	H	Y		CS PS - Payables	
194	A system with the ability to generate a notification when payments have been reversed. The workflow notification process must provide an audit trail of approvals that are stored with the transaction.	H	Y		CS PS - Payables	
195	Ability, on cancelled checks, to either issue a replacement check or cancel the check with no replacement with a comment field.	H	Y		CS PS - Payables	
196	Ability, on voided checks, to cross-reference the new check to the voided check number or a journal number.	H	Y		CS PS - Payables	

197	Ability for check cancellation to provide the option of restoring funds back to the appropriate encumbering document, or back into the appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.	H	Y		CS PS - Payables	These are separate steps; but this can be accomplished.
198	Ability to cancel a prior year check	M	Y		CS PS - Payables	
199	Ability to prompt the user if the Purchase Order should be reinstated, when performing a check void.	H	N		CS PS - Payables	A void will require an invoice reinstatement. If the invoice needs to be cancelled and the PO reinstated, that is another step. The assumption is that it is only the check being cancelled and a new check will automatically be issued unless the invoice is un-matched and cancelled.
200	Ability to provide security measures by allowing only certain authorized personnel to reissue checks.	H	Y		CS PS - Payables	
201	Ability to restart jammed check runs on the printer and the appropriate checks in the process when using pre-printed check stock.	H	Y		CS PS - Payables	
202	Ability to restart jammed check runs on the printer and REPRINT selected checks in the process when using pre-printed check stock	H	Y		CS PS - Payables	
203	Ability to void and replace checks by: individual check, block of checks or entire check run.	H	Y		CS PS - Payables	
204	1099 Processing					
205	Ability to comply with IRS reporting requirements for tracking vendor payments that are subject to 1099 reporting (including rebates paid by the County).	H	Y		CS PS - Payables	Infor Payables supports 1099-M, 1099-D, 1099-I, and 1099-G.
206	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	H	Y		CS PS - Payables	
207	Ability to calculate and deduct backup withholding for vendors that are subject to backup withholding.	H	Y		CS PS - Payables	
208	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	H	Y		CS PS - Payables	
209	Ability to process different types of 1099 forms.	H	Y		CS PS - Payables	
210	Ability to access at least 5 calendar years of 1099 information online.	H	Y		CS PS - Payables	
211	Ability to track all required information for 1099 reporting purposes with ability to make corrections (i.e. 1099 payments versus non-1099 payments, vendor information, etc.) and electronically transmit to the IRS for reporting purposes.	H	Y		CS PS - Payables	
212	Ability to provide updates to annual 1099 forms, IRS file formats, etc. Should be provided with the annual software maintenance agreement.	H	Y		CS PS - Payables	
213	Ability to generate necessary analysis reporting for 1099 generation purposes (summary and invoice detail history sorted by tax ID, Report combining multiple vendors with same tax ID).	H	Y		CS PS - Payables	
214	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount	H	Y		CS PS - Payables	
215	Ability to print on demand, SINGLE 1099 information and the related form for SINGLE vendor regardless of dollar amount	H	Y		CS PS - Payables	
216	Ability to view a 1099 report that identifies vendors that have been associated with a 1099 status but do not have complete 1099 information.	H	Y		CS PS - Payables	
217	Ability to default 1099 codes based on the general ledger account code.	H	Y		CS PS - Payables	This is not delivered functionality, but could be configured using Infor Process Automation.

218	Interfaces					
219	Ability to accept transactions from other local systems/applications including the following:	-				
220	Ability to accept transactions from State systems i.e. EDD, GA with ability to transmit payment data back to source system	H	Y		CS PS - Payables	An interface can be configured for this.
221	Payroll (garnishments, benefit providers, etc.)	H	Y		CS PS - Payables	Delivered.
222	Workers Compensation	H	Y		CS PS - Payables	An interface can be configured for this.
223	P-card provider	H	Y		CS PS - Payables	Delivered.
224	Ability to provide P-card detail on the purchases if available from the P-card provider	M	Y		CS PS - Purchasing	
225	Ability to charge items on an invoice to one or more work orders and/or functions.	H	Y		CS PS - Payables	
226	Ability to have a complete audit trail of transactions passed to accounts payable from other applications or systems.	H	Y		CS PS - Payables	
227	Ability to import check information from the bank for purposes of performing bank reconciliation, including identifying 'matches' and 'mismatches' from the bank.	H	Y		CS PS - Cash Mgmt	
228	Ability to perform P-card encumbrances as transactions are downloaded from the bank, and liquidate the encumbrance as the transactions are processed	L	Y		CS PS - Purchasing	
229	Ability to save all export files, import files and check images (front and back) within the system for retrieval.	H	T		MHC Image Express	
230	Ability to scan/attach electronic documents to requisitions, purchase orders and payment vouchers including vendor W-9 forms.	H	Y		CS PS - Purchasing, Payables	
231	Ability to prevent users from removing electronic documents attached within the system. Audit trail and history must be retained.	H	Y		CS PS - Purchasing, Payables	
232	Ability through workflow to reject an entered invoice, notify the end-user, and require corrections to be made before processing.	H	Y		CS PS - Payables	
233	Reporting					
234	A system with the ability to track and report payments by department, by vendor, by account distribution, by check or ACH number, by date and by amount.	H	Y		CS PS - Payables	
235	Ability to automatically generate performance measures on the AP process (e.g., number of errors on invoice entry, time to process an invoice, etc.).	H	Y		CS PS - Payables, Infor Business Intelligence & Analytics	Infor Payables provides the ability to track performance analytics on the payables process. However, the sample requirements, number of errors on invoice entry, is not something the solution is capable of tracking. There is no way to mark something as an error or a legitimate change to a transaction.
236	Ability to allow P-card data to be defined (including who has possession of card)	H	Y		CS PS - Purchasing	
237	Ability to query the system on-line for: open invoices by vendor, fund and department including ones on hold, unmatched, disputed, unapproved and approved by vendor, fund and department.	H	Y		CS PS - Payables	
238	Ability to query the system on-line for transactions setup for batch processing.	H	N			Payables transactions are not batched processed.
239	Ability of the system to include full drill-down capabilities from summary levels to detail levels for vendor, encumbrance and invoice/payment information.	H	Y		CS PS - Payables	

240	Ability to perform ad hoc reporting.	H	Y		CS PS - Payables	
241	Ability to define specific search criteria (summary and detail) and limits while performing an on-line inquiry.	H	Y		CS PS - Payables	
242	Ability to download 1099 information onto a magnetic media meeting IRS requirements.	H	Y		CS PS - Payables	
243	Ability for departments to print their own reports.	H	Y		CS PS - Payables	
244	Ability to print a Capital Asset Expenditure report which includes daily reporting from Accounts Payable to show those assets that were coded towards capital accounts	H	Y		CS PS - Payables	
245	Ability to provide document history retrieval on-line, linking requisitions to purchase orders, invoices, and checks.	H	Y		CS PS - Payables	
246	Link payments in AP which update other modules (i.e. inventory, fixed assets, grant reporting)	H	Y		CS PS - Payables	
247	Ability to view a Check Register for multiple accounts, which contains a cumulative list of all checks issued, including those later canceled, and must be updateable with information received electronically from the bank.	H	Y		CS PS - Payables	
248	Ability to view Check Register daily to certify check funds	H	Y		CS PS - Payables	
249	Ability to view a Check Register for multiple payment methods i.e. garnishments, welfare	H	Y		CS PS - Payables	
250	Ability to view Check Register with full VOID dollar amount not zero as is current	H	Y		CS PS - Payables	
251	Ability to designate a workflow substitute that is easily identified (to locate the current approver when staff are out of the office).	H	Y		CS PS - Process Automation	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.3 - Bank Reconciliation		Infor CloudSuite Public Sector (CS PS) - Cash Mgmt				
<i>Objective: To provide automation with the bank reconciliation process including outgoing County payments, incoming deposits and providing for the inclusion of adjustments by full integration to other modules.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Information					
2	Ability to identify multiple cash accounts.	M	Y		CS PS - Cash Mgmt	
3	Ability to associate the cash account with a project.	L	Y		CS PS - Cash Mgmt	Project can be associated to the default accounting information for the cash posting GL account, or can be referenced only using a user field.
4	Ability to capture the type of payment (cash, check, ACH, wire, credit card) by location when reconciling on both deposits and withdrawals.	H	Y		CS PS - Cash Mgmt	
5	Ability to separately deposit and reconcile credit cards by Visa/MasterCard/Discover and American Express.	H	Y		CS PS - Cash Mgmt	
6	Ability to import a list of cleared checks from the bank for each account.	H	Y		CS PS - Cash Mgmt	
7	Ability to manually indicate that a check has been cashed and make corrections with an audit trail.	H	Y		CS PS - Cash Mgmt	
8	Ability to cancel checks by batch or check number range	H	Y		CS PS - Cash Mgmt	
9	Ability to use drill-down capabilities to see if a check has been issued/cleared for a specified account and originating transaction documentation via a document management program.	H	Y		CS PS - Cash Mgmt	Typically this is handled in the application, not in the document management system. MHC Image Express can be used in this manner as well.
10	Ability to track manual check issues, voids and replacements and original dollar amount of voided check.	H	Y		CS PS - Cash Mgmt	
11	Ability to notify, track and monitor the resolution of adjustments that need to be made as a result of an error identified within bank reconciliation.	H	Y		CS PS - Cash Mgmt	
12	Ability to enter adjustments through a journal voucher with proper authorization.	H	Y		CS PS - Cash Mgmt	
13	Ability to account for missing checks due to issues with printing and \$0 checks.	H	Y		CS PS - Cash Mgmt	
14	Ability to access data for duration of required 7-year retention period.	H	Y		CS PS - Cash Mgmt	
15	System Processes					
16	Ability to export data into spreadsheets, text files, word documents	H	Y		CS PS - Cash Mgmt	
17	Ability to manage unclaimed/stale dated checks.	H	Y		CS PS - Cash Mgmt	
18	Ability to accept paid check image file from bank which will update the appropriate sub-system (check register) in the relevant area.	H	T		MHC Image Express	Updates of check status is handled by BAI or BAI2 files, not image files.
19	Ability to identify and replace lost checks and reflect new check numbers (interface information from sub-modules).	M	Y		CS PS - Cash Mgmt	

20	Ability to track check status including outstanding, cleared, stale-dated, replaced, returned and voided.	H	Y		CS PS - Cash Mgmt	Available statuses are open, reconciled, stopped, voided, stale, and escheated. Comments can be used to provide further explanations on stopped and voided checks.
21	Ability to execute a process to remove stale dated checks from the list of outstanding checks and create the corresponding journal entry.	H	Y		CS PS - Cash Mgmt	
22	System Interfaces					
23	Ability to import/download bank item activity (BAI transmission) from Financial Institution	H	Y		CS PS - Cash Mgmt	
24	Ability to import any type of payment (i.e., cash, check, ACH, Wire, credit card) from the bank for a from/through date range.	H	Y		CS PS - Cash Mgmt	
25	Ability to create automated postings for repetitive imported bank transactions such as ZBA internal transfers (i.e., recurring journal entries with varying dollar amounts based on an original financial institution import, to self-clear a ZBA account)	H	Y		CS PS - Cash Mgmt	
26	Ability to perform clearing transactions to match imported bank items to journal entries	H	Y		CS PS - Cash Mgmt	
27	Ability to perform automated clearing transactions between general ledger accounts (i.e., zeroing-out and/or matching balances).	H	Y		CS PS - Cash Mgmt	
28	Ability to reset/correct clearing transactions for bank items and journal entries	H	Y		CS PS - Cash Mgmt	
29	Ability to provide an interface from Cash Receipts module that includes daily deposits by payment type by location for reconciliation purposes.	H	Y		CS PS - Cash Mgmt	
30	Ability to reconcile deposits with cash receipt details that tie back to a deposit slip with a breakdown by account.	M	Y		CS PS - Cash Mgmt	This is really a matter of following the organization's established business process rules. The creation of a deposit slip is done by hand and if that is correctly broken down, then the cash receipt details will tie back to it.
31	Ability to interface with the Cash Receipting system for accessing scanned checks that were receipted.	H	Y		CS PS - Cash Mgmt	
32	Ability to provide an interface to the Accounts Payable module to identify manual checks written on various accounts.	H	Y		CS PS - Cash Mgmt	
33	Ability to provide an interface with the other accounts and G/L where cash is affected.	H	Y		CS PS - Cash Mgmt	
34	Ability to provide an interface with all sub-modules for drilldown capabilities for all transactions to see originating entry, including backup documentation via some sort of document management program, and history of entry, including adjusting or reversing entries associated with the original entry.	H	Y		CS PS - Cash Mgmt	
35	Reporting					
36	Ability to create a report of incoming/outgoing bank items that captures all bank activity	H	Y		CS PS - Cash Mgmt	
37	Ability to generate a Batch Balance Report that lists any errors that require resolution (e.g., non-match, date errors, etc.). This compares the downloaded listing of checks cleared with those generated from the source systems.	H	Y		CS PS - Cash Mgmt	
38	Ability to create a Bank Reconciliation Report, listing GL cash balances, payments and deposits for a user-defined time period, and outstanding payments (e.g., checks) and deposits for each bank account.	H	Y		CS PS - Cash Mgmt	

39	Additional Cross Reference with Accounts Payable					
40	Ability to view a Check Register for multiple accounts, which contains a cumulative list of all checks issued, including those later canceled, and must be updateable with information received electronically from the bank.	H	Y		CS FSM - Accounts Payable	
41	Additional Cross Reference with Treasury					
42	Ability to integrate debt service and investment functionality with the bank reconciliation process.	H	Y		CS PS - Cash Mgmt	This detail can be imported from the Sympro Debt and Investment Management systems for reconciliation purposes.
43	Ability to track balances by fund and tie back to posted bank items (To reconcile bank receipts to total of all funds, validate total of all funds to individual funds)	M	Y		CS PS - Cash Mgmt	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.4 - Budgeting and Performance Management	Infor CloudSuite PS (CS PS) - Budgeting & Planning, Global Ledger, Project Accounting
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Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the County budget process.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Budget Preparation					
2	Ability to maintain budget history based on user defined requirements	H	Y		CS PS - Budgeting & Planning	
3	Ability to support generation of a biennial budget.	H	Y		CS PS - Budgeting & Planning	
4	Ability to develop budgets and search at all levels of account structure.	H	Y		CS PS - Budgeting & Planning	
5	Ability to budget and encumber contracts per line items as well as project accounting data.	H	Y		CS PS - Purchasing, Global Ledger	
6	Ability to describe a budget change (i.e., budget development) item by fiscal year at the account level with narrative explanation or attach supporting documentation	H	Y		CS PS - Budgeting & Planning	
7	Ability to merge budget tables and text into an editable Word document	H	Y		CS PS - Budgeting & Planning	Reports can include text and values, and these reports can be linked to MS Word documents.
8	Ability to route budget documents for review and approval.	H	Y		CS PS - Budgeting & Planning	
9	Ability to produce a Word and PDF budget document including summary sections and tables and departmental summaries.	H	Y		CS PS - Budgeting & Planning	Reports can include text and values, and these reports can be linked to MS Word documents.
10	Ability to describe a budget request (e.g., ongoing budget modifications) item by fiscal year at the account level with narrative explanation or attach supporting documentation	H	Y		CS PS - Budgeting & Planning	
11	Ability to maintain up to 10 budget versions per fiscal year: (requested, proposed, current, approved, amended, projected/forecast).	H	Y		CS PS - Budgeting & Planning	
12	Ability to maintain multiple stages of budget development before the final recommended version. (i.e.. Department requested, reduction scenarios, one time vs. recurring)	H	Y		CS PS - Budgeting & Planning	The steps and stages associated with budget cycles and decision packages are user-defined.
13	Ability to maintain, track and report up to 10 discrete budget request types per fiscal year: (department recurring, department non-recurring, 5% reduction, etc.).	H	Y		CS PS - Budgeting & Planning	The steps and stages associated with budget cycles and decision packages are user-defined.
14	Ability to allow for departmental budget entry in an account listing style, such as by account, functional area, activity code.	H	Y		CS PS - Budgeting & Planning	
15	Ability to view progress by departments in budget preparation, as defined in user setup in conjunction with account authority.	H	Y		CS PS - Budgeting & Planning	
16	Ability to approve all requested budget amounts at the same time.	H	Y		CS PS - Budgeting & Planning	Within a step and/or decision package, the entire group can be approved at once.

17	Ability to implement security related to who has access to budget development and view based on their department and organization.	H	Y		CS PS - Budgeting & Planning	
18	Ability to customize budget scenarios based on specific department scenarios and global scenarios	H	Y		CS PS - Budgeting & Planning	
19	Ability to perform Budget Prep global changes (Fringe Benefits, merit increases, inflation).	H	Y		CS PS - Budgeting & Planning	
20	Ability to allocate costs globally or to individual departments based upon percentage increase/decrease.	H	Y		CS PS - Budgeting & Planning	
21	Ability to allow for users to input and view comments per budget item / line.	H	Y		CS PS - Budgeting & Planning	
22	Ability to allow for configuration of which accounts require line item detail with the budget request.	M	Y		CS PS - Budgeting & Planning	
23	Ability to identify capital items in the budget with a capital item descriptor, specific to accounts.	H	Y		CS PS - Budgeting & Planning	
24	Ability to either create an annual budget or single budget amendment on-line.	H	Y		CS PS - Budgeting & Planning	
25	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	M	Y		CS PS - Budgeting & Planning	
26	Ability to limit changes within the unadopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes.	H	Y		CS PS - Budgeting & Planning	
27	Ability to limit user entry of specific accounts vs. central office budget planning (salaries)	H	Y		CS PS - Budgeting & Planning	
28	Ability to perform multiple methods (e.g. views) of updating departmental budget requests (e.g. departmental account listing, one account at a time, etc.).	H	Y		CS PS - Budgeting & Planning	
29	Ability to display two previous year actuals	H	Y		CS PS - Budgeting & Planning	
30	Ability to display current year estimated to date	H	Y		CS PS - Budgeting & Planning	
31	Ability to display current year actuals to date	H	Y		CS PS - Budgeting & Planning	
32	Ability to display current year budget vs. actual (variances)	H	Y		CS PS - Budgeting & Planning	
33	Ability for users to directly inquire by account on current and prior years actual activity during budget entry (i.e. drilldown on financial detail)	H	Y		CS PS - Budgeting & Planning	Prior years' amounts can be displayed, but there is not drill-down to the transaction level on the budget entry screen.
34	Ability to import off-line developed budget information into the budget planning system.	H	Y		CS PS - Budgeting & Planning	
35	Ability to generate budget schedules from the system, with support for multiple groupings (i.e., Function, activities, revenue source)	H	Y		CS PS - Budgeting & Planning	
36	Ability to prepare base budgets from prior year actual expenditures.	H	Y		CS PS - Budgeting & Planning	
37	Ability to prepare base budgets from prior year baseline, proposed and approved with the ability to add or subtract one time prior year expenditures or revenues.	H	Y		CS PS - Budgeting & Planning	Although a grouping of accounts or decision packages may be titled "one-time," the system does not support any functionality to automatically exclude them from baseline. So this step would need to be handled manually.
38	Ability to plan transfers or change of positions between departments/funds for budget and analytical purposes. (What if scenarios)	H	Y		CS PS - Budgeting & Planning	
39	Ability to provide forecast intervals for short-term (1-2 years), intermediate (3-4 years), and long-term (5 years) for the entire County as well as by object and department.	H	Y		CS PS - Budgeting & Planning	
40	Ability to complete "what-if" scenarios in five-year forecast	H	Y		CS PS - Budgeting & Planning	
41	Ability for distributed departments to perform projections periodically including estimate revisions and reporting of actual to estimates - at varying levels of the chart of accounts.	H	Y		CS PS - Budgeting & Planning	

42	Ability to enter absolute budget amounts (zero based budgeting), not change over prior year	H	Y		CS PS - Budgeting & Planning	
43	Ability to enter a total budget amount and designate a method for the system to spread – for example equal amounts over 12 months.	M	Y		CS PS - Budgeting & Planning	
44	Ability to enter 12 months of budget data by month (allow zero amounts, if we want to load a budget only into the later months of the year)	M	Y		CS PS - Budgeting & Planning	
45	Availability of multiple budget fields for the same year – preserve the “Adopted Budget” in one budget field, and have revised budget fields available which would include Carryovers, Encumbrances, and budget transfers throughout the year.	H	Y		CS PS - Budgeting & Planning	
46	Position Budgeting					
47	Ability to import position information from a third party Payroll system to perform budget projections.	H	Y		CS PS - Budgeting & Planning	
48	Ability to develop budgets by position type and specific pay level as well as budgeting by employee & actuals including relational benefits (full cost).	H	Y		CS PS - Budgeting & Planning	
49	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments by either percentage, flat rate or other variable to salaries and/or benefits provided by position, department, start and end date, or for other groups/all employees.	H	Y		CS PS - Budgeting & Planning	
50	Ability to perform budget projections for salaries and fringes based on merit date, bargaining unit/fringe group contract dates or other as of dates.	H	Y		CS PS - Budgeting & Planning	A set of 3 dates is available on each employee record to be used as needed.
51	Ability to enter globally or provide calculation-only fields for:	-				
52	# of pay periods for upcoming budget year	H	Y		CS PS - Budgeting & Planning	
53	Medicare calculation based on wages	H	Y		CS PS - Budgeting & Planning	
54	Retirement System calculation based on wages	H	Y		CS PS - Budgeting & Planning	
55	Worker's Comp calculation based on the combination of wages and a fixed rate (experience)	H	Y		CS PS - Budgeting & Planning	
56	Health insurance costs	H	Y		CS PS - Budgeting & Planning	
57	Scheduled merit increases	H	Y		CS PS - Budgeting & Planning	
58	Scheduled cost-of-living-adjustment (COLA)	H	Y		CS PS - Budgeting & Planning	
59	Other pay factors as identified by County	H	Y		CS PS - Budgeting & Planning	
60	Ability to perform position budgeting that includes the calculation of benefits specific to the type of position being budgeted. (i.e.. benefits for extra hire over 30 hours per week)	H	Y		CS PS - Budgeting & Planning	
61	Ability to support personnel cost projections that include fringe benefit costs (based on existing benefits elected).	H	Y		CS PS - Budgeting & Planning	
62	Ability to integrate the position budgeting functionality with the Payroll and HR modules	H	Y		CS PS - Budgeting & Planning	This interface is not delivered, but can be configured.
63	Ability to assist with managing new budget implications of live payroll changes (e.g. raises & transfers) performed during the budget development cycle.	H	Y		CS PS - Budgeting & Planning	
64	Ability to perform position budgeting for vacant positions without the need to assign employees to these positions that includes both salary and fringe projections.	H	Y		CS PS - Budgeting & Planning	
65	Ability to budget based on position type i.e., budget vs. non budget vs. under-filled	H	Y		CS PS - Budgeting & Planning	
66	Ability to calculate salary and benefits for unapproved/requested positions.	H	Y		CS PS - Budgeting & Planning	

67	Ability to perform budget projections for salaries and fringes under different scenarios without the need to use or impact data in the LIVE system (limiting access to authorized users)	H	Y		CS PS - Budgeting & Planning	
68	Ability to budget for hourly, seasonal partial-year positions and other non-full time positions	H	Y		CS PS - Budgeting & Planning	
69	Ability to budget for fixed term and limited term position	H	Y		CS PS - Budgeting & Planning	
70	Ability of system to provide budget checking control for creation of new positions.	H	Y		CS PS - Budgeting & Planning, Global HR, Position Budget Mgmt	
71	Capital Budgeting					
72	Ability to integrate with "Fleet" or Fixed Asset module to assist with analyzing equipment replacement (including replacement criteria).	H	Y		CS PS - Budgeting & Planning	This interface is not delivered, but can be configured.
73	Ability to automate a distributed "capital budget item request" process providing central approval and reporting (i.e., workflow).	H	Y		CS PS - Budgeting & Planning	
74	Ability to classify capital project requests and provide reporting by classification or type (County can configure the categories).	H	Y		CS PS - Budgeting & Planning	
75	Ability to enter CIP general information and project categorization. (Ex. Description, map reference, notes)	H	Y		CS PS - Budgeting & Planning	Within Infor Budgeting & Planning, workbooks can be configured to support both operating and capital budgets (for projects). Capital budgets can support a multi-year program. Decision packages can be created to capture project/program detail information and rank these items as part of the budget process. Depending on the detailed specifications of the County, related to required data elements, ranking criteria and forecasting, some configuration may be required.
76	Ability to rank CIP projects based on selected criteria and scoring against this criteria.	H	Y		CS PS - Budgeting & Planning	Within Infor Budgeting & Planning, workbooks can be configured to support both operating and capital budgets (for projects). Capital budgets can support a multi-year program. Decision packages can be created to capture project/program detail information and rank these items as part of the budget process. Depending on the detailed specifications of the County, related to required data elements, ranking criteria and forecasting, some configuration may be required.

77	Ability to manage a multi-year (e.g. six) CIP program.	H	Y		CS PS - Budgeting & Planning	Within Infor Budgeting & Planning, workbooks can be configured to support both operating and capital budgets (for projects). Capital budgets can support a multi-year program. Decision packages can be created to capture project/program detail information and rank these items as part of the budget process. Depending on the detailed specifications of the County, related to required data elements, ranking criteria and forecasting, some configuration may be required.
78	Ability to apply inflation factors to costs of CIP projects in years beyond the budget year.	H	Y		CS PS - Budgeting & Planning	As delivered, the County can take a prior year amount and copy it to seed the budget years, using a increase/decrease calculation. If the County wishes to combine prior year amounts and perform a more complex calculation, this can be done in a new budget form that will require additional configuration.
79	Ability to track budget and expense by CIP project.	H	Y		CS PS - Project Ledger, Global Ledger	
80	Ability to track budget and expense by project, sub-project and by phase.	H	Y		CS PS - Project Ledger, Global Ledger	
81	Ability to track budget and expense of operations and maintenance associated with a CIP project.	H	Y		CS PS - Project Ledger, Global Ledger	Infor can support this requirement assuming that operations and maintenance costs are integrated from a third-party asset management or work order solution.
82	Capital Reporting					
83	Ability to track budget, expense and revenue (actuals, encumbrances, etc.) by fund, org, project, sub-project, phase and contractor/vendor.	H	Y		CS PS - Project Ledger, Global Ledger, Purchasing	
84	Ability to capture accounting data (expenditures and revenues) during the life of the project (over multiple fiscal years).	H	Y		CS PS - Project Ledger, Global Ledger	
85	Ability to create a Project Status report with financial, budget and project completion information.	H	Y		CS PS - Project Ledger, Global Ledger	
86	Ability to create ad hoc reports by project as required by project managers.	H	Y		CS PS - Project Ledger	
87	Project / Grant Budgeting					
88	Ability to use project budgeting within or across funds as specified by the user.	H	Y		CS PS - Budgeting & Planning	
89	Ability to track operating grant budgets and grant funded capital projects to the level needed for annual reporting	H	Y		CS PS - Project Ledger, Grant Accounting, Global Ledger	
90	Ability to budget based on Sponsor Class definition (i.e., grouping of GL accounts in a summary form other than what is used for the CAFR)	H	Y		CS PS - Budgeting & Planning	
91	Ability to time-slice budget differently than County budget fiscal year (e.g., calendar year or Federal fiscal year)	H	Y		CS PS - Project Ledger, Grant Accounting, Global Ledger	

92	Interfaces/Integration					
93	Ability to integrate with capital project system (module) to assist with capital budget development and populate a budget narrative.	H	Y		CS PS - Budgeting & Planning	This interface is not delivered, but can be configured.
94	Ability to interface with stand-alone Capital Project Management software solution(s).	H	Y		CS PS - Budgeting & Planning	This interface is not delivered, but can be configured.
95	Multi-Year Budgeting					
96	Ability to facilitate a biennial budget.	H	Y		CS PS - Budgeting & Planning	
97	Budget Maintenance					
98	Ability to track changes that occur from one authorization point to another, who made the change, and when the change was made, by producing an audit "change trail".	H	Y		CS PS - Budgeting & Planning	
99	Ability to prevent or indicate out-of-balance conditions for budget requests with corrections to actuals defined by the user.	H	N			Budget requests need not be balanced.
100	Ability to request/approve budget adjustments, through workflow.	H	Y		CS PS - Budgeting & Planning	
101	Ability to manage position changes within system, through workflow.	H	Y		CS PS - Global HR, Position Budget Management	
102	Ability to configure the system to allow for distributed (departmental) entry of budget transfer requests - with configurable multi-level approval functionality	H	Y		CS PS - Budgeting & Planning	
103	Ability to provide extended comments with budget revision requests	H	Y		CS PS - Budgeting & Planning	
104	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	H	Y		CS PS - Budgeting & Planning	
105	Ability to record and track multiple budget amendments requests during the year and inquire on the adjustments after the fact.	H	Y		CS PS - Budgeting & Planning	
106	Ability to record and track 10 different budget amendment types during the year and inquire on the adjustments after the fact. (one-time vs. recurring, Board Letter, etc.)	H	Y		CS PS - Budgeting & Planning	
107	Ability to identify a budget adjustment as one-time (temporary) or permanent (affect future base budgets).	H	Y		CS PS - Budgeting & Planning	Although a grouping of accounts or decision packages may be titled "one-time," the system does not support any functionality to automatically exclude them from baseline. So this step would need to be handled manually.
108	Ability to have multi-level budget approvals on-line, for establishing budgets, line item transfers, budget adjustments (i.e., workflow).	H	Y		CS PS - Budgeting & Planning	
109	Budget Checking and Controls					
110	Ability to perform funds availability checking at the project level or account level.	H	Y		CS PS - Global Ledger	
111	Ability to perform funds availability checking by WBS/Phases/Tasks (sub-units of project).	H	Y		CS PS - Global Ledger, Project Accounting	
112	Ability to perform funds availability checking by account series	H	Y		CS PS - Global Ledger, Project Accounting	
113	Ability to perform funds availability checking by grant	H	Y		CS PS - Global Ledger, Project Accounting	

114	Ability to perform funds availability checking by user defined budget unit (i.e. program)	H	Y		CS PS - Global Ledger, Project Accounting	
115	Ability to view "available budget" during requisition/purchase order entry for any type of purchase order, journal entry, or accounts payable invoice transaction.	H	Y		CS PS - Global Ledger, Project Accounting	
116	Ability to have budget control rules by account (e.g. payroll accounts can be overspent).	H	Y		CS PS - Global Ledger	
117	Ability to have budget control rules by user defined account segment within the chart of accounts	H	Y		CS PS - Global Ledger	
118	Ability to optionally configure budget control at the account level, in addition to the category level.- i.e. controlling at fund, program, series or GL level (account level) or requiring balanced entries for budgeted transfers or interdepartmental allocations (category level) as desired	H	Y		CS PS - Global Ledger	
119	Ability to have budget warnings at the account level and project level.	H	Y		CS PS - Global Ledger, Project Accounting	
120	Ability to have budget checking and warnings performed on all system transactions (requisitions, purchase orders, journal entries, budget change requests, etc.)	H	Y		CS PS - Global Ledger	
121	Ability to restrict transfers to/from specific accounts (e.g., Payroll).	H	Y		CS PS - Budgeting & Planning	
122	Ability to prevent users from requesting budget transfers from other departments' budgets.	H	Y		CS PS - Budgeting & Planning	
123	Ability to create negative budget on specified accounts (e.g., contra-revenues and contra-expenses, such as expense reimbursement accounts)	H	Y		CS PS - Budgeting & Planning	
124	Performance Management					
125	Ability to incorporate performance measurement data into the budget process	H	Y		CS PS - Budgeting & Planning	
126	Ability to track non-financial key performance indicators	H	Y		CS PS - Budgeting & Planning	
127	Ability to track budget and actual expenses by performance measure.	H	Y		CS PS - Budgeting & Planning	
128	Performance management reporting capability	H	Y		CS PS - Budgeting & Planning	
129	Reporting					
130	A system with user-friendly budget reports.	H	Y		CS PS - Financial Analytics, Budgeting & Planning	
131	A report that shows each employee's salaries, benefits, and totals, for both extra hires and full hires.	H	R		CS PS - Budgeting & Planning	
132	Ability to maintain the following history for the current and multiple previous years:	-				
133	Original and Current Budget Amounts	H	Y		CS PS - Budgeting & Planning	
134	Amount Requested	H	Y		CS PS - Budgeting & Planning	
135	Amount Recommended	H	Y		CS PS - Budgeting & Planning	
136	Amount Approved	H	Y		CS PS - Budgeting & Planning	
137	Ability to report out on any budget version or type for current plus 5 years	H	Y		CS PS - Global Ledger, Budgeting & Planning, Infor BI	
138	Ability to report on budget change (i.e., budget development) and request (i.e., ongoing budget activity) text notes	H	R		CS PS - Budgeting & Planning	
139	Ability to report budget by fund, org, project, sub-project, phase	H	Y		CS PS - Financial Analytics, Budgeting & Planning	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.5 - Cash Management		Infor CloudSuite Public Sector (CS PS) - Cash Mgmt				
<i>Objective: To improve the effective management of County-wide cash.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Processes					
2	Ability to provide cash management functionality for managing cash account transactions including bank transfers.	H	Y		CS PS - Cash Mgmt	
3	Ability to interface with County's bank	H	Y		CS PS - Cash Mgmt	
4	Ability to initiate banking transactions (cash movement, ACH, wires, etc.).	H	Y		CS PS - Cash Mgmt	ACH transactions are generated automatically; other types may be able to be configured depending on the County's bank.
5	Ability to schedule banking transactions.	H	Y		CS PS - Cash Mgmt	
6	Fund Accounting, Cash Management, Interest Distribution					
7	Ability to manage and forecast cash flow based on projections and historical trends.	H	Y		CS PS - Cash Mgmt	
8	Ability to automate input of pre-determined target balances into the current day cash position.	M	Y		CS PS - Cash Mgmt	
9	Ability to track and report on cash on an org level.	H	Y		CS PS - Global Ledger	Cash management tracks cash at the bank account level; Global Ledger can use zone balancing to track cash at an org level.
10	Ability to track daily accumulated balances by fund and compute an average balance based on user defined dates.	H	N			
11	Ability to track the book float and project cash flow.	M	Y		CS PS - Cash Mgmt	
12	Ability to track cash equities by Fund.	M	Y		CS PS - Global Ledger	Cash management tracks cash at the bank account level; Global Ledger can use zone balancing to track cash at a fund level.
13	Ability to track and manage ACH / Wire activity between accounts and provide related management and transaction reporting.	H	Y		CS PS - Cash Mgmt	
14	Ability to automate daily bank polling for prior and current day bank transactions, float, and opening ledger/collected balances into daily cash position worksheet.	H	Y		CS PS - Cash Mgmt	
15	Ability to choose the bank that funds are deposited to, specific to org and activity (pre-defined), with error message if wrong	H	Y		CS PS - Cash Mgmt	Can choose the bank account on transaction entry screens, but unclear what is meant by "if wrong." Only valid, active bank accounts will be available.
16	Ability to automate input of control disbursements, ZBA, lockbox, and bank balances into current day cash position worksheet.	M	Y		CS PS - Cash Mgmt	
17	Ability to automate posting of investment purchases, maturities, calls, sales and interest income into the current day cash position worksheet.	M	Y		CS PS - Cash Mgmt	While not a delivered interface, this data can be integrated with Sympro Debt & Investment Management.

18	Ability to automate (with manual override option) population of current day cash position with cash flow forecast detail data.	H	Y		CS PS - Cash Mgmt	
19	Ability to prepare a daily cash flow analysis that is used to determine cash needs or amount of excess funds that can be invested. This includes the use of bank reports, estimated deposits, estimated outstanding warrants/checks to clear and known debits and credits.	H	Y		CS PS - Cash Mgmt	
20	Ability to easily manipulate information to add information on the go.	H	Y		CS PS - Cash Mgmt	
21	Ability to track payments before they are sent out.	L	Y		CS PS - Cash Mgmt	
22	Ability to track down odd deposits that show up and assign them to a Responsibility Center	M	Y		CS PS - Cash Mgmt, Reconciliation Mgmt	
23	Ability to track daily bank balances to estimate bank fees related to bank balance, repurchase agreement costs and interest income.	H	Y		CS PS - Cash Mgmt	Tracking of balances is automatic, but bank fee estimation is not a delivered feature.
24	Ability to track outstanding checks and warrants.	H	Y		CS PS - Cash Mgmt	
25	Ability to set-up and track activity in zero balance accounts whose activities flows through to the associated general operating accounts.	H	Y		CS PS - Cash Mgmt	
26	Cash Flow Forecasting					
27	Ability to customize user-defined inflow/outflow categories for the cash flow forecasting.	M	Y		CS PS - Cash Mgmt	
28	Ability to automate investment interest payments generated from investment module directly into forecast.	H	Y		CS PS - Cash Mgmt	While not a delivered interface, this data can be integrated with Sympro Debt & Investment Management.
29	Ability to forecast cash.	H	Y		CS PS - Cash Mgmt	
30	Ability to automate calendar input for federal reserve holidays, bank holidays, and County holidays.	H	Y		CS PS - Cash Mgmt	
31	Ability to forecast in annual summary format for 2 or 3 year projections.	M	Y		CS PS - Cash Mgmt	
32	Ability to perform trend analysis for actual versus actual, and actual versus forecast.	M	R		CS PS - Cash Mgmt	
33	Ability to create Multiple forecasts-Original, Dated Version Updates, Final.	M	Y		CS PS - Cash Mgmt	
34	Ability to forecast cash flow needs based on percentage increases, date specific, weekday specific, Saturday/Sunday avoidance dates, specific amount, annual specific amount smoothed daily, monthly or by percentage.	H	Y		CS PS - Cash Mgmt	
35	Ability to automate investment maturities, calls, sales, purchases from investment module directly into forecast.	L	Y		CS PS - Cash Mgmt	While not a delivered interface, this data can be integrated with Sympro Debt & Investment Management.
36	Ability to create trend generation and forecast population based on previous years' historical data.	L	Y		CS PS - Cash Mgmt	
37	Reporting					
38	Ability to view a Listing of Transactions affecting GL cash accounts (payroll, AP, cash receipts, etc.).	H	Y		CS PS - Cash Mgmt, Global Ledger	
39	Ability to provide a daily banking transaction log by bank account number.	H	Y		CS PS - Cash Mgmt	
40	Ability to query up-to-date daily balance and have it match to credits at the bank.	H	Y		CS PS - Cash Mgmt	
41	Ability to include actual data and forecast in annual reports(i.e.-In April, the annual summary report would be March YTD actual data plus April-December Forecast).	H	Y		CS PS - Cash Mgmt, General Ledger, Infor BI - Financial Analytics	
42	Ability to create the following reports based on user defined dates:	-				
43	Fund Summary with Receipts/Disbursements	H	R		CS PS - Global Ledger, Infor BI	
44	Fund Ledger	H	R		CS PS - Global Ledger, Infor BI	
45	Ability to report on receipts by tender type (e.g., cash, credit card, ACH, etc.).	H	Y		CS PS - Cash Mgmt	
46	Ability to create a report of actual cash flows by fund or group of funds	H	R		CS PS - Global Ledger, Infor BI	

47	Ability to pull history of receipts/disbursements by month or other user-defined period.	H	Y		CS PS - Cash Mgmt	
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Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.6 - Cash Receipting	Replace this text with the primary product name(s) which satisfy requirements.
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Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Daily Processing					
2	Ability to accept multiple payment types including:	-				
3	Cash	H	T		PCI	
4	Checks/money orders/cashier's checks	H	T		PCI	
5	Credit cards	H	T		PCI	
6	Debit cards	H	T		PCI	
7	Credit memo (internal) / refund to customer	H	T		PCI	
8	ACH	H	T		PCI	
9	EFT	H	T		PCI	
10	Internet e-payments (Electronic Transaction Receipting, including credit cards, debit cards, EFT, and e-checks)	H	N			PCI is not a web services vendor. myRevenueCollector has existing inputs to work with web services vendors, lock boxes, e-boxes, mortgage companies and other electronic payment streams. Payments are made from electronic payment sources via transmission to PCI myRevenueCollector in near real time or batch.
11	Imported payment file (e.g., from lockbox)	H	T		PCI	
12	Other/Miscellaneous (Journal Entries, Interfaces)	H	T		PCI	
13	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H	T		PCI	
14	Ability to configure and process workflows for approvals, review, and modification.	H	T		PCI	Depending on what type of approval is needed, our workflow tool can be used for this.
15	Ability to maintain a complete audit trail for all transactions.	H	T		PCI	
16	Point-of-Sale (POS) System					
17	Ability to connect Point of sale (POS) terminals to the financial system within the departments where volume of transactions warrants the use.	H	T		PCI	
18	Ability to park batches and post with defined security between users who are allowed to place batches on "hold" and those that are allowed to "post" batches	H	T		PCI	
19	Ability to accommodate numerous P.O.S. terminals throughout the County and consolidate all P.O.S. terminal receipts at day's end.	H	T		PCI	#N/A
20	Ability to use extensive on-line inquiry (via the P.O.S. terminal) and printout of customer account history and current balances for all modules.	H	T		PCI	We meet this requirement via integration with Infor Accounts Receivable.
21	Ability to sort POS transactions by:	-				
22	Customer Name	H	T		PCI	

23	Customer #	H	T		PCI	
24	Payer Name	H	T		PCI	
25	Transaction #	H	T		PCI	
26	Division/Department	M	T		PCI	
27	Date (or date range)	M	T		PCI	
28	Time (or time range)	M	T		PCI	
29	Transaction/Cash Receipt Type	H	T		PCI	
30	Transaction Amount	M	T		PCI	
31	Clerk ID/Name	M	T		PCI	
32	Any Segment of the GL Account Number	M	N			
33	Ability to provide both cash register and cash drawer functions.	M	T		PCI	
34	Ability to provide multiple drawer functionality.	M	T		PCI	
35	Ability to accept over-the-counter payments and generate appropriate credit.	H	T		PCI	
36	Ability to quickly access a menu of receivable/charge code types when accepting payments over-the-counter.	H	T		PCI	
37	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.	H	T		PCI	
38	Ability to restrict payment to cash only as directed by item alerts.	H	T		PCI	
39	Ability to calculate the amount of change due back from amount tendered.	H	T		PCI	
40	Ability to identify, code and process transaction fees	H	T		PCI	
41	Ability to void all or part of a transaction independent of batch status.	H	T		PCI	
42	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H	T		PCI	Check21 file creation is supported along with bank certification.
43	Ability to interface with electronic deposit software for check processing.	H	M		PCI	PCI Check 21 Module.
44	Integration into document management system	H	T		PCI	LaserFiche supported, others can be accomodated for a modification cost
45	Ability to customize error messages.	H	N			
46	Payment and Receipt Processing					
47	Ability to define batch payment creation (electronic checks, over the counter, mail, etc.).	H	T		PCI	
48	Ability to include the following information on external receipts for individual transactions:	-				
49	Name of entry clerk	M	T		PCI	
50	Customer Name with separate fields for First Name, Middle Initial and Last Names	M	T		PCI	
51	Payer Name	M	T		PCI	
52	A/R Account number	M	T		PCI	
53	G/L Account coding	M	T		PCI	
54	Description for the receipt	M	T		PCI	
55	Amount	M	T		PCI	
56	Account Balance	M	T		PCI	
57	Check number (if payment by check)	M	T		PCI	
58	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	M	T		PCI	
59	Effective Date	M	T		PCI	
60	Customer ID	M	T		PCI	
61	Location ID	M	T		PCI	
62	Ability to process the County's internal payments (i.e., credit memos) without actually entering a payment while not affecting the deposit and updating the correct ERP module (i.e. permits, utility billing, misc. billing, etc.)	M	Y		CS PS - Accounts Receivable	
63	Option to suppress printing or select individual printing	H	T		PCI	
64	Ability to print user configurable comments and messages on the receipt.	M	T		PCI	

65	Ability to track and search system (internal) records by:	-				
66	Amount	M	T		PCI	
67	Bank Account	M	T		PCI	
68	Batch Number	M	T		PCI	
69	Check number (if payment by check)	M	T		PCI	
70	Clerk ID/Name	M	T		PCI	
71	Credit Card Type (i.e. Visa, MasterCard, Discover, Diner, etc.)	M	T		PCI	
72	Customer Name with separate fields for First Name, Middle Initial and Last Names	M	T		PCI	
73	Payer Name	M	T		PCI	
74	Customer ID	M	T		PCI	
75	Customer/Type	M	T		PCI	
76	A/R Account number	M	T		PCI	
77	Account Balance	M	T		PCI	
78	Day of Month	M	T		PCI	
79	Day of Week/Business Day	M	T		PCI	
80	Effective Date	M	T		PCI	
81	Department	M	T		PCI	
82	Entry Date	M	T		PCI	
83	Name of entry clerk	M	T		PCI	
84	GL Account Received	M	T		PCI	
85	Key Code / CR Type	M	T		PCI	
86	Location ID	M	T		PCI	
87	Receipt Number/Document Number	M	T		PCI	
88	Terminal	M	T		PCI	
89	Time of Day	M	T		PCI	
90	Transaction Date	M	T		PCI	
91	Type of Bill	M	T		PCI	
92	Type of Payment	M	T		PCI	
93	Description for the receipt	M	T		PCI	
94	Ability to see the full account description when processing a receipt.	M	T		PCI	
95	Ability to have an unlimited number of detail lines per receipt	M	T		PCI	
96	Ability to take receipts offline in the system when the main system is non operational (down for maintenance, etc.) and upload after the fact.	M	T		PCI	
97	Ability to take website payments when the main system is non operational (down for maintenance, etc.) and upload after the fact.	M	T		PCI, Web Services Vendor	PCI myRevenueCollector works in this fashion. Payments made to web services vendor and then transmitted to PCI myRC near real time or batch.
98	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	M	T		PCI	
99	Ability to prepare online receipts for departments without a point of sale terminal.	M	T		PCI	
100	Ability to designate whether a transaction was post-marked on-time to remove potential interest that may be applied to the bill associated with that payment (e.g., use of effective dates).	M	T		PCI	
101	Ability to place receipts on "hold" for subsequent release by finance staff.	M	T		PCI	
102	Ability to release "held" receipts based on user authorization.	M	N			
103	Ability to define security between users who are allowed to place receipts on "hold" and those that are allowed to "post" receipts.	M	N			

104	Ability to assign each transaction a unique receipt number which is auto-generated by the system.	M	T		PCI	
105	Ability for the receipt numbering system to automatically reset itself based on the County's defined number of digits per receipt.	M	N			
106	Ability to have receipt number ranges or receipt number format "masks" to be associated to a department or user.	M	N			Receipt numbers are ranged per workstation
107	Ability to have receipts remain fully editable until the time they are printed and posted.	M	T		PCI	
108	Ability to change the payment type (cash, check, credit card, etc.) without voiding a receipt with proper authorization	M	T		PCI	
109	Ability to have 24 hour access to the system for receipt functionality.	M	T		PCI	
110	Ability to use Optical Character Recognition (OCR) or laser bar code readers for scanning receipted bills.	M	T		PCI	
111	Ability to pay multiple bills with a single payment w/description	M	T		PCI	
112	Ability to print account number and transaction number on checks receipted	M	T		PCI	
113	Ability to print of amount receipted on checks	M	T		PCI	
114	Ability to accept full or partial payments and payments without prior bill. Accepts deposits, bonds, etc.	M	T		PCI	
115	Ability to enter comments (to be used internally) at time of receipt.	M	T		PCI	
116	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	M	T		PCI	
117	Ability to reprint duplicate receipts.	M	T		PCI	
118	Ability to provide pre-coded templates for ease of input.	M	T		PCI	Revenue code level for not receivable transactions only
119	Ability to lock pre-coded templates to prevent changes by other users.	M	N			
120	Ability to save pre-coded templates with a new name when changes are made.	M	N			
121	Ability for individual user to delete self-created pre-coded templates	M	N			
122	Ability to query lists of all pre-coded transaction templates	M	N			
123	Ability to automatically retrieve account information including amount owed from scanned bills. User only has to "key in" amount paid, if different from amount owed.	M	T		PCI	
124	Ability to prompt user at time of entry/scan that the account being receipted to has had a history of bad checks/credit card chargebacks based on user defined rules.	M	T		PCI	
125	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	M	T		PCI	
126	Ability to enter in a cash receipt that does not have pre-defined codes where the clerk will have to enter in the GL account(s) manually.	M	T		PCI	
127	Ability to break out sales tax payment based on cash receipt code	M	T		PCI	
128	Ability to select from standard reason codes when canceling any payment.	M	T		PCI	
129	Ability to apply payments in current year for a future year license/services/fees and automatically post to deferred revenue	M	T		PCI	
130	Deposits					
131	Ability to track and maintain any customer payments towards an account(s) / retainers where customer pre-pays (e.g., deposits, escrows, pre-pays) and as transactions occur/services provided, the balance is adjusted down.	M	Y		CS PS - Accounts Receivable	
132	Ability to perform after-the-fact adjustments to deposits w/approvals.	H	Y		CS PS - Accounts Receivable, Cash Management	
133	Credit Card Processing					

134	Ability to provide a credit card solution that will interface with County's (and third-party) gateway providers.	H	N			
135	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H	N			Answer: Yes and No. PCI conforms with Payment Card Industry certification standards but is not directly certified. In all PCI locations we interface with certified vendors so as to honor client required standards and audit policies.
136	Ability to generate credit card authorizations.	H	T		PCI	
137	Ability to print credit card receipts with authorization number.	H	T		PCI	
138	Ability to support credit card refunds.	H	T		PCI	Also see response to #135. Client's interface with credit card vendor required. PCI is not a credit card processor, but the PCI software routinely works with many different processors.
139	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H	T		PCI	Also see response to #135. Client's interface with credit card vendor required. PCI is not a credit card processor, but the PCI software routinely works with many different processors.
140	Closing, Balancing and Depositing					
141	Ability to close registers at the end of the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information posted to the individual modules.	H	T		PCI	
142	Ability to distinguish among tender types (e.g., cash, check or credit card payment) and to provide separate totals at days end to assist in balancing the drawer.	H	T		PCI	
143	Ability to summarize and post daily cash receipts by validated General Ledger account.	H	T		PCI	
144	Ability to settle batches individually or by selection versus all open batches.	H	T		PCI	
145	Ability to edit on-line and correct transaction errors prior to posting with proper authorization.	H	T		PCI	Reversal and Re-post
146	Ability to prohibit posted transactions and receipts from being edited.	H	T		PCI	
147	Ability to enter check list for individual receipt balancing.	H	T		PCI	
148	Ability to print deposit ticket with appropriate deposit tracking code.	L	T		PCI	Yes myRevenueCollector can print the deposit ticket, but "appropriate tracking code" would be available if already collected in the Cash Receiving transaction. If more complex, Customization Cost might apply.
149	Ability to assign a bank bag number to each deposit slip.	L	N			
150	Ability to provide end-of-day check list by user detailing each check included in a deposit.	M	Y		CS PS - Accounts Receivable, Cash Management	As long as each check included in the deposit is recorded separately for each Accounts Receivable customer, then the detail is available.
151	Ability to process NSF checks as a reversal to the original revenue posting.	H	Y		CS PS - Accounts Receivable	
152	Interfaces and Integration					
153	Ability to manage overpayments and store a credit balance in the appropriate account/customer record	H	Y		CS PS - Accounts Receivable	
154	Ability to establish and use validations from the G/L chart of accounts.	H	T		PCI	

155	System integrates with an integrated voice response (IVR) system to allow payments via phone.	H	T		PCI or Financials/ERP System	As with web payments, the web payments and IVR payments are collected via the web/IVR application and transmitted to either the Cash Receipting or ERP A/R system.
156	Ability to print an exception report in cash receipts for any payments that do not match the balance due in the other appropriate modules (Utility Billing, Misc. Billing, Permits, etc.) or if there are duplicate payments	H	Y		CS PS - Accounts Receivable	Can do this for items recorded in CS PS - AR. For external AR systems, would rely on that system to track balances.
157	Ability to interface with delinquent tax database	M	Y		CS PS - Accounts Receivable	
158	Ability to interface with multiple credit card machines	M	T		PCI	
159	Reporting					
160	Ability to create a User/P.O.S. Terminal Productivity Report, showing number of transactions processed per day, by operator, by P.O.S. terminal, and by transaction type. Shows average time to process a transaction.	H	R		PCI	Data available to be reported upon
161	Ability to wildcard (*) search or report on any field captured by the system.	H	Y		CS PS - Infor Technology Foundation	
162	Ability to create and save report variants.	H	T		PCI	
163	Ability to report based on user defined period-to-date; summary or detail.	H	T		PCI	
164	Ability to export reports to Excel, Word and other common third party software.	H	T		PCI	

Infor

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.7 - Contract Management	Infor CloudSuite Public Sector (CS PS) - Contract Mgmt, Strategic Sourcing, Payables
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Objective: To create and manage contracts from initiation through close-out activities.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Contract Set-Up					
2	System allows users to attach documents/files to contract such as special provisions, exhibits, amendments, etc.	H	Y		CS PS - Contract Mgmt	
3	Ability to enter, track and inquire on basic contract information online including:	-				
4	Business sector	H	Y		CS PS - Contract Mgmt	
5	Funding Source (local, state, federal, or other)	H	Y		CS PS - Contract Mgmt	
6	Commodity Code (NIGP)	M	Y		CS PS - Contract Mgmt	
7	Contract amount	H	Y		CS PS - Contract Mgmt	
8	Contract balance	H	Y		CS PS - Contract Mgmt	
9	Contract ending date	H	Y		CS PS - Contract Mgmt	
10	Contract name	H	Y		CS PS - Contract Mgmt	
11	Contract number	H	Y		CS PS - Contract Mgmt	
12	Contract starting date	H	Y		CS PS - Contract Mgmt	
13	Contract type (Professional Services, Construction, Maintenance Services, Lease, Materials, IGAs, etc.)	H	Y		CS PS - Contract Mgmt	
14	Contractor name	H	Y		CS PS - Contract Mgmt	
15	Contractor address	H	Y		CS PS - Contract Mgmt	
16	Contractor contact info (phone, fax, e-mail)	H	Y		CS PS - Contract Mgmt	
17	Cooperative contract (yes/no)	H	Y		CS PS - Contract Mgmt	
18	Date approved by the RM (Risk Management) or BOS (Board of Supervisors) and Board of Directors (for Special Districts)	H	Y		CS PS - Contract Mgmt	
19	Debarment	H	Y		CS PS - Contract Mgmt	
20	Department	H	Y		CS PS - Contract Mgmt	
21	Division	H	Y		CS PS - Contract Mgmt	
22	GL Account where funds are encumbered	H	Y		CS PS - Contract Mgmt	
23	Services Description	H	Y		CS PS - Contract Mgmt	
24	Maintenance agreements associated with contract (yes/no)	H	Y		CS PS - Contract Mgmt	
25	Payment method codes (e.g., flat monthly amount, monthly actual invoice, times unit rate)	H	Y		CS PS - Contract Mgmt	
26	Payments against the contract	H	Y		CS PS - Contract Mgmt	
27	Period of Warranty (if it exists)	H	Y		CS PS - Contract Mgmt	
28	Progress/Expense reports required (yes/no)	H	Y		CS PS - Contract Mgmt	
29	Vendor name and address	H	Y		CS PS - Contract Mgmt	
30	User/Contract Manager	H	Y		CS PS - Contract Mgmt	

31	Project Manager	H	Y		CS PS - Contract Mgmt	
32	Renewal Options Available	H	Y		CS PS - Contract Mgmt	
33	Requisitioner	H	Y		CS PS - Contract Mgmt	
34	Revised ending date	H	Y		CS PS - Contract Mgmt	
35	Vendor's State registration status	H	Y		CS PS - Contract Mgmt	
36	Tax standing (e.g., for local taxes)	H	Y		CS PS - Contract Mgmt	
37	Vendor Number	H	Y		CS PS - Payables	
38	Is the contractor a MBE, WBE, DBE, Local, PCC, small business firm?	H	Y		CS PS - Contract Mgmt	
39	Contractor MBE, WBE, DBE, small business %	H	Y		CS PS - Contract Mgmt	
40	Ability to track and report the following fields for a Sub-contractor:	-				
41	Sub-Contractor Name	H	Y		CS PS - Contract Mgmt	
42	Sub-Contractor address	H	Y		CS PS - Contract Mgmt	
43	Sub-Contractor contact info (phone, fax, etc.)	H	Y		CS PS - Contract Mgmt	
44	Is the sub-contractor a MBE, WBE, DBE, small, local, PCC firm?	H	Y		CS PS - Contract Mgmt	
45	Sub-contractor MBE, WBE, DBE, small %	H	Y		CS PS - Contract Mgmt	
46	Sub-contract dollar amount	H	Y		CS PS - Contract Mgmt	
47	Service provided on contract	H	Y		CS PS - Contract Mgmt	
48	Ability to automatically user-defined alphanumeric or numeric assignments.	H	Y		CS PS - Contract Mgmt	Suppliers are auto-numbered numerically.
49	Ability to designate a user-defined maximum dollar and quantity thresholds for contracts.	H	Y		CS PS - Contract Mgmt	This can be configured using Infor Process Automation.
50	Ability to upload vendor contracts	H	Y		CS PS - Contract Mgmt	
51	Ability for optical character recognition on contracts, being able to mine database	H	N			
52	Ability to complete wildcard searches on the contract document	H	Y		CS PS - Contract Mgmt	
53	Ability to identify that a contract is compliant with FTA procurement guidelines	H	Y		CS PS - Contract Mgmt	
54	Contract Initiation and Approval Process					
55	Ability to create templates	H	Y		CS PS - Contract Mgmt	
56	Ability to have a clause library	H	Y		CS PS - Contract Mgmt	
57	Ability to track versions of the contract	M	Y		CS PS - Contract Mgmt	
58	Ability to handle contracts over multiple fiscal years.	H	Y		CS PS - Contract Mgmt	
59	Ability to convert awarded bids to approved contract.	H	Y		CS PS - Contract Mgmt, Strategic Sourcing	
60	Ability to create and track blanket order contracts and encumbrances.	H	Y		CS PS - Contract Mgmt	
61	Ability to allow multiple contracts per vendor.	H	Y		CS PS - Contract Mgmt	
62	Ability to allow multiple vendors per contract.	H	N			
63	Ability to allow for multiple phases per contract.	H	Y		CS PS - Contract Mgmt	
64	Ability to review and print contract text.	H	Y		CS PS - Contract Mgmt	
65	Ability to set-up contracts with recurring payments to vendors with the ability to make one-time payment amount adjustments without affecting the remainder of the contract payment schedule and amount.	H	Y		CS PS - Contract Mgmt, Lease Mgmt	
66	Ability to partially approve part of contract or invoice	H	N			
67	Ability for use of electronic signatures	H	T		MHC Document Express	
68	Workflow / Change Management					
69	Workflow approvals is required for the following changes:	-				
70	Change in contract dollar amount	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
71	Material Change in eligible uses of contract funds (change in scope of work)	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	

72	Material change in milestone schedule	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
73	Change in contract start or end dates	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
74	Change in contract scope (addition or deletion of contract scope)	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
75	Change in name or type of entity	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
76	Any change in contract or any amendments	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
77	Through the review process while drafting the contract	M	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
78	Ability to support on-line work order requests, creation, updates, status and approval workflow	H	N			
79	Ability to route the documents electronically to the correct Department for review/revisions.	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
80	Ability to view and approve contracts within the system.	H	Y		CS PS - Contract Mgmt	
81	Contract Management/Tracking					
82	Ability to track contracts from set-up through contract close-out based upon commodity codes, PO #, Vendor #, Project #, contract status and etc.	H	Y		CS PS - Contract Mgmt	
83	Ability to track multiple contracts to a single project.	H	Y		CS PS - Contract Mgmt, Project Accounting	
84	Ability to track a single contract to multiple projects.	H	Y		CS PS - Contract Mgmt, Project Accounting	
85	Ability to track multiple releases (i.e., payments) within a blanket contract/PO.	H	Y		CS PS - Contract Mgmt, Procurement	
86	Ability to record and track contract limits (i.e. multi-year contracts) at user specified levels of detail over the life of the contract.	H	Y		CS PS - Contract Mgmt	
87	Ability to encumber a portion of a contract based on fiscal year.	H	Y		CS PS - Contract Mgmt, Procurement	
88	Ability to track and flag contract expiration/extension dates.	H	Y		CS PS - Contract Mgmt	
89	Ability to link user defined project # to the Invitation for Bid (IFB) and Request for Proposal (RFP) number.	H	Y		CS PS - Contract Mgmt, Strategic Sourcing	
90	Ability to evaluate vendor based on key user-weighted events based upon mutually agreed and defined criteria such as: deliverables, schedule, delivery date, quantity return / defective items, and billing problems by contract.	H	Y		CS PS - Contract Mgmt, Supply Chain Analytics	
91	Ability to track all contract information required by legal authority with supporting documentation, including but not limited to:	-				
92	Notice of award	H	Y		CS PS - Contract Mgmt	
93	Lien notices	H	Y		CS PS - Contract Mgmt	
94	Notice to proceed	H	Y		CS PS - Contract Mgmt	
95	Notice of Substantial Completion	H	Y		CS PS - Contract Mgmt	
96	Notice of Final Completion	H	Y		CS PS - Contract Mgmt	
97	Certificates of Insurance	H	Y		CS PS - Contract Mgmt	
98	Performance bonds	H	Y		CS PS - Contract Mgmt	
99	Payment bonds	H	Y		CS PS - Contract Mgmt	
100	DBE payment certification	H	Y		CS PS - Contract Mgmt	
101	DBE sub-contractor commitment	H	Y		CS PS - Contract Mgmt	
102	Ability to track and report on multiple insurance policies and related expiration dates.	H	Y		CS PS - Contract Mgmt	

103	Ability to access contract information on-line and in real time, for users with appropriate security.	H	Y		CS PS - Contract Mgmt	
104	Ability to track if the contract is subject to the federal Davis-Bacon requirements.	H	Y		CS PS - Contract Mgmt	
105	Ability to interface with a document management application.	H	Y		CS PS - Contract Mgmt	
106	Ability to Interface with Accounting Department	H	Y		CS PS - Contract Mgmt	
107	Ability to interface or interact with Vendor Management	H	Y		CS PS - Contract Mgmt	
108	Ability to track RFPs and their status like applicants, awards etc. (assuming it is covered as part of requirement number 52: "Ability to convert awarded bids to approved contract")	M	Y		CS PS - Strategic Sourcing	
109	Ability to Track Appeal Process - Award recommendations and contract terminations	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
110	Ability to track Suspended or Other Conditional Status Contractors/Vendors (Vendor Status). Record and track vendor suspensions, contract violations, conditional status of contract or other non compliance items that may lead to withholding payment, cancellation of contract or department	H	Y		CS PS - Contract Mgmt	User-defined hold codes can be used along with comments to specify they type of suspension or hold.
111	Ability to track Freedom of Info/Open Records Request Status	H	N			
112	Payments					
113	Ability to allow the user to record and auto calculate retention amounts based upon:	-				
114	Deliverables/Tasks	H	M		CS PS - Contract Mgmt	
115	% of Completion	H	Y		CS PS - Contract Mgmt	
116	Dollar Amount	H	Y		CS PS - Contract Mgmt	
117	System allows multiple rates of retention based on project progress; for example, first half 10% and second half 5%.	H	Y		CS PS - Contract Mgmt	
118	Ability to export contract data including payment and other contract information.	H	Y		CS PS - Contract Mgmt	
119	Ability to track multiple encumbrances and payments against a single contract, on a user defined basis (i.e. - fiscal year, calendar year, contract year, etc.)	H	Y		CS PS - Contract Mgmt, Global Ledger	
120	Ability to process payments against a single contract based upon varying payment terms such as milestones, % completion, time and materials, lump-sum and etc.	H	Y		CS PS - Contract Mgmt, Payables	
121	Ability to specify retainage amount, when to pay, and payment history.	H	Y		CS PS - Contract Mgmt, Payables	
122	Termination / Expiration					
123	Ability to close-out contracts with final payment requests or release of retention payment	H	Y		CS PS - Contract Mgmt	
124	Ability to liquidate encumbrances where balances remain	H	Y		CS PS - Contract Mgmt	
125	Ability to place a contract on "Hold" in the event of a contract dispute or termination request	H	Y		CS PS - Contract Mgmt	
126	Ability to reinstate a decertification/termination done in error and flag contract administrator (via workflow).	H	Y		CS PS - Contract Mgmt, Infor Technology Foundation	
127	Reporting					
128	Ability to define standard and ad hoc reports based upon user defined criteria.	H	Y		CS PS - Contract Mgmt	

129	Ability to track (which step, date, etc.) the status of each step in the contracting process. Should be able to look up status online and through on-demand reports.	H	Y		CS PS - Contract Mgmt	
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Infor

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.8 - Debt Service Management Sympro

Objective: System to track, analyze and report on debt obligations of all types.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Debt Instrument Set-Up					
2	Ability to establish a debt instrument for a single year or multiple years.	H	T		SymPro Debt Manager	
3	Ability to track and manage the following related to the County's debt:	-			-	
4	Bond Issued amount	H	T		SymPro Debt Manager	
5	Issue Date (Bond Issue)	H	T		SymPro Debt Manager	
6	Call Date (Bond Issue)	H	T		SymPro Debt Manager	
7	Closing Date (Bond Issue)	H	T		SymPro Debt Manager	
8	Reimbursement Revenue Date (Bond Issue)	H	T		SymPro Debt Manager	There are additional data fields or notes/comment section that can capture this type of information.
9	Bond ID (Bond Issue)	H	T		SymPro Debt Manager	
10	Additions	H	T		SymPro Debt Manager	Sympro has functionality to enter new debt or additional components. Standard bond issues do not allow the principal to change after issuance.
11	Reductions / Refunding	H	T		SymPro Debt Manager	
12	Payments	H	T		SymPro Debt Manager	
13	Principal / Year and inception to date	H	T		SymPro Debt Manager	
14	Interest / Year and inception to date	H	T		SymPro Debt Manager	
15	Dollar Amount Interest/ Year and inception to date	H	T		SymPro Debt Manager	
16	Interest Rate/ Year and inception to date	H	T		SymPro Debt Manager	
17	Remaining Original Issue Premium/Discount	H	T		SymPro Debt Manager	
18	Issuance type (new, refunds)	H	T		SymPro Debt Manager	
19	Taxable Status of Bonds (Taxable/ Tax Exempt)	H	T		SymPro Debt Manager	
20	Ratio of Bond Amount to total Capital Project Amount	H	N		SymPro Debt Manager	Sympro can calculate current total debt outstanding.
21	Private Activity Indicator by project, sub project and phase level	H	T		SymPro Debt Manager	Sympro can label bonds as "public" or "private placement"
22	Bad Money Indicator By project, sub project and phase level	H	N			
23	Multiple Accts depending on type of issuance (Cost of Issuance, Escrow, Capitalized Interest, Deferred Revenue, Premium, etc.)	H	T		SymPro Debt Manager	Sympro can itemize COI, track bonds in escrow, track CABs, track deferred gain/loss and premiums/discounts.
24	Project, sub project and phase principal / interest by year and inception to date	H	R		SymPro Debt Manager	Through reporting.
25	Total bond principal / interest by year and inception to date	H	T		SymPro Debt Manager	
26	Fund	H	T		SymPro Debt Manager	

27	Project, sub project and phase level	H	T		SymPro Debt Manager	Sympro can allocate bond cash flows, premiums/discounts, and accrued interest to project level.
28	All general ledger account coding for this bond, including project, sub project and phase	H	T		SymPro Debt Manager / GL	Sympro can allocate and journalize bond cash flows, premiums/discounts, and accrued interest to project level.
29	Ability to track total of ALL debt including principal / interest by project, sub project and phase by year.	H	R		SymPro Debt Manager	Sympro can allocate bond cash flows, premiums/discounts, and accrued interest to project level.
30	Ability to track by debt types:	-			-	
31	Individual Lease Agreements (including excise tax leases)	H	T		SymPro Debt Manager	
32	Master Lease Agreements and link to the individual leases	M	T		SymPro Debt Manager	
33	General Obligation Debt	H	T		SymPro Debt Manager	As long as they have defined cash flows
34	Revenue Bonds	H	T		SymPro Debt Manager	As long as they have defined cash flows
35	Notes Payable	H	T		SymPro Debt Manager	As long as they have defined cash flows
36	Conduit Debt	H	T		SymPro Debt Manager	As long as they have defined cash flows
37	Debt Instrument (other providers)	H	T		SymPro Debt Manager	As long as they have defined cash flows
38	Contractual Obligations	H	T		SymPro Debt Manager	As long as they have defined cash flows
39	Debt Service / Management					
40	Ability to analyze different financing options through analytics and "what-if" scenarios.	H	T		SymPro Debt Manager	A copy routine allows you to mirror the live portfolio to enter "what if" scenarios and run reporting against the adjusted portfolio.
41	Ability to track movement of bonds between projects when funds are left unexpended (i.e. lapsed proceeds).	H	N			
42	Ability to track bond spending within projects, sub project and phase.	M	T		SymPro Debt Manager	Sympro can track project expenses in list form.
43	Ability to track lapsed bond proceeds within projects, sub project and phase.	H	N			
44	Ability to track debt covenant compliance.	M	T		SymPro Debt Manager	Sympro can track covenants in list form.
45	Ability to track invoices and other costs associated with a debt instrument through the work order system.	H	T		SymPro Debt Manager	Invoices can be imported and attached to an issuance. Other costs can be tracked in the COI section.
46	Ability to initiate the work orders against a debt instruments for reimbursement purposes.	H	N			This would typically be handled in the ERP system.
47	Ability to track expenditure of accounts held by a trustee.	H	N			Usually would be in ERP GL.
48	Ability to report cash flows for arbitrage calculations.	H	T		SymPro Debt Manager	
49	Ability to automatically generate journals for debt service payments including monthly expensing of principal and interest.	H	T		SymPro Debt Manager / GL	
50	Ability to either amortize or not amortize premiums / discounts on issued debt.	H	T		SymPro Debt Manager	
51	Ability to provide amortization entries for original issue premium/discount based on user defined method.	H	T		SymPro Debt Manager	Sympro can amortize using the following methods: Expense, Level Yield, Straight Line, Proportional
52	Ability to modify debt based on budget adjustments (fund transfers).	H	N			
53	Ability to track debt by Project, subproject and phase.	H	T		SymPro Debt Manager	Sympro can allocate bond cash flows, premiums/discounts, and accrued interest to project level.
54	Ability to track debt by Asset.	H	T		SymPro Debt Manager	Debt can be tracked by multiple criteria. Asset may be one that is defined.
55	Debt Payment Scheduling					

56	Ability to automate debt payments generated from debt module directly into cash flow forecast.	H	T		SymPro Debt Manager, ERP cash flow module.	SymPro calculates the debt payments and exports them in a standard export file to the ERP Cash system
57	Ability to create debt schedules through analytics and "what-If" scenarios.	H	T		SymPro Debt Manager	A copy routine allows you to mirror the live portfolio to enter "what if" scenarios and run reporting against the adjusted portfolio.
58	Ability to make debt service payments from the debt schedule.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
59	Ability to initiate payments to the paying agent/trustee.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
60	Ability to charge debt payments to one program that may be in multiple funds.	H	N			
61	Ability to calculate debt service schedules for interest and principal payments for multiple years by Fund.	H	T		SymPro Debt Manager	Sympro can allocate bond cash flows, premiums/discounts, and accrued interest to Fund/project level.
62	Interface / Integration					
63	Ability to allocate Interest Earnings/Interest Allocation based on remaining bond proceeds.	H	N			
64	Ability to integrate debt service functionality with the bank reconciliation process.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
65	Ability to integrate to the G/L module and the Treasury module for debt management.	H	T		SymPro Debt Manager / GL	Sympro can create journal entries that may be mapped to account strings.
66	Ability to integrate to the AP module for payments.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.
67	Ability to integrate with the facilities system.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.
68	Ability to integrate to the work order module.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
69	Ability to integrate with the fixed asset module.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.

70	Ability to integrate with a project management system.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
71	Ability to integrate with the project accounting and grant module.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.
72	Ability to integrate with the Budget module for annual budget purposes.	H	T		SymPro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
73	Reporting					
74	Ability to report projects by bond issue, unspent bonds until the debt has been paid off.	H	R		SymPro Debt Manager	
75	Ability to generate a Debt Service Schedule that exports to Excel for each debt instrument type (leases, g.o. bonds, utility bonds) by year, broken down by program (which is then broken down by principal and interest) and total principal and interest across all programs.	H	R		SymPro Debt Manager	
76	Ability to report on lapsed bond proceeds by project, subproject, and phase.	H	N		Sympro	
77	Ability to generate annual debt service schedules for payment and tracking.	H	R		SymPro Debt Manager	
78	Ability to report on debt that has been refinanced for footnoting purposes.	H	R		SymPro Debt Manager	
79	Ability to create debt amortization schedules on a detail and summary basis.	H	R		SymPro Debt Manager	
80	Ability to report on individual debt types.	H	R		SymPro Debt Manager	
81	Ability to report on debt by asset.	H	R		SymPro Debt Manager	
82	Ability to provide reports that include GASB-related information for the following:	-			-	
83	Ability to track "bad money" by debt issue	H	R		SymPro Debt Manager	Sympro users can create a separate portfolio to label the "bad money" debts issues.
84	All g.o. issues outstanding and remaining balance (by issue)	H	R		SymPro Debt Manager	
85	All utility issues outstanding and remaining balance (by issue)	H	R		SymPro Debt Manager	
86	All revenue bond issues outstanding and remaining balance (by issue)	H	R		SymPro Debt Manager	
87	Debt service schedules	H	R		SymPro Debt Manager	
88	GASB 34 entries to restate debt to Accrual Basis	H	R		SymPro Debt Manager	
89	Disclosure of notes payable (outstanding principal and interest)	H	R		SymPro Debt Manager	
90	Disclosure of debt instruments (outstanding principal and interest)	H	R		SymPro Debt Manager	
91	Listing of capital assets acquired related to debt instruments	H	N			
92	Ability to generate reports listing all entries by date range and include actual and accrual information.	H	R		SymPro Debt Manager	Actual and accrual information are found on separate reports.
93	Ability to track and provide reports to monitor variable rate debt with varying terms and maturity dates.	M	R		SymPro Debt Manager	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.9 - Employee and Manager Self Service				Infor CloudSuite Public Sector (CS PS) - Global HR, EMSS, Benefits, Absence Mgmt, Performance Mgmt		
<i>Objective: To provide employees with the capabilities needed to access and update personal records and payroll details, and to provide managers with the capabilities needed to access employee information including the entry, update,</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Employee and Manager Self-Service					
2	Ability to maintain the current status and chronological history of all employees.	H	Y		CS PS - Global HR	
3	Allow attachment of any electronic forms for submission (i.e. change in life event, performance review, etc.).	H	Y		CS PS - Global HR, Benefits, Performance Mgmt, Technology Foundation	
4	Allowable search and reporting on any of the attached forms based on security roles.	H	N			Within the Infor solution, we can search for various attachments; however, the content of these attachments is not searchable. This would require a third-party document management solution.
5	Allow use of electronic signatures on all documents as needed.	H	Y		CS PS - Global HR, Benefits, Performance Mgmt, Technology Foundation	
6	Allowable search and reporting of when electronic signatures are used based on security roles.	H	R		CS PS - Global HR, Process Automation	
7	General Requirements					
8	Ability to flag a job requisition that a particular job class has a re-employment list.	M	M		CS PS - Global HR	Additional user-defined fields are necessary to meet this requirement.
9	Ability for employee to change their own demographic data with appropriate workflows and approvals as required or needed.	H	Y		CS PS - Global HR	
10	System provides capabilities to configure and administer an online employee open enrollment, allowing employees to view their benefit choices, costs, copays, deductibles, prior election and how their current elections affect their paychecks (e.g., annual out-of-pocket costs), etc.	H	Y		CS PS - Benefits	
11	Ability for an employee to enter dependent and beneficiary information, make changes, and create notifications automatically when one change requires the employee to make another change (adding a dependent, need to change health plan, etc.) with limitations to be determined by Milwaukee County	H	Y		CS PS - Benefits	

12	Ability for manager to view their employees demographics (i.e. including pay rate in bi-weekly / hourly / monthly figures, range, job title, next review date, original hire date, position hire date, general leave balances including holiday, comp time earned/taken, and training hours/courses YTD, merit date, retirement participation date, history of earnings for 10 years, working title, etc.). Employee's view provides the same, personal information.	H	Y		CS PS - Global HR, Workforce Mgmt	
13	Ability for designated personnel to view information and enter status changes for designated employees and employees with no self-service (i.e., Manager Self-Service).	H	Y		CS PS - Global HR	
14	Manager receives notification of impending "tasks" (upcoming review dates, transactions awaiting approval, merit actions, leave actions, termination/new hire actions) through a dashboard/portal or email.	H	Y		CS PS - Global HR	
15	Ability for employees to enroll in training classes online	H	Y		CS PS - Global HR, Learning Mgmt	
16	Ability for employees to view and enroll in wellness program activities online	M	Y		CS PS - Global HR, Health & Safety	
17	Ability for managers to access a screen which will allow cash value calculation of general leave balances based on balance, rate of pay and available unused vacation.	L	Y		CS PS - Global HR	
18	Ability for employees to schedule time off requests electronically	H	Y		CS PS - Global HR, Workforce Mgmt	
19	Ability to manage and workflow an employee suggestion box	L	Y		CS PS - Ming.le	
20	Allow for access and entry of Employee information via Smart device (iPad, Smartphone, etc. with all the aspects of security roles in place for all devices)	M	Y		CS PS - Global HR	
21	Portal Supports links to internal county sites while enforcing county security profiles	H	Y		CS PS - Ming.le	
22	Enable employee to access a competency management system in order to maintain a talent/qualification profile. (I.e. skills, talents, and knowledge, including the proficiency level, certifications, licenses etc.). Including a validity date of each qualification	H	Y		CS PS - Global HR	
23	Provide on-line, rules-driven routing of job changes based on signature/approval guidelines.	H	Y		CS PS - Global HR, Process Automation	
24	Enable workflow notifications from e-mail(other media, fax, and letter) of separation to internal(manager/HR) and external entities (unions) for information and action as appropriate.	H	Y		CS PS - Global HR, Process Automation	
25	System allows users to change personal passwords.	H	Y		CS PS - Technology Foundation	
26	System provides a full audit trail (searchable) of employee and manager self-service changes which can be filtered and printed.	H	R		CS PS - Global HR	
27	System enables supervisor to maintain and track leave of absence on-line, including expected date of return and check list of steps for the employee/supervisor to take when the employee goes or returns from leave.	M	Y		CS PS - Absence Mgmt, Global HR	
28	Ability to apply data validations "up front" to prevent managers and other users from omitting required information relevant to the specific transaction (e.g., date of hire, personnel number, name, address, DOB, SS#, effective date) or entering invalid data combinations (e.g., job code vs. department).	H	Y		CS PS - Global HR	
29	Ability for managers to manage vacation scheduling and requests (approved and pending) with ability to view other existing division schedules and coverage.	H	Y		CS PS - Global HR, Workforce Mgmt	
30	Ability to save a transaction in progress so that a manager may return to finish the transaction later.	M	N			
31	System allows for access to employee and job data to others than immediate manager (via proxy capability), e.g., in the case of a transfer in progress.	M	Y		CS PS - Global HR	

32	Ability for system administrator to establish/override "skip levels", i.e., the ability to automatically advance a workflow to next level of approval after a certain period of time.	M	Y		CS PS - Global HR, Process Automation	
33	Ability to workflow manager approval levels of routing on all transactions	H	Y		CS PS - Global HR, Process Automation	
34	Payroll Self Service					
35	Ability to forecast/simulate an employee's paycheck based on criteria/employee data entered (i.e. Tax changes etc.. W4)	H	Y		CS PS - Global HR, Payroll, EMSS	
36	Ability to maintain appropriate security controls for access to all self-service functions.	H	Y		CS PS - Global HR, EMSS	
37	Ability to provide on-line viewing of pay stubs, W-2 forms, and 1099-R forms.	H	Y		CS PS - Payroll, EMSS, MHC Document Express	
38	Ability to produce employee copy of W-2 (1099-R for retirees) back seven years.	H	Y		CS PS - Payroll, EMSS, MHC Document Express	
39	Ability to view and make changes to W-4 and state tax forms information (i.e., tax exemption changes) by employees with edits for legal restrictions.	H	Y		CS PS - Global HR, EMSS	
40	Ability to notify proper users if any changes are made or requested through Self-Service.	M	Y		CS PS - Global HR, Process Automation	
41	Ability to create a variety of user-defined workflows for self service tasks. These may include notification to employees, ability to NOT activate a change until proper approval, instant activation, etc.	H	Y		CS PS - Global HR, Process Automation	
42	Ability to accept time-entry by employees.	M	Y		CS PS - Global HR, Workforce Mgmt	
43	Ability for an authorized employee to view their complete wage/payroll/attendance history online (which may includes overtime, comp time, and leave balances.)	H	Y		CS PS - Global HR, Workforce Mgmt, Payroll, EMSS	
44	Ability to allow employee to change home address, mailing address and emergency contact.	H	Y		CS PS - Global HR	
45	View information related to employee(s) including total compensation statement – information fed from Payroll and HR, salary, vacation entitlement, banked time entitlement, beneficiary information, etc. Accessible 24/7 (even during payroll runs).	M	Y		CS PS - Total Rewards	
46	Ability to provide on-line approval for merit increases with appropriate prompts for supporting documentation/rules.	H	Y		CS PS - Global HR, Compensation Mgmt	Additional workflow configuration may be necessary to meet this requirement.
47	Ability to enable employee to review entire personal history of cash and non-cash compensation, such as base salary.	L	Y		CS PS - Global HR	
48	Ability to notify employees of any changes to their master data changes via electronic notification. i.e. Change of position, promotion, rate changes (Pension rates/Tax changes), etc. and reason for the change.	M	Y		CS PS - Global HR	Additional workflow configuration may be necessary to meet this requirement.
49	Ability to allow employee to request a report to authorize employment and salary details, and forward to a third party such as a bank or mortgage company.	L	Y		CS PS - Case Management	
50	Ability for manager to view total compensation-related information for direct reports, by department/division, including salary, cash components and non-cash items (i.e. Retirement or benefit contributions).	H	R		CS PS - Global HR, Benefits, Compensation	
51	Ability for manager to request or grant base salary increases for employees, which are automatically routed for approval, either during targeted review periods or on an ad hoc basis. (Merit Step increases) Following appropriate work flow approvals.	H	Y		CS PS - Global HR, Compensation	

52	Ability to enable employee to nominate others for internal Recognition program.	L	Y		CS PS - Employee Self-Service	
53	Ability to enable employee or manager to request salary corrections and track and notify both the employee and manager of the status of the request.	H	Y		CS PS - Global HR, Case Management	
54	Ability to view and search the job classification database for skills, education, minimum qualifications, etc.	M	Y		CS PS - Global HR	
55	Ability to view career ladders within the job classification system.	M	Y		CS PS - Global HR, Succession Mgmt	
56	Ability to add and edit Direct Deposit information	H	Y		CS PS - Global HR, Payroll, EMSS	
57	Learning Management					
58	Ability to seamlessly integrate with third party Learning Management System	H	Y		CS PS - Global HR, Learning Mgmt	
59	Ability for employee to register for a development event (e.g., training course) on-line and automatically route for required approvals. Workflow-enabled process from prompt to employee; supervisor; enrollment; including update of all employee records upon successful completion.	M	Y		CS PS - Global HR, Learning Mgmt	
60	System provides workflow course communication with enrollees - change to a course/logistics.	M	Y		CS PS - Global HR, Learning Mgmt	
61	Ability to inform employees and managers of re-certification & licensing requirements.	M	Y		CS PS - Global HR, Learning Mgmt	
62	System enables, through workflow process, forms completion, generation of payment, notification of successful completion, or need to repay if unsuccessful completion of course.	H	Y		CS PS - Global HR, Learning Mgmt	
63	Benefits					
64	Ability to notify the user of a change to benefits eligibility resulting from a change in employment status via email linking to enrollment site	H	Y		CS PS - Global HR, Benefits	
65	Ability to provide on-line enrollment capability for open enrollment and ongoing life events (e.g., marriage, birth, divorce, etc.)	H	Y		CS PS - Global HR, Benefits	
66	Ability to apply the policies/SPD of the benefit plans based on life event and regulations.	H	Y		CS PS - Global HR, Benefits	
67	Ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	H	Y		CS PS - Global HR, Benefits	
68	Ability to provide links to carriers so employee can look at carrier content.	M	Y		CS PS - Global HR, Benefits	
69	Ability to provide links to claim forms.	H	Y		CS PS - Global HR, Benefits	
70	Ability to allow users access to searchable SPDs online.	H	Y		CS PS - Global HR, Benefits	
71	Ability for employee to create side-by-side plan comparison charts.	M	Y		CS PS - Global HR, Benefits, Benefits Decision Support	
72	Ability to provide modeling/tools - for the employee to use in selecting benefits (e.g., FSA calculator, impact to net pay with benefit choices).	M	Y		CS PS - Global HR, Benefits, Benefits Decision Support	
73	Ability to allow employees to save elections and return at a later time to complete enrollment.	H	Y		CS PS - Global HR, Benefits	
74	Ability to validate policies and rules for benefits for participant and dependent data.	H	Y		CS PS - Global HR, Benefits	
75	Ability to provide employee inquiry status of direct billing and payment status.	M	M		CS PS - Global HR, Benefits	
76	Ability to maintain family data (e.g., number of dependents, date of birth of dependents, relationship of dependents to employee).	H	Y		CS PS - Global HR, Benefits	
77	Ability to designate an emergency contact.	M	Y		CS PS - Global HR, Benefits	

78	Ability to provide any type of bulletin (i.e., Benefits etc..) on user defined basis and user defined content	M	Y		CS PS - Global HR, Benefits, Ming.le	
79	Ability to provide Benefits education content (i.e. plan information, wellness education, hot topics, programs available, etc.) User developed content and content management	M	Y		CS PS - Global HR, Benefits, Knowledgebase	
80	Ability for electronic signature approvals from employees' benefit requests.	H	Y		CS PS - Global HR, Benefits	
81	Performance Management					
82	Ability for on-line update of skills, competencies, development completed, etc. by the employee following the appropriate work flow approvals.	M	Y		CS PS - Performance Mgmt	
83	Ability for employee and/or manager to complete performance evaluations/assessments on-line (paper capability for workforce with no computer capability) and route for additional input or approvals.	H	Y		CS PS - Performance Mgmt	
84	Ability for employee to view past performance appraisals and performance plans.	M	Y		CS PS - Performance Mgmt	
85	Ability for employee and/or manager to view and update performance plans.	H	Y		CS PS - Performance Mgmt	
86	Ability to allow routing and tracking of forms completion for any evaluation program including a 360-degree program. Capture and retain comments, notes, forms, etc.	H	Y		CS PS - Performance Mgmt	
87	Ability for manager to review employees' past performance appraisals and plans. Ability to secure views by roles.	H	Y		CS PS - Performance Mgmt	
88	Ability for manager to complete employee performance appraisals on-line.	H	Y		CS PS - Performance Mgmt	
89	System enables on-line capability for self-assessment (e.g., diversity, leadership, etc.). To support a 360 degree program.	H	Y		CS PS - Performance Mgmt	
90	Ability to allow employees to request forms online such as compliant forms, appeal forms, etc.	M	Y		CS PS - Knowledgebase	Forms can be stored within the Knowledgebase for employees to access based on their security. Forms can downloaded for completion.
91	Ability for manager to view Disciplinary Status and history	H	Y		CS PS - Global HR, Employee Relations	
92	Social Networking					
93	Support full social platform - IM, profiles, security	L	Y		Infor Ming.le	
94	Provide full collaboration suite with document control	L	Y		Infor Ming.le	
95	Allow for the establishment of communities and networks	L	Y		Infor Ming.le	
96	Allow for outside the "fire wall" networks at the individual level	L	Y		Infor Ming.le	The Infor solution supports this requirement. The configuration and controls for this is, however, controlled by your IT staff.
97	Allow for contributors to be recognized	L	Y		Infor Ming.le	
98	Archive documents on the authorization of the creator or administrator, but retain the document in archive until deleted by admin	L	Y		Technology Foundation	
99	Ability to publish accrual amounts for catastrophic leave on self-service and pay stub so employees can track their own hours.	L	Y		CS PS - Payroll, MHC Document Express	
100	Ability to provide link to external services.	H	Y		CS PS - Knowledgebase	
101	Ability to manipulate the dashboard format.	H	Y		CS PS - Global HR, HCM Analytics	
102	Ability for managers to access compensation analysis regarding costs (potentially dropdown functionality).	H	Y		CS PS - Global HR, HCM Analytics	
103	Ability for administrators to view compensation by department/division/employees.	H	Y		CS PS - Global HR, HCM Analytics	

104	Banking details including routing number, account number for Direct Deposit (including multiple accounts - up to 8)	H	Y		CS PS - Payroll	
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Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.10 - Employee Benefits	Infor CloudSuite Public Sector (CS PS) - Global HR, Benefits, Absence Mgmt, Learning Mgmt, Payroll
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Objective: To provide an automated system for efficient management of Benefit Administration services.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Integration					
2	Ability to integrate with Accounts Payable for the generation of payments to insurance/benefits providers based on benefit administration calculations.	H	Y		CS PS - Payroll	
3	Ability to provide output files in regards to enrollment with voluntary benefits providers and 457(b)/403(b)/401K third party providers.	H	Y		CS PS - Benefits, Payroll	Additional configuration of file formats may be necessary.
4	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.) [Utilize electronic data interface (834 carrier feeds)]	H	Y		CS PS - Benefits, Payroll	Additional configuration of file formats may be necessary.
5	Benefits					
6	Ability to restrict access with anything that has PHI in it.	H	Y		CS PS - Benefits	
7	Ability to limit availability to see or edit health benefit information, with appropriate restrictions	H	Y		CS PS - Benefits	
8	Ability to track, inquire and report on Medicare including Medicare number, eligibility status and dates	H	N			
9	Ability to enter dependents and beneficiaries and assign each person to multiple roles as dependents/beneficiaries against any benefit type	H	Y		CS PS - Benefits	
10	Ability to determine benefit eligibility and automatically recalculate premiums based on an employee's position.	H	Y		CS PS - Benefits	
11	Ability to manually override benefits assigned based on business rules.	H	Y		CS PS - Benefits	
12	Ability to perform online update of employees benefit enrollment status for each benefit plan.	M	Y		CS PS - Benefits	
13	Ability to support multiple carriers for each benefit plan.	H	Y		CS PS - Benefits	
14	Ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.) that are employee and/or employer paid with multiple premium amounts per plan (individual, individual+1, family).	H	Y		CS PS - Benefits	
15	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-				
16	Effective date	H	Y		CS PS - Benefits	
17	Benefit plan	H	Y		CS PS - Benefits	
18	Dependent coverage (individual +1, family)	H	Y		CS PS - Benefits	
19	Employee group	H	Y		CS PS - Benefits	
20	Eligibility	H	Y		CS PS - Benefits	

21	Combination of the above fields	H	Y		CS PS - Benefits	Infor Benefits supports the configuration of custom groups for reporting and benefits processing.
22	Coverage amount/level	H	Y		CS PS - Benefits	
23	Employee Life event changes	H	Y		CS PS - Benefits	
24	Ability to track employee assignment of benefits prior to and independent from the related deduction being taken	M	Y		CS PS - Benefits	
25	Ability to automatically assign end dates for benefits when employee is terminated, or employee is no longer eligible.	H	Y		CS PS - Benefits	
26	Ability to handle employees with multiple medical and life retiree programs based on employee group. Police and Civilian, several different options in each plan.	H	Y		CS PS - Benefits	
27	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.) [Utilize electronic data interface (834 carrier feeds)]	H	Y		CS PS - Benefits, Payroll	Additional configuration of file formats may be necessary.
28	Ability to automatically calculate service for benefit eligibility, i.e. eligible the first of the month after 30 days of employment.	H	Y		CS PS - Benefits	
29	Ability to calculate time in medical plan for employee and dependents (history).	L	Y		CS PS - Global HR, Benefits, Reporting Tools	
30	Ability to calculate the cost of lost work time due to an accident, illness, or FMLA.	L	R		CS PS - Global HR, Absence Mgmt, Reporting Tools	Costs and criteria need to be tracked before any calculation can take place.
31	Ability to check and flag dependents who no longer qualify for insurance benefits (age 23 or 26).	H	R		CS PS - Benefits	Currently, dependent age can be monitored through an adhoc report or data watch within the solution. Additional proactive monitoring of dependent ages is a future roadmap item.
32	Ability to flag disabled dependents to maintain eligibility for benefits	H	Y		CS PS - Global HR, Benefits	
33	Ability to automatically notify employees prior to and when dependents no longer qualify for benefits.	M	R		CS PS - Global HR, Benefits	Currently, dependent age can be monitored through an adhoc report or data watch within the solution. Additional proactive monitoring of dependent ages is a future roadmap item.
34	Ability to automatically remove dependent no longer eligible for coverage from applicable coverage.	H	M		CS PS - Benefits	A new workflow is necessary to meet this requirement. Additional proactive monitoring of dependent ages is a future roadmap item.
35	Ability to record employee and dependents' enrollment in all benefit programs	H	Y		CS PS - Benefits	
36	Ability to retain dependent data for a user-specified period of time after the dependent is no longer covered on the employee's insurance.	H	Y		CS PS - Benefits	
37	Ability to track and report on all benefit enrollment history including employee and dependents' data.	H	Y		CS PS - Benefits	
38	Ability to integrate with 3rd party COBRA vendor the eligible actions and notify employees/dependents as they become COBRA eligible.	H	Y		CS PS - Benefits, Payroll	Additional configuration of file formats may be necessary.
39	Ability for system to determine monthly COBRA payments based on workforce reduction agreement rules.	M	Y		CS PS - Benefits. Infor Process Automation	Infor Benefits Administration supports the ability to determine monthly COBRA payments. Changes in work reduction agreements rules would need to be triggered by an action and monthly payment cost calculated using Infor Process Automation.

40	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee age and other plan rules including, but not limited to, maximum eligible wages, and wages as of a fixed enrollment date.	H	Y		CS PS - Benefits	
41	Ability to automatically update all employee/employer information when certain insurance information is updated, show effective date of the change and retain for historical reporting purposes.	M	Y		CS PS - Global HR, Benefits, Reporting Tools	Additional field change defaulting can be added with configuration console.
42	Ability to record and summarize benefits by any employee group level or class and report on that data.	H	Y		CS PS - Global HR, Benefits, Reporting Tools	Infor Benefits supports the configuration of custom groups for reporting and benefits processing.
43	Allow for any future dated transactions to be entered and held until effective (includes employee, employer, carrier information)	H	Y		CS PS - Global HR, Benefits	
44	Ability to administer multiple pre-tax deductions for flexible spending accounts (FSA) for medical and dependent care (i.e., employee and employer contributions)	H	Y		CS PS - Benefits	
45	Ability to allow changes by employees to insurance plans, dependent care, flexible spending accounts at times of qualifying events and during open enrollment.	H	Y		CS PS - Global HR, Benefits	
46	Ability for employees to self enroll in all available benefits during times of qualifying events or/and during open enrollment.	H	Y		CS PS - Global HR, Benefits	
47	Ability to associate benefit with employee class	M	Y		CS PS - Global HR, Benefits	Infor Benefits supports the configuration of custom groups for reporting and benefits processing.
48	When moved to Retiree, all eligible plans are in effect and other benefits cancelled appropriately	M	Y		CS PS - Benefits	
49	Benefit Reporting					
50	Ability to view/print deduction reports to document the amounts of the employee and employer contributions	H	Y		CS PS - Benefits, Payroll	
51	Ability to view/print a list of employees contributing to any vendor or benefits provider and amount contributed.	H	Y		CS PS - Benefits, Payroll	
52	Ability to create annual health insurance benefits summaries by carrier, employee or other user sort.	H	Y		CS PS - Benefits, Reporting Tools	
53	Ability to view/print benefit enrollment by benefit , employee class/group, department or by employee.	H	R		CS PS - Benefits	
54	Ability to report on census data for insurance providers and the actuary.	H	Y		CS PS - Benefits	
55	Ability to create an employee statement of current benefits. Must be exportable in a PDF format to provide to a fulfillment center or mailing, or include fulfillment services in product.	H	Y		CS PS - Benefits	
56	Ability to create an employee confirmation statement. Must be exportable in a PDF format to provide to a fulfillment center or mailing, or include fulfillment services in product.	H	Y		CS PS - Benefits	
57	Ability to produce a notice of benefit changes whenever any of the following conditions are encountered:	-				
58	Employee's name changes	M	Y		CS PS - Global HR, Benefits	
59	Employee terminates employment	M	Y		CS PS - Global HR, Benefits	
60	Employee moves to a non-pay status	M	Y		CS PS - Global HR, Benefits	
61	Employee's deduction is administratively canceled	H	Y		CS PS - Global HR, Benefits	
62	Employee and/or the employer contribution amount is administratively changed	H	Y		CS PS - Global HR, Benefits	
63	On demand	M	M		CS PS - Global HR, Benefits, Reporting Tools	

64	Ability to view/print a report or flag employee when move from full time benefit eligible to less than full time benefit eligible.	M	R		CS PS - Benefits	
65	Ability to view/print a general liability report	L	Y		CS PS - Payroll	
66	Ability to provide a user-configurable checklist for the death of an employee	M	Y		CS PS - Global HR	Infor Global HR delivers checklists that can be assigned and used to electronically notify users and track completion of steps involved in various processes, such as onboarding, offboarding, etc.
67	System has the ability to flag employees that are not eligible for the Affordable care act	M	Y		CS PS - Benefits, Payroll	
68	Ability to reconcile COBRA payments made with eligibility records in HR.	-	Y		CS PS - Benefits	
69	Long-term disability insurance	M	Y		CS PS - Benefits, Payroll	
70	Multiple Insurance plans	M	Y		CS PS - Benefits, Payroll	
71	State disability insurance (SDI)	L	Y		CS PS - Payroll	
72	Old-Age, Survivors, and Disability Insurance (OASDI)	L	Y		CS PS - Payroll	
73	Workers compensation	L	Y		CS PS - Accounts Payable, Payroll	
74	Ability to assign the order of benefit deduction paid by fringe.	M	Y		CS PS - Payroll	
75	Automated dependent enrollment and unenrollment of dependents for benefit purposes in case of life event	M	Y		CS PS - Benefits	
76	Deferred Compensation					
77	Ability to defer special pay into a deferred compensation plan	M	Y		CS PS - Compensation Management, Payroll	Special Pay earnings can be paid into a deferred compensation plan. This can be accomplished by creating a deduction code set to 100% of defined earnings, and the defined earnings would be the associated pay codes. This can be done as a manual edit or automated through the creation of a workflow process based on defined business rules. The automation would need to be scoped as part of implementation due to the potential complexity of the business rules and associated processes.
78	Ability to set maximum pre-tax and taxable dollar amount on deferred compensation deductions across multiple plans.	M	Y		CS PS - Compensation, Payroll	Special Pay earnings can be paid into a deferred compensation plan. This can be accomplished by creating a deduction code set to 100% of defined earnings, and the defined earnings would be the associated pay codes. We can establish limits for deduction codes. A separate code can be established to manage pre and post-tax limits.
79	Ability to set maximum pre-tax on deferred compensation based upon employee age.	M	Y		CS PS - Benefits	
80	Ability for system to generate notification to employee when eligibility changes	M	Y		CS PS - Benefits	
81	Ability to calculate employee deferred comp withholding contribution based on percentage of gross wages.	M	Y		CS PS - Payroll	
82	Ability to compute employer-paid retirement contributions based on a percentage of the employee's gross wages.	M	Y		CS PS - Payroll	
83	Accruals					

84	Ability to track Workers Comp and integrate with 3rd party providers	L	Y		CS PS - Payroll	Infor Payroll can track worker's compensation accrued costs but our solution does not process or management workers compensation claims.
85	Ability to calculate medical retiree benefits using salary, years of service and selection of plan options based on the system of record	M	Y		CS PS - Benefits	
86	Tuition Reimbursement					
87	Ability to set tuition reimbursement thresholds/max.	H	M		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	Infor provides for tuition reimbursement through Accounts Payable or Payroll. With delivered tools, an organization can create an Employee Self-Service "Reimbursement Form" to be completed by the employee and then routed to the appropriate manager for approval prior to being uploaded or entered into the system. Tracking a reimbursement threshold would be at the pay code level using the reporting tools delivered. Tuition reimbursement forms can also be made available to learners through the Resources Tab of the Learner portal. A learner can then fill out the form and upload with an external training request. The User incharge of the program can then export the forms for manipulation or just submit them for tuition reimbursement to Payroll. The user incharge of external training requests can also approve or deny the request.
88	Ability to define and implement an approval process for tuition reimbursement requests	H	M		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	See note for Item #130.
89	Ability to monitor compliance with process, maintain rules, polices, tables, outstanding balances (before and after course is taken).	M	M		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	See note for Item #130.
90	Ability to calculate reimbursement amount based on grade received and graduate or undergraduate level.	L	R		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	Learning Management tracks and reports on training utilization. A report can be generated listing each student and the grade received. The list can be exported to Excel and using a formula the tuition can be calculated. The amount due to each employee can then be uploaded to Payroll for Processing.
91	Ability to report number of classes taken by department, graduate or undergraduate level, grades, etc.	M	Y		Infor Learning Mgmt	
92	Ability to automate application for tuition reimbursement	M	M		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	See note for Item #130.
93	Ability to automate acceptance and decline notifications to tuition reimbursement applicants	M	M		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	See note for Item #130.
94	Ability to track course completions, drops, etc. Ability to create demand for repayment notices for employees who fail to successfully complete the course.	M	M		CS PS - Global HR, Learning Mgmt, Payroll, Reporting Tools	See note for Item #130.
95	Wellness Program					

96	Ability to configure Wellness programs (e.g. health fairs, flu shots, blood drives, lunch & learns, etc.) administered by the organization and their related meetings / activities	L	Y		CS PS - Global HR, Occupational Health	Wellness Health Component or Serie can be used.
97	Ability to route wellness enrollment reminders annually based on employee anniversary date.	L	Y		CS PS - Global HR, Occupational Health	
98	Ability to track, manage, inquire and report on wellness program activity participation per employee	L	Y		CS PS - Global HR, Occupational Health	
99	System provides wellness program activity reporting	L	R		CS PS - Global HR, Occupational Health	Reporting beyond views provided would need to be developed using standard delivered reporting tools.
100	Allow for socialization in wellness programs, allow employees to "connect" with others of like interest (recipe exchange, competitions, arrange exercise periods, etc.)	M	Y		Infor Ming.le	
101	Allow for recognition of individuals who have performed well (employer set guidelines) in a wellness program, provide "leader boards" and allow for an opt in or opt out option for employees	M	M		CS PS - Global HR, Infor Ming.le, Reporting Tools	
102	Provide areas of content management for announcements, health tips and outside carrier content to be brought to the wellness program portal	H	Y		CS PS - Knowledgebase	
103	Other Reporting Requirements					
104	Ability to export any system report to a text file or spreadsheet	H	Y		CS PS, Reporting Tools	
105	Ability to perform online inquiry for data sets previously listed.	H	Y		CS PS, Reporting Tools	
106	Ability to create an Overtime report by employee group, class, department, etc.	M	R		CS PS - Global HR, Workforce Mgmt, Payroll	
107	Ability to view/print attendance reports for active, full-time, part-time on-call, seasonal, temporary and exception employees by pay period and annual totals (calendar and rolling calendar).	M	Y		CS PS - Global HR, Workforce Mgmt, Absence Mgmt, Payroll	
108	Ability to create organizational chart based on supervisor field, tracking position and position number.	H	Y		CS PS - Global HR, Reporting Tools	
109	Ability to have ad hoc report capability with user defined sort on all employees indicating any data maintained in system data elements.	H	Y		CS PS - Global HR, Reporting Tools	
110	Ability to print mailing labels for employees based on any field of the employee or position record	H	R		CS PS - Global HR, Reporting Tools	
111	Ability to create Fitness for Duty and Return to Duty Forms	M	R		CS PS - Global HR, Reporting Tools	
112	Ability to view/print workers comp incidents or liability claims by employee group, class or department, and hours worked.	M	Y		CS PS - Global HR, Health & Safety, Reporting Tools	Infor Health & Safety can be used to track safety incidents that may turn into a worker's compensation claim. We can report on these safety incidents. Infor HCM does not process or manage liability claims.
113	Allow for all forms to be attached to both employee or dependent records (Evidence of Insurability, etc.)	H	Y		CS PS - Global HR, Benefits	Infor delivers the ability to attach documents and forms to the employee profile as well as other applications as part of a business process. Depending on the specific business scenario, some configuration may be required.
114	Workflow					
115	Ability to receive notices to all appropriate departments (benefits, payroll, training, IT, etc.) when an employee is terminated in the system.	H	Y		CS PS - Global HR, HRSD Offboarding	Additional workflow configuration may be necessary to meet this requirement.
116	Ability to RECEIVE notices to all appropriate departments (benefits, payroll, IT, etc.) when an employee's special appointment or temporary promotion ends.	M	Y		CS PS - Global HR	Additional workflow configuration may be necessary to meet this requirement.
117	Off boarding					

118	Ability to track exit activities, including return of County material assignments, exit interview results, etc.	M	Y		CS PS - Global HR, Transition Management	
119	Ability to provide user-configurable checklist for exiting employees	L	Y		CS PS - Global HR, HRSD Offboarding	Infor Global HR and HRSD Offboarding delivers checklists that can be assigned and used to electronically notify users and track completion of steps involved in various processes, such as onboarding, offboarding, etc.
120	Ability to support activation of County administered pension plan	M	Y		CS HCM - Global HR, Benefits, Payroll	The County can establish/create a pension plan in Benefits and have people enroll or auto enroll them when they retire. An interface can be sent to your third-party provider to manage the administration.

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.11 - Fixed Assets	Infor CloudSuite Public Sector (CS PS) - Asset Mgmt, Purchasing, Accounts Payable
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Objective: To provide improved control over fixed asset accounting and management.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	The system is compatible with all GASB 34 requirements	H	Y		CS PS - Asset Mgmt	
3	System can track:	-			CS PS - Asset Mgmt	
4	Capitalized items	H	Y		CS PS - Asset Mgmt	
5	Non-capitalized items	H	Y		CS PS - Asset Mgmt	
6	System tracks the following categories of assets:	-			CS PS - Asset Mgmt	
7	Land	H	Y		CS PS - Asset Mgmt	
8	Buildings	H	Y		CS PS - Asset Mgmt	
9	Improvements	H	Y		CS PS - Asset Mgmt	
10	Equipment	H	Y		CS PS - Asset Mgmt	
11	Furniture & Fixtures	H	Y		CS PS - Asset Mgmt	
12	Vehicles	H	Y		CS PS - Asset Mgmt	
13	Capitalized leases	H	Y		CS PS - Asset Mgmt	
14	Infrastructure	H	Y		CS PS - Asset Mgmt	
15	Conveyances	H	Y		CS PS - Asset Mgmt	
16	Donations	H	Y		CS PS - Asset Mgmt	
17	Works of Art, Historical Treasures or Other Similar Assets	M	Y		CS PS - Asset Mgmt	
18	Intangible Assets	H	Y		CS PS - Asset Mgmt	
19	Work in process-Capital additions	H	Y		CS PS - Asset Mgmt	
20	Work in process-Operating additions	H	Y		CS PS - Asset Mgmt	
21	Add user defined categories	H	Y		CS PS - Asset Mgmt	
22	Need ability to track source of funding for asset category, such as CIRA, GARB, PFC, Federal funded, etc. assets	H				
23	Ability to break above asset categories into multiple subcategories (please identify any limitations in the comments field).	H	Y		CS PS - Asset Mgmt	Each asset has a type and a sub-type, and there are no limitations on the number of each.
24	Ability to identify assets based on user-defined thresholds	H	Y		CS PS - Asset Mgmt	Assets are identified by the attachment of an asset template. Templates can be configured to be required using Infor Process Automation, if desired.
25	System tracks donated assets	H	Y		CS PS - Asset Mgmt	
26	System allows for upload of multiple assets at once	H	Y		CS PS - Asset Mgmt	
27	Activation Process					
28	Ability to assign asset numbers:	-				

29	Automatically (and turn of auto numbering)	H	N			Asset numbers are always automatically assigned. Auto-numbering cannot be turned off.
30	Manually	H	N			Asset numbers are assigned automatically by the system. A User Field can be assigned to hold a 'manually assigned number' in addition to the system generated asset number.
31	System identifies potential fixed assets from purchasing module by:	-				
32	Chart of accounts	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
33	Dollar amount	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
34	Manually	H	Y		CS PS - Purchasing	A user can flag any item as an asset by attaching an asset template.
35	Commodity Codes	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
36	Department	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
37	System identifies potential fixed assets from A/P module by:	-				
38	Chart of accounts	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
39	Dollar amount	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
40	Department	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
41	System allows override to expense items that system identified as potential fixed asset	H	Y		CS PS - Asset Mgmt	
42	System allows creation of asset without having to go through purchasing module or A/P module (e.g. asset below threshold, or a donated asset)	H	Y		CS PS - Asset Mgmt	
43	Ability to track assets with shared ownership (shared internally or with external organizations e.g. City, Transit Agency, etc.) and percentage (%) of asset owned	H	Y		CS PS - Asset Mgmt	
44	Ability to restrict the payment for an item until capital asset information is completed and a number has been assigned.	H	Y		CS PS - Accounts Payable	Temporary or Permanent Hold codes can be assigned to any invoice for whatever business rule applies.
45	Ability to have multiple user defined fixed asset capitalization thresholds (e.g.. Technology threshold is different from construction which is different from fleet)	H	Y		CS PS - Asset Mgmt	The threshold is a business rule and not a system rule. If workflow needs to be applied to the various rules for automated processing or notifications, this is functionality that can be configured in the workflow tool.
46	Ability to automatically record the purchase as a capital asset item requiring generation of a system asset number and matching asset tag for the purchase of items over County asset threshold.	H	Y		CS PS - Purchasing	With the workflow tool, any of these rules can be defined to identify assets.
47	Ability to automatically assign and track asset identification, or "tag" numbers in a capital asset master file. Manually entered tag numbers can also be accommodated, assuming there is system default for duplicate error checking.	H	Y		CS PS - Asset Mgmt	Although tag numbers can be duplicated across assets, the Infor solution provides the ability to accommodate additional edit checks including duplicate checking using the Infor Configuration Console.
48	Ability to establish a tentative capital asset to accumulate capital project costs before being capitalized and placed into service, and to track amounts to be expensed within the capital project	H	Y		CS PS - Project Accounting	

49	Ability for the user to define the activation date for an asset that may be based on date purchased, date received, or date project/work order was closed.	H	Y		CS PS - Asset Mgmt	
50	Ability to aggregate a series of AP purchases into a single capital asset – building a skeleton.	H	Y		CS PS - Asset Mgmt	
51	Ability to break-out assets that are to be activated into their individual attributes and allocate overhead costs to these individual attributes as part of the activation process.	H	Y		CS PS - Project Accounting; Asset Mgmt	
52	Ability to include the following items in determining the total cost of an asset:	-				
53	Original cost	H	Y		CS PS - Asset Mgmt	
54	Donation value (assessed fair market value at receipt of donation)	H	Y		CS PS - Asset Mgmt	
55	Additional costs	H	Y		CS PS - Asset Mgmt	
56	Ability to transfer assets at completion of construction.	H	Y		CS PS - Asset Mgmt, Project Accounting	
57	Ability to track non-depreciable assets in the fixed asset module.	H	Y		CS PS - Asset Mgmt	
58	If asset is a replacement of other asset, it references old asset	M	N		CS PS - Asset Mgmt	The old asset can be referenced in comments, but it is not inherently linked to the new asset.
59	Asset Master File					
60	Ability to accommodate alpha numeric asset numbers.	H	N			Asset numbers are numeric and assigned automatically by the system. A User Field can be assigned to hold a 'manually assigned number' in addition to the system generated asset number. This field can be alpha numeric.
61	Ability to generate tag numbers, have external tag numbers assigned or not have tag numbers.	H	Y		CS PS - Asset Mgmt	The tag number field is optional but must be keyed in. Barcode labels can be automatically generated, but the assignment of these auto-generated numbers to assets is manual.
62	Ability to restrict the reuse of tag numbers.	H	Y		CS PS - Asset Mgmt	Although tag numbers can be duplicated across assets, the Infor solution provides the ability to accommodate additional edit checks including duplicate checking using the Infor Configuration Console.
63	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	H	Y		CS PS - Asset Mgmt	
64	Ability to reassign parent/child relationships.	H	N		CS PS - Asset Mgmt	
65	Ability to accommodate free-form descriptive text to further describe equipment, land, or buildings. The text is electronically associated with the master file.	H	Y		CS PS - Asset Mgmt	
66	Ability to identify grant funded assets:	-				
67	By identifying more than one grant associated with an asset	H	Y		CS PS - Asset Mgmt	Grants can be referenced in a user-defined field.
68	By identifying the percentage split, or capitalization breakout (to each grant) for each asset	H	Y		CS PS - Asset Mgmt	This data can be referenced in user-defined fields.
69	Ability to track the funding source for grant funded assets.	H	Y		CS PS - Asset Mgmt	Grants can be referenced in a user-defined field.
70	Ability to maintain and track non-owned assets.	H	Y		CS PS - Asset Mgmt	
71	Security on transaction authority to specify who can make additions, changes, transfers, disposals vs view only access.	H	Y		CS PS - Technology Foundation	

72	Ability to maintain and track leased equipment.	H	Y		CS PS - Asset Mgmt	
73	Ability to identify financing / leasing information for lease assets.	H	Y		CS PS - Asset Mgmt, Lease Management	
74	Ability to attach memos, word documents, picture documents, etc. to asset file.	H	Y		CS PS - Asset Mgmt	
75	Ability to identify capital outlay by multiple user identified field(s)	H	Y		CS PS - Asset Mgmt	
76	Ability to assign, track (i.e., search on), and maintain the following key data elements for an asset:	-			CS PS - Asset Mgmt	A few of the items below would be recorded and tracked using user-defined fields.
77	Asset number	H	Y		CS PS - Asset Mgmt	
78	Tag number	H	Y		CS PS - Asset Mgmt	
79	Fund number	H	Y		CS PS - Asset Mgmt	
80	Department number	H	Y		CS PS - Asset Mgmt	
81	Original Funding Source - Fund	H	Y		CS PS - Asset Mgmt	
82	Original Funding Source - Department	H	Y		CS PS - Asset Mgmt	
83	Location Code	H	Y		CS PS - Asset Mgmt	
84	Item Code	H	Y		CS PS - Asset Mgmt	
85	Estimated useful life (yy)	H	Y		CS PS - Asset Mgmt	
86	Asset Acquisition Cost (999,999,999.99)	H	Y		CS PS - Asset Mgmt	
87	Serial number	H	Y		CS PS - Asset Mgmt	
88	Vendor number	H	Y		CS PS - Asset Mgmt	
89	Purchase Order Number	H	Y		CS PS - Asset Mgmt	
90	Vendor name	H	Y		CS PS - Asset Mgmt	
91	General description	H	Y		CS PS - Asset Mgmt	
92	Date acquired	H	Y		CS PS - Asset Mgmt	
93	In-Service Date	H	Y		CS PS - Asset Mgmt	
94	Acquisition method (i.e. Purchase, Contribution, Construction, etc.)	H	Y		CS PS - Asset Mgmt	
95	Chart of Account distribution	H	Y		CS PS - Asset Mgmt	
96	Asset condition (working, impaired, damaged, etc.) Please define any limitations in the comments field.	H	Y		CS PS - Asset Mgmt	A delivered field called "condition" allows the values of "Good, Fair, and Damaged." A user-defined field could be added to capture additional options.
97	Asset status (i.e. inactive)	H	Y		CS PS - Asset Mgmt	
98	Asset type	H	Y		CS PS - Asset Mgmt	
99	Asset Class	H	Y		CS PS - Asset Mgmt	
100	Asset classification (further breakdown of asset class)	H	Y		CS PS - Asset Mgmt	
101	Depreciation convention	H	Y		CS PS - Asset Mgmt	
102	Accumulated depreciation	H	Y		CS PS - Asset Mgmt	
103	Current fiscal year depreciation	H	Y		CS PS - Asset Mgmt	
104	Disposal reason	H	Y		CS PS - Asset Mgmt	
105	Disposal limitations (grant prohibits sale or sale proceeds to go to funding agency)	H	Y		CS PS - Asset Mgmt	
106	Disposal method	H	Y		CS PS - Asset Mgmt	
107	Disposal date	H	Y		CS PS - Asset Mgmt	
108	Net Book Value	H	Y		CS PS - Asset Mgmt	
109	Replacement (Trade-In Value)	H	Y		CS PS - Asset Mgmt	
110	Size	H	Y		CS PS - Asset Mgmt	
111	Model Number	H	Y		CS PS - Asset Mgmt	
112	Model Name	H	Y		CS PS - Asset Mgmt	
113	Model Year	H	Y		CS PS - Asset Mgmt	
114	Linkage to other assets	H	Y		CS PS - Asset Mgmt	
115	Federal Funding indicator	H	Y		CS PS - Asset Mgmt	

116	Quantity/Linear feet	H	Y		CS PS - Asset Mgmt	
117	Fund owner	H	Y		CS PS - Asset Mgmt	
118	To Depreciate (y/n)	H	Y		CS PS - Asset Mgmt	
119	Replacement Cost	H	Y		CS PS - Asset Mgmt	
120	Sale price	H	Y		CS PS - Asset Mgmt	
121	Emergency Project Management asset flag	H	Y		CS PS - Asset Mgmt	
122	Risk Management specific data fields (e.g., insurance replacement value)	H	Y		CS PS - Asset Mgmt	
123	Comment field	H	Y		CS PS - Asset Mgmt	
124	At least 10 user-defined fields	H	Y		CS PS - Asset Mgmt	
125	Warranty / Maintenance Information	H	Y		CS PS - Asset Mgmt	
126	Ability to add or change data fields to meet changing requirements.	H	N		CS PS - Asset Mgmt	Unlimited new user defined fields can be added, system field sizes cannot be 'changed'. User defined rules around fields can be defined.
127	Ability to retain fully depreciated assets in the capital asset master file for inventory control purposes prior to disposition.	H	Y		CS PS - Asset Mgmt	
128	Ability to default various asset accounts during asset set-up based on asset class and type.	H	Y		CS PS - Asset Mgmt	
129	Include a field for replacement cost and/or insurance value	M	Y		CS PS - Asset Mgmt	
130	Asset Classes					
131	Ability to code capital assets according to a classification scheme by item code (i.e., desks, cars, etc.).	H	Y		CS PS - Asset Mgmt	
132	Asset Management (Adds, Adjustments, Retirements, Transfers)					
133	Ability of departments to retire, transfer or request disposition of assets through system workflow.	H	Y		CS PS - Asset Mgmt, Infor Process Automation	
134	Ability of departments to transfer asset between funds through system workflow including the full history of the asset and the accounting for the cash transfer.	H	Y		CS PS - Asset Mgmt, Infor Process Automation	
135	Ability to perform a "mass change" of ownership for the following fields:	-				
136	Fund	H	Y		CS PS - Asset Mgmt	
137	Department	H	Y		CS PS - Asset Mgmt	
138	Location	H	Y		CS PS - Asset Mgmt	
139	Funding source	H	Y		CS PS - Asset Mgmt	
140	Asset class	H	Y		CS PS - Asset Mgmt	
141	Ability to capitalize items in aggregate (as a group)	H	Y		CS PS - Asset Mgmt	
142	Ability to add, transfer, or dispose of assets with retroactive dates, and "catch up" activity posts in current period	H	Y		CS PS - Asset Mgmt	
143	Ability to search based on just one data element, or multiple elements at one time	H	Y		CS PS - Asset Mgmt	
144	Ability to search on asset description, and includes "begins with," "contains," and "sounds like" functionality and create a list for similar items.	H	Y		CS PS - Asset Mgmt	Drop downs, search fields, List View filters, etc. have several filtering options: equals, does not equal, ends with, does not end with, contains, does not contain, does not start with. There is no "Sounds like" feature.
145	Ability to have a complete audit trail of fixed asset activity.	H	Y		CS PS - Asset Mgmt	
146	Ability of setting authority for selected data fields allowing department liaisons data entry rights to restrict departments ability to update accounting impacted data elements	H	Y		CS PS - Asset Mgmt	Managed with security.
147	Ability to transfer assets between departments, locations and funds, accommodating inter-fund and inter-dept. transfers, duplicating all identifying data from original record.	H	Y		CS PS - Asset Mgmt	

148	Ability to automatically track gain or loss on a sale of asset and determine value of acquired asset (trade-in)	H	Y		CS PS - Asset Mgmt	
149	Ability to track improvements on an existing asset.	H	Y		CS PS - Asset Mgmt	
150	Ability to perform a partial disposition / retirement, for example bundled assets	H	Y		CS PS - Asset Mgmt	
151	Ability to make disposals effective as soon as the disposal information is entered versus waiting until the end of the year and specification of retirement date.	H	Y		CS PS - Asset Mgmt	
152	Ability to calculate change in fair market value of donated assets and automatically generate a journal entry to record annual loss or gain.	H	Y		CS PS - Asset Mgmt	
153	Ability to reinstate disposed asset if found (stolen or lost) with appropriate accounting workflow.	H	Y		CS PS - Asset Mgmt	
154	Ability to make manual adjustments to assets for additions, disposals, transfers, adjustments (i.e.. Impairments/obsolescence, write-offs, partial retirements, etc.) and depreciation.	H	Y		CS PS - Asset Mgmt	
155	Ability to link a fixed asset to an existing trackable asset (capital, buildings, furniture, equipment, etc.); fixed over \$5k; low value = under \$5k)	M	Y		CS PS - Purchasing, Asset Mgmt	
156	Asset Inventory					
157	Ability to support barcoded asset tags and portable barcode readers for performing physical inventories.	H	Y		CS PS - Asset Mgmt	
158	Ability to print barcoded tags or labels for fixed asset identification.	H	Y		CS PS - Asset Mgmt	
159	Ability to utilize RFID for asset tracking	H	N			There is no out-of-the-box functionality for this but, similar to bar coding or capturing GPS coordinates; it is a hardware / interface option.
160	Ability to track and report (detailed information such as component detail, serial numbers, technical specifications, etc.) low value assets and capital asset levels at different locations and segments.	H	Y		CS PS - Asset Mgmt	
161	Ability to print inventory reports of assets by data elements	H	Y		CS PS - Asset Mgmt	
162	Include a field for replacement cost and/or insurance value	M	Y		CS PS - Asset Mgmt	
163	Asset Depreciation					
164	Ability to calculate depreciation expense on a monthly basis and periodically update each master file using depreciation schedules and activity status (active, fully depreciated but still in use, not depreciable, retired). Results are automatically reflected in the General Ledger as a journal voucher.	H	Y		CS PS - Asset Mgmt	
165	Ability to program how asset depreciation posts to general ledger to accommodate depreciation abatements (multiple lines of expenses and credits)	H	N			Each asset can depreciate against multiple departments, but only account number. Also the related credit is not split across multiple lines.
166	Ability to depreciate capital assets and allocate depreciation to those programs that use the assets.	H	Y		CS PS - Asset Mgmt	
167	Ability to reclassify assets from one type to another and effectively manage the new depreciation amount.	H	Y		CS PS - Asset Mgmt	
168	Ability to set-up a depreciation based on useful life for each asset class or subclass	H	Y		CS PS - Asset Mgmt	
169	Ability to support multiple depreciation schedules / per asset	H	Y		CS PS - Asset Mgmt	
170	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	H	Y		CS PS - Asset Mgmt	Each asset can depreciate against multiple departments, but only account number. Also the related credit is not split across multiple lines.
171	Ability to idle assets (suspend depreciation).	H	Y		CS-PS - Asset Mgmt	
172	Special Situations					

173	Ability to track asset / equipment items that the County does not hold title to (i.e.: computer equipment, non-licensed vehicles or grant funded assets owned by the grantor) per department / division.	M	Y		CS PS - Asset Mgmt	
174	Ability to support asset value appreciation for real property and provide a detailed audit trail. Any appreciation does not affect cost basis.	H	Y		CS PS - Asset Mgmt	This can be reflected in the replacement value or insurance value, but is not a normal part of the depreciation process.
175	Ability to allow increases in asset values when asset lives have been extended due to asset remediation or preventive maintenance of an asset.	M	Y		CS PS - Asset Mgmt	
176	Ability for assets that are not purchased through PO to be flagged for further review by end users.	M	Y		CS PS - Asset Mgmt	With the workflow tool, any of these rules can be defined to identify assets.
177	Ability to calculate depreciation and acquisition estimates for future year, (including not yet capitalized work-in-progress	M	N			Delivered projection reports do not include WIP assets.
178	Interface / Integration					
179	Ability for the Fixed Asset module to integrate with the Accounts Payable and procurement modules. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the A/P module into the Fixed Assets master file system. Ability to make corrections by the asset accountant	H	Y		CS PS - Asset Mgmt	
180	All asset activity posts to general ledger automatically, after review and approval by user	H	Y		CS PS - Asset Mgmt	
181	Ability to program how asset activity posts to general ledger by fund or type of fund (proprietary or general)	H	Y		CS PS - Asset Mgmt	
182	Ability to integrate with third party maintenance/fleet management system to for acquisition/disposals/transfers and to track maintenance records of assets	H	Y		CS PS - Asset Mgmt	
183	Ability to record utility costs, maintenance costs and operational costs in accounts payable, and be able to tie those costs to particular fixed assets.	H	Y		CS PS - Asset Mgmt	
184	Ability to integrate to Cash Receipting for Capital Asset disposals.	H	N			
185	Ability to create Project Based Assets, that:	-				
186	Interface with the Project Accounting system to capture project costs for application of overhead costs	H	Y		CS PS - Asset Mgmt	
187	Allow a project to be associated with multiple assets	H	Y		CS PS - Asset Mgmt	
188	Allow an asset to be associated with multiple projects	H	Y		CS PS - Asset Mgmt	
189	Ability to code transactions as CIP (Construction In Progress) and ability to transfer to depreciable asset once project is complete.	H	Y		CS PS - Asset Mgmt	WIP assets can be tracked in Asset Accounting. In addition project expenses can be collected in Project Ledger and capitalized to Asset Accounting to create an asset.
190	Ability to report error of invalid Fund - Department - Account usage and prompt user to take appropriate action.	H	Y		CS PS - Asset Mgmt	
191	Reporting					
192	Ability for all fixed asset reporting to be run with an "as of" date and a "date range", to recreate a summary and detail level information 'as of' a point in time that may be in a prior accounting period.	H	Y		CS PS - Asset Mgmt	
193	Ability to run depreciation reports based on a user defined date range (daily, monthly, annually, etc.)	H	Y		CS PS - Asset Mgmt	
194	Ability to print a Capital Asset Expenditure Report which includes daily reporting from AP to show those assets that were coded towards capital accounts	H	Y		CS PS - Accounts Payable	

195	Ability to provide reports to assure that adequate insurance has been secured for property, and expedites the insurance reporting process.	H	Y		CS PS - Asset Mgmt	User fields can be assigned to and required for certain types of fixed assets. Those user fields can then be reported on. So, if a user field for Insurance (or multiple attributes for various types of insurance) are flagged as yes on an asset, that can be reported on. But, confirming with the insurance company that the insurance is valid, etc. is not available.
196	Ability to print reports to support taking of physical inventory by department and location.	H	Y		CS PS - Asset Mgmt	
197	Ability to create GASB 34 Reports and modified accrual reports	H	Y		CS PS - General Ledger	
198	Ability to automatically generate journal entries for GASB 34 financial reporting purposes based on current year fixed asset activity	H	Y		CS PS - General Ledger, Infor Process Automation	To automatically generate the entry, a workflow will need to be configured.
199	Ability to create a report listed by any data element	H	Y		CS PS - Asset Mgmt	
200	Ability to create a Physical Inventory Worksheet, sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.	H	Y		CS PS - Asset Mgmt	
201	Inclusion of PO information on Physical Inventory Worksheet	H	Y		CS PS - Asset Mgmt	A variety of reports are available listing assets by various sort fields and including various data elements. Reporting tools can be used to easily add or remove fields as needed.
202	Ability to create a Vehicle/Equipment Listing of master file information, including item name, description, location, business area, class number, charge account number, equipment ID number, motor number, model, vin number, manufacturer/make and other user defined fields. Acquisition and disposition information are also included.	H	R		CS PS - Asset Mgmt	
203	Ability to generate a report that can sort and print by data elements	H	Y		CS PS - Asset Mgmt	
204	Ability to generate capital assets monthly file maintenance that shows all activity to the asset master file during the month.	H	Y		CS PS - Asset Mgmt	
205	Ability to drill-down or report on ALL cost detail associated with a particular asset within the Fixed Asset module that may include AP transactions, journal vouchers, payroll, inventory, purchase order and other pertinent asset costs.	H	Y		CS PS - Asset Mgmt	
206	Ability to run historical data comparison reports for any of the fixed asset reports aforementioned	H	Y		CS PS - Asset Mgmt	
207	Ability to export all reports to various formats, such as Excel, txt, etc.	H	Y		CS PS - Asset Mgmt	
208	Ability for users to create reports ad hoc	H	Y		CS PS - Asset Mgmt	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.12 - General and Technical	Infor Technology Foundation, Infor Analytics
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Objective: To ensure that the application operates consistently and to the technical standards.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Documentation					
2	Ability to provide online software documentation, topology, and detail design for all software application modules.	H	Y		Infor Xtreme	
3	Ability to provide an on-line tutorial to assist users learning the software.	M	Y		Infor Learning Mgmt	Training courses and materials can be developed as part of implementation and deployed to end-users via Infor Learning Mgmt.
4	Ability to provide all vendor supplied software that is accompanied by sufficient technical documentation to enable comprehensive understanding of its internal structure and operating procedures.	H	Y		Infor Technology Foundation	
5	Ability to provide Release Notes that document changes between version releases. These documents must be written in a fashion that is easily understandable by the end user. The format of the Release Notes must be conducive to analyzing which changes effect the organization.	H	Y		Infor Xtreme	
6	Documentation must be Section 508 compliant	H	Y		Infor Technology Foundation	
7	Ability to provide a copy of the database schema, ERD (entity relation diagram.), network diagram.	H	Y		Infor Technology Foundation	
8	Help System					
9	Ability to provide a menu-driven system with comprehensive utility and "help" screen capabilities at the field and the page level.	H	Y		Infor Technology Foundation	
10	Ability to provide field-level and screen level help throughout the application that can be customized by trained and authorized users.	H	Y		Infor Technology Foundation	
11	Online Vendor Customer Support Portal					
12	Ability to provide a portal solution to access various on-line information regarding the vendor's solution including:	-				
13	Knowledge base of user documentation	H	Y		Infor Xtreme	
14	Release notes	H	Y		Infor Xtreme	
15	Other documentation	H	Y		Infor Xtreme	
16	Upcoming releases	H	Y		Infor Xtreme	
17	Changes	H	Y		Infor Xtreme	
18	Ability to provide a portal solution that allows users to submit enhancement requests and system bugs on-line that allows for tracking of progress on individual items.	H	Y		Infor Xtreme	
19	Ability to provide a portal solution that allows users to query on specific items that they and other clients have submitted.	H	Y		Infor Xtreme	
20	Ability to provide an on-line user community for posting questions and sharing information.	M	Y		Infor Xtreme	

21	Error Processing					
22	Ability to customize or modify system provided error messages and store/log for future review and reporting. Error messages should be meaningful to the user versus being of a technical nature.	H	Y		Infor Technology Foundation	
23	Ability to allow user defined reporting from the error log.	M	Y		Infor Technology Foundation	
24	Ability to allow the system administrator or designated end-users to view the error log on-line to provide support for the users.	H				
25	Ability to perform error checking to verify the quality of the information being entered and that system balances are maintained.	H	Y		Infor Technology Foundation	
26	Ability to turn on/off different levels of error logging functionality within the system.	H	Y		Infor Technology Foundation	
27	Forms Processing					
28	Ability to generate forms using Microsoft Office Suite and/or Adobe Acrobat.	H	Y		Infor Technology Foundation	
29	Ability to generate interactive forms using Microsoft Office Suite and/or Adobe Acrobat (for data entry purposes).	H	Y		Infor Technology Foundation	
30	Ability to provide an integrated Forms Solution that allows for custom developed forms within the system that can be integrated with financial processes. without having to modify application code.	H	Y		Infor Technology Foundation	
31	Ability to use either blank paper stock or pre-numbered check stock (i.e., system generates forms on blank paper, routing & check numbers on blank check paper, etc.).	H	Y		Infor Technology Foundation	
32	Ability for trained users to customize forms without the need for Vendor assistance. Customized forms will be able to be incorporated into future vendor releases without the need for retro-fitted changes.	H	Y		Infor Technology Foundation	
33	Standard software functionality provides the ability for all forms created within the vendor's solution to be stored to allow for future use of that form within the vendor's solution.	H	Y		Infor Technology Foundation	
34	Security and Auditing					
35	Ability to use Active Directory (AD) as the source for security credentials. AD shall be used as the primary authentication level for user sign-on into the system (single sign-on).	H	Y		Infor Technology Foundation	
36	Ability to authenticate to multiple AD domains.	H	Y		Infor Technology Foundation	
37	Ability to restrict access for add/update/view/delete at the transaction level.	H	Y		Infor Technology Foundation	
38	Ability to deliver security in a layered format (i.e. data, database, application, network physical).	H	Y		Infor Technology Foundation	
39	Ability to deliver system security that includes security logging into the system.	H	Y		Infor Technology Foundation	
40	Ability to restrict a user's access to specific screens.	H	Y		Infor Technology Foundation	
41	Ability to define standard security roles for entry, query and reporting	H	Y		Infor Technology Foundation	
42	Ability to provide security at the record level.	H	Y		Infor Technology Foundation	
43	Ability to turn on/off auditing at the table level.	H	Y		Infor Technology Foundation	
44	Ability to configure security access to restrict a user's access to individual fields.	H	Y		Infor Technology Foundation	
45	Ability to maintain system security controls while using the system on mobile devices	H	Y		Infor Technology Foundation	
46	Ability to restrict user access to fields based on a certain range.	H	Y		Infor Technology Foundation	
47	Ability to log all file changes in a detailed permanent audit trail, by user ID, based on user login.	H	Y		Infor Technology Foundation	
48	Ability to provide role based and class based system security; must be configurable and must establish rules for editing.	H	Y		Infor Technology Foundation	

49	Ability to have locks on time/date stamp with limited and audited override authority.	H	Y		Infor Technology Foundation	
50	Ability for an administrator to change a user's status to inactive.	H	Y		Infor Technology Foundation	
51	Ability to support electronic/digital signatures.	H	Y		Infor Technology Foundation	
52	Ability to trace the source of all transactions at both terminal and ID user levels.	H	Y		Infor Technology Foundation	
53	Ability to identify users making inquiries or extracting reports from key databases.	H	Y		Infor Technology Foundation	
54	Ability to support the encryption of data communications between the client and the server.	H	Y		Infor Technology Foundation	
55	Ability to support the encryption of stored data in the database.	H	Y		Infor Technology Foundation	
56	Ability to add encryption for cloud/hosted solution.	H	Y		Infor Technology Foundation	
57	Ability to define specific user access to processes, icons, screens, reports, records and code tables based on individual and group profiles.	H	Y		Infor Technology Foundation	
58	Ability to restrict a user's access to records meeting certain criteria (i.e., certain divisions).	H	Y		Infor Technology Foundation	
59	Ability to apply security restrictions to report writer utilities.	H	Y		Infor Technology Foundation	
60	Ability to apply security restrictions to global update functions.	H	Y		Infor Technology Foundation	
61	Ability to apply security restrictions to all data connections such as ODBC, JDBC, OLE.	H	Y		Infor Technology Foundation	
62	Ability to differentiate access between ability to view versus update for specific data elements.	H	Y		Infor Technology Foundation	
63	Ability to restrict the accessing of security configuration and audit logs based upon user profiles or administrator level settings	H	Y		Infor Technology Foundation	
64	Standard system functionality restricts System Administrator account from performing transactions on the system.	H	Y		Infor Technology Foundation	
65	Ability to require both user ID and password to access system functionality.	H	Y		Infor Technology Foundation	
66	Ability to provide password security which will automatically restrict or deny access after a specified number of erroneous attempts to access.	H	Y		Infor Technology Foundation	
67	Ability to ensure that system password expiration settings are "flexible" (higher privileged accounts should have passwords which expire every 30-60 days while lesser privileged accounts expire every 60-90 days).	H	Y		Infor Technology Foundation	
68	Ability to restrict reuse of system passwords for a specifiable period of time.	H	Y		Infor Technology Foundation	
69	Ability to enforce minimum password length and strength and set limits exceeding this minimum, as appropriate.	H	Y		Infor Technology Foundation	
70	Ability for users to reset their own password.	H	Y		Infor Technology Foundation	
71	Ability to monitor concurrent users accessing the database through the application (e.g. open connections).	H	Y		Infor Technology Foundation	
72	Ability to automatically log off an inactive user. This should be configurable based on the organization's needs.	H	Y		Infor Technology Foundation	
73	Ability to ensure that system passwords are suppressed during entry (***** appears instead of the clear-text representation of the password when logging in).	H	Y		Infor Technology Foundation	
74	Ability to track the relevant audit trails and allow "drill down to the source" functionality to review the history of all changes to the data.	H	Y		Infor Technology Foundation	
75	Ability to allow management to review the system administrator's activities.	H	Y		Infor Technology Foundation	
76	Ability to provide a "flexible" system audit (can be configured to audit based upon "criticality levels" identified by management for each action performed within the system).	H	Y		Infor Technology Foundation	
77	Ability to provide audit reporting that is "user friendly" (audit reports are not "cryptic", they are easy to understand and act upon).	H	Y		Infor Technology Foundation	

78	Ability to set auto notifications on user defined changes to a transaction/record	H	Y		Infor Technology Foundation	
79	Ability to configure multiple unique organizations within the system with separate workflow and security rules.	H	Y		Infor Technology Foundation	
80	Ability to assist with security changes, inactivating badges	L	Y		Infor Technology Foundation	
81	Ability to support collection of County assets (phone, laptop, etc.)	L	Y		Infor Technology Foundation	
82	Archiving					
83	Ability to provide an archiving solution for all data elements which provide configuration options for archiving schedules.	H	Y		Infor Technology Foundation	
84	Ability to provide authorized County end user query access to archived records as per the County's record retention policy	M	Y		Infor Technology Foundation	
85	Ability to interface with a third party document management system for archiving.	H	Y		Infor Technology Foundation	
86	Ability to preserve historic transactional integrity when master data changes.	H	Y		Infor Technology Foundation	
87	Ability to automatically schedule purge process based on County defined criteria	M	Y		Infor Technology Foundation	
88	Ability to override automatic purge schedule with manual purge process	M	Y		Infor Technology Foundation	
89	System design provides an "archive" environment for historical data.	H	Y		Infor Technology Foundation	
90	Integration and Interfacing					
91	Ability to import / export non-configuration data (e.g. transaction data) to/from a common data interchange format (e.g. ASCII, XML, etc.) with proper security restrictions.	H	Y		Infor Technology Foundation	
92	Ability to import / export configuration data to/from a common data interchange format (e.g. ASCII, XML, etc.)	H	Y		Infor Technology Foundation	
93	Ability for all data import functions in the system to observe all pre-set data validation rules to enforce data / database integrity	H	Y		Infor Technology Foundation	
94	Ability to support web services as a means of real-time data exchange with other applications.	H	Y		Infor Technology Foundation	
95	Ability to import data into master files (commodity codes, Zip, etc.).	H	Y		Infor Technology Foundation	
96	Ability to provide utilities to assist in data conversion from existing system to the new ERP system.	H	Y		Infor Technology Foundation	
97	Ability to provide utilities to assist in data conversion of subset data from existing system to replicate environment	H	Y		Infor Technology Foundation	
98	Ability to apply security restrictions to all imports performed by a user.	H	Y		Infor Technology Foundation	
99	Ability to attach multiple documents / images to a single ERP transaction and have that attachment flow with the transaction throughout it's life in the ERP (i.e. requisition to purchase order).	H	Y		Infor Technology Foundation	
100	Ability to create tables with future dates (i.e. benefits premiums during open enrollment)	H	Y		Infor Technology Foundation	
101	All databases tables are accessible for custom reporting across all modules	H	Y		Infor Technology Foundation	
102	Ability to seamlessly integrate and interface with Microsoft Office applications (Word, Excel, Project, Exchange, SharePoint, etc.)	H	Y		Infor Technology Foundation	
103	System Installation					
104	Ability to provide capabilities for system to be deployed with an "agentless client".	H	Y		Infor Technology Foundation	
105	Ability to retain user preferences when installing new releases of the vendor's software.	H	Y		Infor Technology Foundation	
106	Ability to support the following environments during system implementation including: DEV, TEST, TRAIN, LIVE.	H	Y		Infor Technology Foundation	
107	Ability to customize the amount of data transferred between the system environments DEV, TEST, TRAIN, LIVE.	H	Y		Infor Technology Foundation	

108	Ability to provide a configuration management solution to allow for easy management of moving data and programs between the various environments.	H	Y		Infor Technology Foundation	
109	System Operations and Administration					
110	Ability for application to be operated in a hosted environment (ASP option, cloud, SaaS, etc.).	H	Y		Infor Technology Foundation	
111	Ability to supply various utilities to facilitate file maintenance, data manipulation, and backup/recovery. These may include, but are not limited to, sorts, file generators, and file-to-file copying utilities.	H	Y		Infor Technology Foundation	
112	Ability for system to include the appropriate administrative and programming toolsets to configure, modify and customize the software applications.	H	Y		Infor Technology Foundation	
113	Ability for the software vendor(s) to have the facilities to diagnose and maintain the application software and database remotely.	H	Y		Infor Technology Foundation	
114	Ability for the vendor to provide ongoing software maintenance and new software releases periodically to meet all State and Federal requirements at no additional charge (included in the m & s contract).	H	Y		Infor Technology Foundation	
115	Ability to add performance language.	H	Y		Infor Technology Foundation	
116	Ability to remain on-line and inquire into multiple applications for extended periods of time.	H	Y		Infor Technology Foundation	
117	If system allows user to switch screens to display in another language, the system provides a user-friendly process for changing the language back and forth.	L	Y		Infor Technology Foundation	
118	Technical Standards & Preferences - Applies to ALL products being proposed by the vendor.					
119	Ability to provide system components that operate under a web services solution environment.	H	Y		Infor Technology Foundation	
120	Ability to provide a system that operates under a Service Oriented Architecture (SOA) environment.	H	Y		Infor Technology Foundation	
121	Ability to use existing computers and printers.	H	Y		Infor Technology Foundation	
122	Ability to use recent versions of different web browsers (IE, Firefox, etc.)	H	Y		Infor Technology Foundation	
123	Ability to support virtualized server environment.	H	Y		Infor Technology Foundation	
124	Data Management					
125	Ability for all informational data elements tracked to be maintained in an enterprise ODBC-compliant integrated database to allow efficient data sharing, customized report writing, and automated posting.	H	Y		Infor Technology Foundation	
126	Ability to add user defined data fields and tables to meet changing requirements.	H	Y		Infor Technology Foundation	
127	Ability to identify/define character numbers/limitations for custom fields.	H	Y		Infor Technology Foundation	
128	Ability for system to interact with the relational database and offer robust querying and online analysis tools that do not require programming knowledge, allowing users to pick and choose fields, link tables, and establish criteria under appropriate security controls.	H	Y		Infor Technology Foundation	
129	Ability to log all on-line input and provide the ability to recover the data files to the point of the last transaction in the event of a programming or system failure. This recovery process should minimize user involvement.	H	Y		Infor Technology Foundation	
130	Ability to access tables from other systems using both SQL and non-SQL data sources.	H	Y		Infor Technology Foundation	
131	Ability to support referential integrity through the use of data definitions.	H	Y		Infor Technology Foundation	
132	Ability to create database integrity constraints that match the business rules enforced by the system through the modules code.	H	Y		Infor Technology Foundation	

133	Ability for the database to allow for data access in a seamless manner even though the data may physically reside on another server.	H	Y		Infor Technology Foundation	
134	Ability to flag specific information as confidential, and redact it, so that it is not provided to the public with open records requests.	H	Y		Infor Technology Foundation	
135	User Interface					
136	Ability for system to ensure that all features and functions within the application will be available and operate identically regardless of the user interface that is used (i.e., web-based or client-based, tablet vs. laptop, etc.).	H	Y		Infor Technology Foundation	
137	Ability to ensure that the software complies with accessibility standards including all system components. To comply with the Americans with Disabilities Act (ADA), Information technology must be accessible to people with disabilities. And the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities.	H	N		Infor Technology Foundation	Infor supports the native accessibility options found in supported web browsers to meet ADA 508, and W3C accessibility. Infor's self-service components, including the candidate space, are web-based, built and delivered in HTML5. People who are visually impaired will be able to access and navigate the solution in different ways, including using a screen reader, such as JAWS. Infor has not specifically tested all 3rd party accessibility applications, such as JAWS, Dragon Naturally Speaking, and Zoom text (tools to assist the visually impaired), at this time. We have, however, used the applications in conjunction with JAWS and can provide video of the JAWS user experience. Infor is continually making changes to its applications to support additional compliance with Section 508 and WCAG standards. Infor engaged SSB BART Group, Inc. (SSB) to perform an audit and has created a Voluntary Program Accessibility Template (VPAT) document, which can be supplied to customers upon request.
138	Ability to ensure that the software applications provide functionality for or are compatible with third party industry standard (Lunar, Supernova, Zoom Text, Magic) screen magnification products to enlarge the print on the computer screen and configure print size, contrast and color selection for blind users. Please note third party product compatibility in Comment field.	H	T		Infor Technology Foundation	Screen magnification software works with the desktop/laptop operating system and can work seamlessly with the Infor software and 3rd-party products proposed.
139	Ability for the software applications to provide functionality for or are compatible with third party industry standard (Hal, JAWS for Windows, Windows Eyes, etc.) screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in Comment field.	M	T		Infor Technology Foundation	Infor is committed to providing accessible applications and are working towards that goal. Many components of the proposed solution have been tested with a 3rd-party screen reader (JAWS) and are part of our future strategy for full 508 compliance.
140	Ability for system to provide a Web-based interface that uses "point and click" device functionality to choose between pull down menus and options.	H	Y		Infor Technology Foundation	
141	Ability for system to ensure a consistent use of command keys and screen layouts across the application.	H	Y		Infor Technology Foundation	

142	Ability for system to allow multiple screens to be open simultaneously within the same session.	H	Y		Infor Technology Foundation	
143	Ability to allow any screen to be modified to suit a client's business needs (e.g. XML code editing).	H	Y		Infor Technology Foundation	
144	Ability to allow unused data elements to be removed, hidden or modified to conform to existing practices without compromising the ability to perform system updates that will result in these changes being lost.	H	Y		Infor Technology Foundation	
145	Ability to modify pull down menus and pick lists, with proper security authorization.	H	Y		Infor Technology Foundation	
146	Data Entry & Transaction Processing					
147	Ability to control entry of data to ensure user enters data into all required fields on the screen.	H	Y		Infor Technology Foundation	
148	Ability to have data entry fields automatically default to a specific value (e.g., date fields should default to current date).	M	Y		Infor Technology Foundation	
149	Ability to perform batch data entry of transactions with batch totals.	H	Y		Infor Technology Foundation	
150	Ability for system to provide data entry transaction templates (i.e. journal entries, requisitions, etc.), with custom defined fields as a default.	H	Y		Infor Technology Foundation	
151	Ability to configure tabbing order on all data entry screens.	H	Y		Infor Technology Foundation	
152	Ability to "auto fill" in field level information (i.e. – vendor name, account name) based on information entered (e.g., enter vendor #, name populates, etc.)	H	Y		Infor Technology Foundation	
153	Ability for back-ups or other transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	H	Y		Infor Technology Foundation	
154	Ability for the system including complete system backup activities, to be available 24 hours a day.	H	Y		Infor Technology Foundation	
155	System provides record locking functionality which only allows viewing and query access to system records by users, while a user is making edits to the record.	H	Y		Infor Technology Foundation	
156	Ability to add unlocking functionality	H	Y		Infor Technology Foundation	
157	Ability for system to provide free form comments fields for all transactions – prior to posting, after the fact (multiple un-editable comments with user stamping and date stamping)	H	Y		Infor Technology Foundation	
158	Ability to create a system with intuitive transaction names.	H	Y		Infor Technology Foundation	
159	Central Document / Transaction Workflow Engine					
160	Ability to provide workflow functionality, automating business processes within the system that can be controlled and managed by a trained end-user. This workflow includes routing based on roles defined in the system and assigned to each user and rules determining how a process is handled and works consistently across all module areas and user interfaces within the application.	H	Y		Infor Technology Foundation	
161	Ability to set up workflows to allow for user-defined levels of approval. (Please identify any workflow approval limits in the comments field).	H	Y		Infor Technology Foundation	
162	System provides audit trail history of transaction approvals.	H	Y		Infor Technology Foundation	
163	Ability to provide workflow functionality that allows users to lookup a transaction and see the status in an approval tree.	H	Y		Infor Technology Foundation	
164	Ability to provide workflow functionality that is role based such that departments can perform approvals in a "person independent" manner.	H	Y		Infor Technology Foundation	

165	Ability to provide tickler / reminder functionality throughout the system that could be set to trigger based on certain events (e.g., more than 2 weeks have passed and you are responsible for completing this step, contract is going to expire soon, etc.). Optionally, be able to trigger a standard email to be sent through e-mail system.	H	Y		Infor Technology Foundation	
166	Ability to provide the same workflow rules and engine regardless of the user interface that is used (i.e., web-based or client-based interface).	H	Y		Infor Technology Foundation	
167	Ability to provide workflow functionality that allows a user to enter text and/or attach a document indicating the reason for the rejection and allows for complete viewing of this text by the user receiving the rejection notice.	H	Y		Infor Technology Foundation	
168	Ability to provide workflow functionality that allows a user to forward workflow items for a user-designated period of time to another user who will act as a surrogate in being able to review, approve and reject all workflow items in the first user's absence.	H	Y		Infor Technology Foundation	
169	Ability to provide workflow functionality that allows for items to be put into workflow with a combination of parallel or sequential approvals.	H	Y		Infor Technology Foundation	
170	Ability to provide workflow functionality such that in a parallel approval the following options are possible: * All users must approve an item before moving to the next step * One user must approve an item before moving to the next step * Rejection by only one of the users will push the workflow back to the previous step. * Previous step of process is locked once approval is authorized	H	Y		Infor Technology Foundation	
171	Ability to provide workflow functionality that allows for reporting on how long each step in a workflow is taking to perform.	H	Y		Infor Technology Foundation	
172	Ability to provide workflow functionality with the following options when reviewing an item: * Approve * Forward * Hold * Reject	H	Y		Infor Technology Foundation	
173	Ability to provide workflow functionality that allows for notification of the results of a workflow step to be sent to a user via email or be viewable internally within the application. The type of notification (email or internal to application) can be customizable for each individual user.	H	Y		Infor Technology Foundation	
174	Ability to provide workflow functionality that allows for users receiving workflow updates via email to click on a link provided within the email that takes the user to the appropriate area within the application to perform the next steps on that workflow.	H	Y		Infor Technology Foundation	
175	Ability to automatically route reports via a workflow.	H	Y		Infor Technology Foundation	
176	Address Management					
177	Ability to meet USPS Publication 28: Postal Addressing Standards for street address and street naming convention including segments for all addresses within the system.	H	Y		Infor Technology Foundation	
178	Ability to maintain separate components for an address record including:	-				
179	House number	H	Y		Infor Technology Foundation	
180	Pre-Directional	H	Y		Infor Technology Foundation	
181	Street name	H	Y		Infor Technology Foundation	
182	Street suffix	H	Y		Infor Technology Foundation	
183	Post Directional	H	Y		Infor Technology Foundation	
184	Unit	H	Y		Infor Technology Foundation	

185	City	H	Y		Infor Technology Foundation	
186	State	H	Y		Infor Technology Foundation	
187	Zip code + 4	H	Y		Infor Technology Foundation	
188	Ability to accommodate foreign addresses	H	Y		Infor Technology Foundation	
189	Ability to support a single customer record that is not duplicated within the system.	H	Y		Infor Technology Foundation	
190	Ability to enforce address standards to ensure consistency with master address list	H	Y		Infor Technology Foundation	
191	Standard system functionality provides ability to import master City/State/ZIP file from a 3rd party (US Post Office).	H	M		Infor Technology Foundation	
192	Ability to integrate with industry standard third-party address validation software	H	M		Infor Technology Foundation	
193	Options to incorporate a map base display and position (geocode) address locations using a Geographic Information System (GIS) server based web mapping application or similar application capability	H	Y		Infor Technology Foundation	
194	Reporting and Printing					
195	Ability to interface with a third party business intelligence solution/data warehouse	H	Y		Infor Analytics	
196	Ability to integrate with own BI tool.	H	Y		Infor Analytics	
197	Ability to provide a real-time snapshot of the financial performance based on key defined metrics determined by the administrator/user.	H	Y		Infor Analytics	
198	System should include an easy to use report generator, with all data downloadable to MS Excel spreadsheet format for ad hoc reporting.	H	Y		Infor Technology Foundation, Infor Analytics	
199	Ability to provide a user-configurable 'management dashboard' which allows users to identify and view key summary performance statistics from various components of the ERP system and drill into them for further detail.	H	Y		Infor Analytics	
200	Ability to add or delete new fields by which on line inquiries can be made.	H	Y		Infor Technology Foundation, Infor Analytics	
201	Ability for system to provide a reporting environment that satisfies a number of different users needs and levels of reporting sophistication.	H	Y		Infor Technology Foundation, Infor Analytics	
202	Report Writer capability with file organization structure consistent between all application modules	H	Y		Infor Technology Foundation	
203	Ability to run reports without impacting system performance.	H	Y		Infor Technology Foundation	
204	Ability for system to have an integrated report writer with the following features:	-				
205	Flexible report formatting capabilities	H	Y		Infor Technology Foundation, Infor Analytics	
206	Ability to modify or create underlying reporting structure	H	Y		Infor Technology Foundation, Infor Analytics	
207	Mailing list and label generation capability	H	Y		Infor Technology Foundation, Infor Analytics	
208	Ability to retrieve information from multiple tables / files	H	Y		Infor Technology Foundation, Infor Analytics	
209	Ability to specify desired subtotal breaks and totaling fields	H	Y		Infor Technology Foundation, Infor Analytics	
210	Ability to obtain reports in different sort sequences	H	Y		Infor Technology Foundation, Infor Analytics	
211	Ability to calculate percentages	H	Y		Infor Technology Foundation, Infor Analytics	
212	Ability to calculate averages	H	Y		Infor Technology Foundation, Infor Analytics	

213	Ability to make minor alterations to previously defined reports.	H	Y		Infor Technology Foundation, Infor Analytics	
214	Ability to prepare / print reports from any accounting period and across periods.	H	Y		Infor Technology Foundation, Infor Analytics	
215	Ability to set up menus of created reports for easy access and printing	M	Y		Infor Technology Foundation, Infor Analytics	
216	Generate sequentially numbered pages on reports	M	Y		Infor Technology Foundation, Infor Analytics	
217	Represent current date and reports "as of" date	M	Y		Infor Technology Foundation, Infor Analytics	
218	Option available to send report to the screen, a printer, file, email, or County's document management system.	H	Y		Infor Technology Foundation, Infor Analytics	
219	Ability for reports to be scheduled and generated to a target output format (i.e. to PDF)	H	Y		Infor Technology Foundation, Infor Analytics	
220	Setup reports to accommodate optimized page size and layout (e.g. portrait and landscape orientations).	H	Y		Infor Technology Foundation, Infor Analytics	
221	Ability to select any account or range of accounts in the chart of accounts for inclusion in reports or exclusion	H	Y		Infor Technology Foundation, Infor Analytics	
222	"Wildcard" and/or "Keyword" capability to allow easy accessing of a range of values when creating reports	H	Y		Infor Technology Foundation, Infor Analytics	
223	Ability to quickly access a range or set of accounts for report creation by specifying a fund, utility and/or account type	H	Y		Infor Technology Foundation, Infor Analytics	
224	Data fields include commas, decimal points, dollar signs, +/- signs, etc. and are right or left justified as appropriate	H	Y		Infor Technology Foundation, Infor Analytics	
225	Ability to "drill down" allowing a user to begin with a summary level screen / online report and inquire on progressively more detailed (i.e., source) transactions.	H	Y		Infor Technology Foundation, Infor Analytics	
226	Ability to output electronically (file or online) to key governmental entities as required by law.	H	Y		Infor Technology Foundation, Infor Analytics	
227	Ability to execute reports with an "as of" date.	H	Y		Infor Technology Foundation, Infor Analytics	
228	Ability to allow end users to directly print reports and inquiry screens to printer, without cumbersome use of a "print queue".	H	Y		Infor Technology Foundation, Infor Analytics	
229	Ability to allow search criteria on reports to be not-exact matches, partials, or similar (e.g., soundex).	H	Y		Infor Technology Foundation, Infor Analytics	
230	Ability to provide system-wide search functionality for keyword search, across all master and transaction records, to assist with fulfilling Open Records Requests.	H	Y		Infor Technology Foundation, Infor Analytics	
231	Ability for system to allow users to perform inquiries and searches by any field available.	H	Y		Infor Technology Foundation, Infor Analytics	
232	Ability to reprint reports, checks, or bills with restart capability when reports, checks, or bills being printed are interrupted.	H	Y		Infor Technology Foundation, Infor Analytics	
233	Ability for the user to print all reports from their PC's using their choice of installed system printer(s)	H	Y		Infor Technology Foundation, Infor Analytics	
234	Ability for system to provide report formats that are developed to maximize data available on a page while still being readable.	H	Y		Infor Technology Foundation, Infor Analytics	
235	Ability to print Accounts Payable and Payroll checks to laser printers with signatures and MICR coding (with appropriate security measures in place).	H	Y		Infor Technology Foundation, Infor Analytics	
236	Ability to allow formatted output to be matched to printer device characteristics without intervention by the user.	H	Y		Infor Technology Foundation, Infor Analytics	
237	Ability to report/query on all user defined fields	H	Y		Infor Technology Foundation, Infor Analytics	

238	HR Metrics					
239	Ad Hoc Reporting tool capable of self-creating custom queries filtered by any data element and date range	H	Y		Infor Technology Foundation, Infor Analytics	
240	Ad Hoc Reporting of history at individual and aggregate levels	H	Y		Infor Technology Foundation, Infor Analytics	
241	Dashboard of common measurements / defined reports on a YTD and defined reporting period with drill down capabilities	H	Y		Infor Technology Foundation, Infor Analytics	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.13 - General Ledger	Infor CloudSuite PS (CS PS) - Global Ledger, Project Accounting
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Objective: To provide an automated, integrated, in-house General Ledger system that will improve the County's ability to manage and accurately report its financial affairs.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	Ability to simultaneously comply with financial accounting and reporting standards in accordance with:	-				
3	GAAP (Generally Accepted Accounting Principles)	H	Y		CS PS - Global Ledger	
4	GASB (Governmental Accounting Standards Board) statements	H	Y		CS PS - Global Ledger	
5	CAFR (Comprehensive Annual Financial Reporting) requirements (i.e. government-wide and fund statements)	H	Y		CS PS - Global Ledger	
6	Cash basis of accounting	H	Y		CS PS - Global Ledger	
7	Modified accrual basis of accounting	H	Y		CS PS - Global Ledger	
8	Full accrual basis of accounting	H	Y		CS PS - Global Ledger	
9	Option to allow accruals from AP system upon receipt of goods, with user approval	M	Y		CS PS - Procurement	
10	Ability to provide administrative tools for the following:	-				
11	Data purge, based on time frame, items and security	M	Y		CS PS - Global Ledger	
12	Archiving	M	N			Archive copies should be made prior to purging, and accessed outside of the system.
13	Access to archived data (easily)	M	N			Archive copies should be made prior to purging, and accessed outside of the system.
14	Ability to allow multiple fiscal years to be open (and have transactions processed against them) simultaneously. This includes the ability to have related reversing entries automatically post to the new fiscal year (i.e. AP, inter-fund journals, accruals, etc.).	H	Y		CS PS - Global Ledger	
15	Chart of Accounts					
16	Ability to have multiple chart of account structures (County and Transit) and produce a consolidated financial statement.	M	Y		CS PS - Global Ledger	
17	Ability to generate chart of accounts based on sequential order of chart "segments" (i.e. fund, account, category, division, department, etc.) defined within the system.	H	Y		CS PS - Global Ledger	
18	Capability to classify accounting transactions by the following structures: fund, program, organization, project, activity, cost center, object class, and any other data elements needed to meet the data classification and/or reporting needs of the County	H	Y		CS PS - Global Ledger	
19	Ability for user defined fields for supplemental information	H	Y		CS PS - Global Ledger	

20	Ability to modify and customize the chart of accounts structure with flexibility to define number of digits in segments and number of segments.	H	Y		CS PS - Global Ledger	
21	Ability to establish rules to validate segments of the components of the Chart of Accounts.	H	Y		CS PS - Global Ledger, Project Accounting	
22	Ability to have chart of account segment numbers that are alphanumeric .	H	Y		CS PS - Global Ledger, Project Accounting	
23	Ability to expand chart of account segments at any point in time without re-entering/re-converting entire chart.	H	Y		CS PS - Global Ledger	
24	Ability to provide options for account roll-up capabilities at any level of the chart of account segments.	H	Y		CS PS - Global Ledger, Project Accounting	
25	Ability to support sub-level chart of account codes that roll up to standard account codes.	H	Y		CS PS - Global Ledger, Project Accounting	
26	Ability to associate user logins with an organization, or other segment within the chart, and only allow user edit only access to transactions and balances related to that user's segment as defined by the chart.	H	Y		CS PS - Infor Technology Foundation	
27	Ability to associate an account type (revenue, expense, fund balance, asset, liability, net assets, etc.) with each account when defining the chart of accounts.	H	Y		CS PS - Global Ledger	
28	Ability to support crosswalk from existing chart of accounts for data conversion purposes.	H	Y		CS PS - Global Ledger	
29	Ability to retain history on account segment combinations:	-				
30	Current Year Adopted Budget Amount (expenditures and revenue)	H	Y		CS PS - Global Ledger	
31	Monthly, quarterly and year to date budget amounts.	H	Y		CS PS - Global Ledger	
32	Current monthly, quarterly and Year-to-Date actual Amounts (all balance sheet and income statement accounts)	H	Y		CS PS - Global Ledger	
33	Current Year Budget Adjustments	H	Y		CS PS - Global Ledger	
34	Original budget	H	Y		CS PS - Global Ledger	
35	Final budget	H	Y		CS PS - Global Ledger	
36	Future year budget	H	Y		CS PS - Global Ledger	
37	Budget Balance Remaining (Adjusted Budget minus Year-to-Date Actuals)	H	Y		CS PS - Global Ledger	
38	Amounts Encumbered (show all activity original and liquidation)	H	Y		CS PS - Global Ledger	
39	Prior Year Monthly Totals	H	Y		CS PS - Global Ledger	
40	Prior Year Final Budget Amount	H	Y		CS PS - Global Ledger	
41	Prior Year Adopted Budget Amount	H	Y		CS PS - Global Ledger	
42	Last Transaction Date	H	Y		CS PS - Global Ledger	
43	Ability to support the use of 'Cost Centers'	M	Y		CS PS - Global Ledger	
44	Group	H	Y		CS PS - Global Ledger	
45	Department	H	Y		CS PS - Global Ledger	
46	Division	H	Y		CS PS - Global Ledger	
47	Section	H	Y		CS PS - Global Ledger	
48	Subsection	H	Y		CS PS - Global Ledger	
49	Ability to allow a particular Department to charge to functions in another fund with workflow approvals.	H	Y		CS PS - Global Ledger	
50	Ability to limit a Department to charge only against certain functions with workflow approvals.	H	Y		CS PS - Global Ledger	
51	Account Information					
52	Ability for users to lookup account numbers (a portion, wild card, etc.).	H	Y		CS PS - Global Ledger	
53	Ability to accommodate up to a 180-character transaction description.	M	N			The transaction description field is limited to 60 characters, but comments are unlimited.

54	Ability to define master "account code shortcuts" (i.e. – abbreviated accounts) that cross-reference shortcut name to an account code.	M	Y		CS PS - Accounts Payable, Procurement, Accounts Receivable, Cash Management	
55	Ability to define master "account code cross reference" that cross-reference an old account string.	M	Y		CS PS - Global Ledger	
56	Ability to allow the user to use synonym/account names to inquire on accounts (user specific names that relate to specific account codes).	M	Y		CS PS - Global Ledger	
57	Ability to maintain a self balancing set of accounts for each fund including assets, liabilities, fund balance, expenditures and revenues including the ability to automatically close to fund balance (user defined) to open the new year.	H	Y		CS PS - Global Ledger	
58	Ability to optionally configure budget control at the account level, in addition to the category level.- i.e. controlling at fund, program, series or GL level (account level) or requiring balanced entries for budgeted transfers or interdepartmental allocations (category level) as desired	H	Y		CS PS - Global Ledger	Budget controls can be set at any level and any combination.
59	Achieve consistency between budget and accounting classifications (i.e., mapping) and ability to synchronize to other deliverables (i.e., CAFR, budget book, grant reporting) that may require a different mapping scheme/structure.	M	Y		CS PS - Global Ledger	
60	Ledgers					
61	Ability to maintain control account balances from subsidiary ledgers for revenue, expenditures (CY, Prior Year, Future Year), encumbrances (CY, Prior Year, Future Year), appropriation (CY, Prior Year, Future Year), balance sheet accounts (CY, Prior Year, Future Year).	H	Y		CS PS - Global Ledger	
62	Re-coding encumbrances for budget updates (update chart of accounts and rollover)	H	Y		CS PS - Procurement	
63	Fund Information					
64	Ability to accommodate fund/encumbrance-based accounting.	H	Y		CS PS - Global Ledger	
65	Ability to reverse encumbrances in the period when they were established, if the period is not closed.	H	Y		CS PS - Global Ledger	
66	Ability to define a default set of posting codes for a fund.	H	N		CS PS - Global Ledger	A valid list of posting elements can be defined, but not a default.
67	Ability to define the details of a fund including: fiscal year, posting periods, valid posting date ranges, etc.	H	Y		CS PS - Global Ledger	
68	Ability to change how a specific fund rolls up in the index.	H	Y		CS PS - Global Ledger	
69	Allocations					
70	Ability to automatically allocate between specific accounts (or account groups) as defined by the user (e.g., for lease chargebacks).	M	Y		CS PS - Global Ledger	
71	Ability to perform journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table.	H	Y		CS PS - Global Ledger	
72	Ability to allocate certain expenditures with the same fund or from one fund and department to another (or several) fund(s) and department(s) using an expenditure reimbursement account (offset account) to avoid double counting expenditures for the entity as a whole.	H	Y		CS PS - Global Ledger	
73	Require receiving department approval for non budgeted allocations.	M	Y		CS PS - Infor Process Automation	
74	Ability to accommodate a suffix for "reporting units" beyond account (used for tracking projects or grants) and includes additional sub-projects or sub-grants.	H	Y		CS PS - Global Ledger, Project Accounting	
75	Ability to allow for flexible / configurable timing of posting of allocations based on work order business rules.	H	Y		CS PS - Global Ledger	

76	Ability to use the County's accounting classification structure to identify all segment information to support the cost accumulation and assignment process.	H	Y		CS PS - Global Ledger	
77	Ability to support managerial cost accounting by providing the capability to measure and report the costs of each segment's output.	H	Y		CS PS - Global Ledger	
78	Provide an audit trail that traces the transaction from the original cost pool to the final cost object, and vice versa.	M	Y		CS PS - Global Ledger	
79	Ability to establish/use multiple assignment methods, such as fixed fee, square footage, full-time equivalent (FTE).	M	Y		CS PS - Global Ledger	
80	Ability to store non financial data in general ledger (statistical data), such as FTE counts, square footage etc.	H	Y		CS PS - Global Ledger	
81	Ability to allocate direct and indirect costs differently.	H	Y		CS PS - Global Ledger, Project Accounting	
82	Produce various allocation schedules prior to the financial closing for the period.	H	Y		CS PS - Global Ledger	
83	System allows changing allocation schedule at any time during year	H	Y		CS PS - Global Ledger	
84	Automatically prepare a journal entry from each allocation schedule with proper authority.	H	Y		CS PS - Global Ledger	
85	Transaction Processing					
86	Ability to import General Ledger transactions from external data sources with validation rules.	H	Y		CS PS - Global Ledger	
87	Ability to set up security to have individual levels of authorization.	H	Y		CS PS - Global Ledger, Infor Process Automation	
88	Ability to either have transaction posting require authorization or be automatic based on module and user security.	H	Y		CS PS - Global Ledger	
89	For purchasing (PO & Non PO), restrict GL use to only the expenditure accounts associated with purchasing	H	Y		CS PS - Global Ledger	
90	Ability to limit the accounts eligible to be selected for posting revenue to the general ledger by individual user or by department (i.e., limiting access to post to cash).	H	Y		CS PS - Global Ledger	
91	Ability to allow for transaction / batch approval prior to posting the transaction.	H	Y		CS PS - Global Ledger	
92	Ability to restrict posting transactions to inactivated accounts, funds, organizations, agencies with notification or error.	H	Y		CS PS - Global Ledger	
93	Ability to retain all transactions for at least 10 years.	H	Y		CS PS - Global Ledger	
94	Ability to identify the sub-ledger source for transactions.	H	Y		CS PS - Global Ledger	
95	Ability to enter transactions and inquire of master file data in an on-line, interactive mode, providing an audit trail of each transaction.	H	Y		CS PS - Global Ledger	
96	Ability to allow one-sided transactions with proper authority.	H	N			Journal entries which do not have equal debits and credits are not permitted.
97	Ability to debit one fund and credit another with the system generating an automated balancing entry.	H	Y		CS PS - Global Ledger	
98	Ability to attach files / images /user notes/emails, documents to a transaction within the system.	H	Y		CS PS - Global Ledger	
99	Ability to enter text description next to each individual GL line item within the journal entry.	H	Y		CS PS - Global Ledger	
100	Ability to prevent specific users from requesting budget transfers from other departments' budgets.	H	Y		CS PS - Budgeting & Planning	
101	Inter-Fund Accounting					
102	Ability to perform and track inter-fund transfers.	H	Y		CS PS - Global Ledger	

103	Ability to flag inter-fund entries for review and reconciliation of inter-fund receivables and payables. System has the ability to automatically generate the required inter-fund transactions based on fund relationship definitions.	H	Y		CS PS - Global Ledger	
104	Ability to debit one fund and credit another with the system generating an automated balancing entry.	H	Y		CS PS - Global Ledger	
105	Edits/Validations					
106	Ability to add and maintain validation rules defined by County.	H	Y		CS PS - Global Ledger	
107	Ability to apply all established validation rules during the data entry process, giving the user a warning but allowing them to save the transaction – for further review and edit / approval.	H	N			Some validation rules will prevent the line item from saving.
108	Ability for the system to alert user when an appropriation balance/control account does not equal total of expense budget or revenue budget transactions	M	Y		CS PS - Infor Process Automation	
109	Journaling					
110	Ability to process automated/recurring and manual journal entries.	H	Y		CS PS - Global Ledger	
111	Ability to process system-generated transactions, such as automated accruals, closing entries, cost assignment transactions, and recurring payments with proper approval.	H	Y		CS PS - Global Ledger	
112	Ability to establish unique journal entry numbering schemes specific to a department, separate from the main journal entry numbering scheme.	H	N			
113	Ability to establish, save and use journal entry templates that will allow users to easily create new journal entries using pre-saved journal entry details.	H	Y		CS PS - Global Ledger	
114	Ability to have journal entry approval functionality include rejection abilities, comment abilities, response with attachments, and re-routing to originator for correction.	H	Y		Global Ledger, Infor Process Automation	
115	Ability to maintain Disaster Tracking information through quick setup of chart of accounts codes and by adding additional fields to journal transactions (quantities of materials, material types, equipment rates, equipment types).	M	Y		CS PS - Global Ledger	
116	Ability to record recurring accruals and the related reversing journal entries in the next period or next year.	H	Y		CS PS - Global Ledger	
117	Ability to warn the user (with the ability to override) at transaction entry if a cash balance creates a negative balance.	H	N			Budget controls are not cash-based.
118	Ability to journal in batches.	H	Y		CS PS - Global Ledger	Interfaced entries can be processed in batches.
119	Ability to allow entries to unlimited accounts with one journal entry (one credit and multiple debits, multiple debits and multiple credits, etc.) with validation of all transactions being in balance.	H	Y		CS PS - Global Ledger	
120	Ability to have journal entries (entered into the system in batches via interfaces) be accompanied by a control total which is created outside the system and is the sum of all sub-ledger postings to ensure the integrity of the data prior to the posting function. Integrity checks should include a batch number to detect duplicate or skipped batches, and validity of header and trailer records to ensure that counts and amount in trailer agree with records in batch.	H	N			
121	Ability to summarize distributions to the same account (e.g., cash) or show details of every transaction (i.e., multiple cash disbursements are displayed/stored on-line as a single, summary cash disbursement and shows the details of the balancing disbursements) based on user definition.	H	Y		CS PS - Global Ledger	
122	Ability to submit journals on hold ("park") for later review and release based on authorized security and other user-defined business rules.	H	Y		CS PS - Global Ledger	

123	Ability to make adjusting entries (with proper authority) that do not affect the GL but allow for necessary reclassifications for financial reporting.	H	Y		CS PS - Global Ledger	Unclear what types of adjustments would not affect the GL.
124	Ability to create and approve journal vouchers via automated workflow.	H	Y		CS PS - Global Ledger, Infor Process Automation	
125	Ability to route journal vouchers via workflow based on the type of journal, e.g., reversing entries.	H	Y		CS PS - Global Ledger, Infor Process Automation	
126	Ability to support journal vouchers with dollar amounts in excess of \$999,999,999.99	H	Y		CS PS - Global Ledger	
127	Ability to delegate approvals to other authorized users, excluding the user who initiated the transaction.	H	Y		CS PS - Global Ledger	
128	User entry and query screens support validation of codes entered on the screen and assist users in determining correct codes if an invalid code is entered (e.g., entering a number displays the related account description; a drop down box/search can be used to find the appropriate account)	H	Y		CS PS - Global Ledger	
129	Ability to process intra-governmental transactions and track intra-governmental balances related to state and federal agencies.	M	Y		CS PS - Global Ledger	
130	Ability for automated creation of appropriation units line, or zero budget revenue or expense lines when entering journal entries with appropriate security access	H	Y		CS PS - Global Ledger	Budgets can be created for zero-dollar, units-only type accounts.
131	Financial Audit Trail					
132	Provide for traceability of changes made to previously posted transactions (i.e. provide audit trails that identify document input, change, approval, and deletions by journal entry originator).	H	Y		CS PS - Global Ledger	
133	Ability to track all workflow components. (i.e., creator, approver, attachments, date and time, status, changes)	H	Y		Infor Process Automation	
134	Provide audit trails to trace transactions from source documents, original input, other systems, system-generated transactions, and internal assignment transactions.	M	Y		CS PS - Global Ledger	
135	Ability to drill down into fund/department/account/PO/expenditure/check issued/receipt detail.	H	Y		CS PS - Global Ledger	
136	Provide audit trails to trace source documents and transactions through successive levels of summarization to the financial statements and the reverse.	M	Y		CS PS - Global Ledger	
137	Provide audit trails to identify changes made to system parameters and tables that would affect the processing or reprocessing of any financial transaction.	H	Y		CS PS - Global Ledger	
138	Ability to select transactions for review based on user-defined criteria by type of transactions	H	Y		Infor Process Automation	
139	Period End Processing					
140	Ability to establish a calendar of closing periods with user defined intervals.	H	Y		CS PS - Global Ledger	
141	Ability to archive "prior year history" at close of year to a separate archive database, but still be readily reportable.	H	Y		CS PS - Global Ledger	Closing a prior year does not purge the history, but changes its status. Years closed with a status of Final cannot be reopened for changes, but are available for reporting until purged.
142	Ability to move prior year cancelled encumbrances to unencumbered fund balance.	H	Y		CS PS - Global Ledger	
143	Ability to move balance sheet accounts, unexpended available balances and unreleased encumbrances over to a new year.	H	Y		CS PS - Global Ledger	

144	Ability to suppress roll forward of appropriations and encumbrances at fund level, department level and/or the grant/project level based on user defined roll forward criteria.	H	Y		CS PS - Global Ledger	Roll-forward is all inclusive of open encumbrances. Encumbrances that you do not wish to roll-forward must be liquidated or cancelled first, before the roll-forward process is executed.
145	Ability to start processing against any open period in the new fiscal year prior to close of last fiscal year. Retroactive transactions only to open periods are allowed.	H	Y		CS PS - Global Ledger	
146	Ability for authorized users to reopen closed periods.	H	Y		CS PS - Global Ledger	
147	Ability to provide year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	H	Y		CS PS - Global Ledger	
148	Ability to support up to 16-month periods (i.e., to show adjusting journal entries for categories such as accruals, reclassifications for reporting purposes, etc.).	H	Y		CS PS - Global Ledger	16 periods can be defined, but they would not be for months since there are only 12 months in the calendar. (A period can start and end on any date, but two periods must not overlap dates.) The type of adjustments described are typically handled in separate ledgers, rather than separate periods.
149	Ability to process journals in multiple months simultaneously and multiple fiscal years; and periods open are limited	H	Y		CS PS - Global Ledger	
150	Integration					
151	Ability to provide a software integration environment where other applications can be interfaced into the GL.	H	Y		CS PS - Global Ledger	
152	Seamless integration for payroll journal entry to post to GL. This would be for both programmatic and salary entries	H	Y		CS PS - Global Ledger, Global Financial Controller	
153	Ability to drill down to employees level to see the hours and rates used to create the entry with proper authority	M	N			
154	Ability to review and approve interface postings prior to posting to the Global Ledger	H	Y			
155	Ability to track posting status of other ERP application modules	H	Y		CS PS - Global Ledger	
156	Ability to maintain the budget as compared to actual reporting, by fund, account, category, division and department (i.e. any segment) within the General Ledger module, regardless of whether the Budget module is implemented.	H	Y		CS PS - Global Ledger	
157	Ability to enter and maintain the original budget, supplemental budgets and budget transfers into the General Ledger module, regardless of whether the Budget module is implemented.	H	N			Budgets can be imported from a 3rd party budgeting system, but there is no function to enter budget entries directly into the global ledger.
158	Ability to define budget charges/ transfer approvals by segments	H	Y		CS PS - Budgeting & Planning	
159	Ability to maintain unique security on payroll data elements in the General Ledger.	H	Y		CS PS - Global Ledger, Security	
160	Ability to perform timesheet capture to include additional field level tracking to identify usage / quantity and have a rate structure identified that could be used for cost allocation (i.e. FEMA equipment rates).	H	Y		CS PS - Workforce Mgmt, Global Ledger, Project Accounting	
161	Ability to export balances with full account string	H	Y		CS PS - Global Ledger	
162	Ability to upload or download data using Excel or Access or any other format, or CSV.	H	Y		CS PS - Infor Technology Foundation	
163	Ability to upload multiple journals with one upload	H	Y		CS PS - Infor Technology Foundation	
164	Ability to upload more than 1000 lines per upload	H	Y		CS PS - Infor Technology Foundation	
165	Reporting and Inquiry					

166	Ability to create financial reports for any set of dates, including overlapping fiscal years.	H	Y		CS PS - Global Ledger, Infor Reporting Tools	
167	Ability to provide a financial system report writer that allows for custom report configurations to be saved for future use.	H	Y		CS PS - Global Ledger, Infor Reporting Tools	
168	Ability to generate a report on-demand that indicates those accounts with an abnormal balance as pre-defined by the user (e.g., asset with a credit balance).	H	R		CS PS - Global Ledger, Infor Reporting Tools	
169	Ability to allow for departments to view revenue and expenditure activity against their accounts at any time.	H	Y		CS PS - Global Ledger	
170	Ability to support cross-department and cross-fund account analysis.	H	Y		CS PS - Global Ledger	
171	Ability to prepare preliminary financial statements before period close.	H	Y		CS PS - Global Ledger	
172	Ability to summarize defined activities/functions across departments.	H	Y		CS PS - Global Ledger	
173	Ability to run Historical General Ledger reporting across fiscal and calendar years with a minimum of current and two previous years simultaneously.	H	Y		CS PS - Global Ledger	
174	Ability to populate trend information for user-defined activity and time periods.	H	Y		CS PS - Global Ledger	
175	Ability to produce reports using different sort sequences (i.e., cost center, etc.).	H	Y		CS PS - Global Ledger	
176	Ability for users to design reports and extract files for their specific requirements and to perform table look-ups and expansion of codes when needed to clarify the information contained within those reports.	H	Y		CS PS - Global Ledger	
177	Ability to provide an option to list all detailed accounts that are combined into each line of the financial reports for verification of accounting accuracy.	H	Y		CS PS - Global Ledger	
178	Ability to search chart of accounts for inactive accounts with no history (by user defined time period) / budget to permit batch deletion / inactivation.	H	Y		CS PS - Global Ledger	
179	Ability to generate a Trial Balance, by fund and fund rollup (detail and summary) by account. Description field should display full description for fund and account. Total should be generated for total assets and total liabilities & fund balance, revenue, expense and other financing sources and uses.	H	Y		CS PS - Global Ledger	
180	Ability to report according to account classification structure established for a specific accounting period (i.e., retaining mapping from prior periods for reporting purposes).	H	Y		CS PS - Global Ledger	
181	Ability to create a General Ledger - Ledger Activity Report that is easy to read and understand.	H	Y		CS PS - Global Ledger	
182	Ability to create an Expense Summary by Expense Category and Expense Function for Selected Funds.	H	Y		CS PS - Global Ledger	
183	Ability to create all required reports for production of the CAFR.	H	R		CS PS - Global Ledger, Financial Analytics, Infor Reporting Tools	
184	To configure the system to only utilize modified accrual accounting in the governmental funds. At year end, a GASB 34 fund could be utilized for creation of the County CAFR government-wide statements.	H	N			The system does not restrict which accounting basis is used for each fund. GASB34 adjustments are typically made in a separate ledger and used for CAFR reporting.
185	Ability to prepare Single Audit Report, such as Schedule of Expenditures of Federal Awards.	H	Y		CS PS - Grant Mgmt	
186	Ability to create an Overhead Rate Report, showing a rate that can be used for charge backs, grants, etc. Rate is based on expenditures by department, location and/or service category.	H	R		CS PS - Global Ledger	
187	Ability to create an Unencumbered Resources Report showing all unencumbered amounts within a given fund at a given point in time.	H	R		CS PS - Global Ledger	

188	Ability to generate a Journal Entry Listing that shows all journal entries input to the system by transaction type.	H	Y		CS PS - Global Ledger	
189	Interest Allocation					
190	An automated system posting to the specified GL Cash account as the other side of a journal entry within the same fund.	H	N			Each bank account will post to only one fund. However, cross-fund transactions can be configured to use cash accounts as the automated offset.
191	Ability to track average daily cash balance by fund for user defined period.	H	N			
192	Ability to define interest apportionment requirements and create automatic allocation entry.	H	Y		CS PS - Global Ledger	
193	Data warehouse for financial data that is user query capable	H	Y		CS PS - Infor Reporting Tools	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.14 - Grant Accounting	Infor CloudSuite Public Sector (CS PS) - Grant Accounting, Project Accounting
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Objective: To monitor grants in a timely and efficient manner. To report on progress and performance of these various grants. To provide a central data repository to track grant activity and provide the related information and perform

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Grant Set-Up					
2	Ability to create user-maintained master files for grants	M	Y		CS PS - Grant Accounting	
3	Ability to create a grant master file that allows for tracking and reporting, including:	-				
4	Alphanumeric grant numbers (coding assigned by authorized users to be used to identify grants, including case numbers for example)	H	Y		CS PS - Grant Accounting	
5	Key dates (Board approval date, start date, end date, extension date, date of last draw, final performance report)	H	Y		CS PS - Grant Accounting	
6	Resolution # for Board Approval	H	Y		CS PS - Grant Accounting	
7	Grant name (program title)	H	Y		CS PS - Grant Accounting	
8	Descriptions / Comments	H	Y		CS PS - Grant Accounting	
9	Funding source(s) (e.g., who is providing funding for the grant) including contact information	H	Y		CS PS - Grant Accounting	
10	Pass-through grant indicator	H	Y		CS PS - Grant Accounting	
11	STIP (Statewide transportation improvement program) number (s) for grants	H	Y		CS PS - Grant Accounting	
12	FPC (Financial Purpose) Code	H	Y		CS PS - Grant Accounting	
13	Catalog of Federal Domestic Assistance (CFDA) number, if applicable	H	Y		CS PS - Grant Accounting	
14	State ID	H	Y		CS PS - Grant Accounting	
15	County Match	H	Y		CS PS - Grant Accounting	
16	Amendment (dates, dollars, activity being amended) and allows for multiple amendments	H	Y		CS PS - Grant Accounting	
17	Total grant budget amount	H	Y		CS PS - Grant Accounting	
18	Grant type	H	Y		CS PS - Grant Accounting	
19	Multiple reportable grant specific non financial performance measures (please identify any limitations in the comments field)	M	Y		CS PS - Grant Accounting	No limitations
20	Milestones	M	Y		CS PS - Grant Accounting	
21	Relevant GL accounts (for revenues and expenditures)	H	Y		CS PS - Grant Accounting, Project Accounting	
22	Grant matching	H	Y		CS PS - Grant Accounting	
23	Multiple reportable user defined fields (please identify any limitations in the comments field).	H	Y		CS PS - Grant Accounting	No limitations
24	Award Type	H	Y		CS PS - Grant Accounting	
25	Ability to set-up and manage the following types of grants:	-				
26	In-Kind Match	H	Y		CS PS - Grant Accounting	
27	Federal	H	Y		CS PS - Grant Accounting	
28	State	H	Y		CS PS - Grant Accounting	
29	Foundation	H	Y		CS PS - Grant Accounting	

30	Local match	H	Y		CS PS - Grant Accounting	
31	Ability to have multi-level grant roll up.	H	Y		CS PS - Grant Accounting	
32	Ability to have multiple types (i.e. Federal and matching)	H	Y		CS PS - Grant Accounting	
33	Ability to create grant cycles that are different than the fiscal year.	H	Y		CS PS - Grant Accounting	
34	Pre-Award Grant Activities					
35	Ability to track grant applications status (e.g., in progress, submitted) and next steps (e.g., due dates).	H	Y		CS PS - Grant Accounting	CS PS is basically a post-award system. However grants can be flagged as pre-award, and using deliverables schedules and user fields, this can be accomplished.
36	Ability to automate the resolution process for requesting and establishing a new grant via a highly configurable multi-step approval process workflow, and be able to view the status of the workflow.	L	Y		CS PS - Infor Process Automation	
37	Grant Budgeting					
38	Ability to designate funds as multi-year or annually appropriated with separate closing procedures.	H	N			
39	Ability to notify designated staff (by grant) a defined number of days prior to expiration.	L	Y		CS PS - Infor Process Automation	
40	Ability to provide drill down capabilities on budgets, cost estimates, actual.	M	Y		CS PS - Infor Reporting Tools	
41	Grant Activity					
42	Ability to associate a grant number with a financial transaction even after the transaction has posted.	H	Y		CS PS - Grant Accounting	
43	Ability during data entry, that if a source transaction is coded to an account that has been setup as part of a grant, the user is required to enter a grant number on the transaction. An account may have multiple grants.	M	N			This requirement is not in concert with the system functionality. Cost transactions are allocated after the fact to funding sources according to the priorities and rules of each funding contract.
44	Ability to designate funds as restricted (e.g., solicitations, donations and contributions)	M	Y		CS PS - Grant Accounting	
45	Grant Tracking					
46	Ability to generate a notification based on effective/expiration dates for fixed term appointments/grant funded positions.	L	Y		Infor Process Automation	
47	Ability to notify designated staff (by grant) a defined number of days prior to deadline for grant reporting submission.	M	Y		Infor Process Automation	
48	Ability to electronically notify on grant completion dates.	M	Y		Infor Process Automation	
49	Ability to track and report on non-financial performance measures against a grant or sub-activity within a grant.	L	Y		CS PS - Grant Accounting	
50	Ability to establish system wide grant rules that may disallow the charging of expenditure to grants that have a closed or inactive status.	M	Y		CS PS - Grant Accounting	
51	Ability to accumulate and report on grant funded equipment costs by establishing equipment rate schedules (this is a non-cash transaction--just an allocation to the proper grant coding).	M	N			
52	Ability to accumulate grant activity costs during pre-award authority to a holding area, until the new grant is officially awarded.	M	Y		CS PS - Grant Accounting	
53	Grant Reimbursements					
54	Ability to create a billing / receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures.	M	Y		CS PS - Grant Accounting	
55	Ability to configure a grant reimbursement request workflow.	M	Y		CS PS - Grant Accounting	
56	A system that alerts if spending is greater than what can be reimbursed.	M	Y		CS PS - Grant Accounting	
57	A system that can track reimbursement by project/grants, especially when there are multiple grants for a single project (e.g., vehicle).	M	Y		CS PS - Grant Accounting	
58	Interfaces / Integration					

59	Ability to associate a grant number with the transaction, for all source transactions (including: requisitions, purchase orders, vouchers, invoices, contracts, cash receipts, work orders, general ledger transactions) to or from other modules within the system using the proper chart of account codes	M	Y		CS PS - Grant Accounting	However, this requirement is not in alignment with the system's ability to allocate expenditures to funding sources after the fact, based on predefined rules defined in the funding contract.
60	Ability to Interface with Projects, Budgeting, Payroll, Cash Receipting, General Ledger, Purchasing, Capital Assets, and other ERP modules.	H	Y		CS PS - Grant Accounting	
61	Ability to interface with State and Federal agencies for grant reporting	H	N			
62	Ability to attach images / electronic documents to the grant record in the master file.	H	Y		CS PS - Grant Accounting	
63	Reporting					
64	System provides an executive level dashboard to track real-time status of grant activity with graphical representation of information through charts.	M	Y		CS PS - Project Accounting, Grant Accounting, Project Analytics, Infor Reporting Tools	
65	A system that can provide reports for salary, interdepartmental, and other expenses and compare this information to budgets for grants, based on grant year.	H	Y		CS PS - Project Accounting, Grant Accounting, Project Analytics, Infor Reporting Tools	
66	Ability to report all expenses (including salaries) to match grant revenues (for HUD).	H	Y		CS PS - Project Accounting, Grant Accounting, Project Analytics, Infor Reporting Tools	
67	Ability to create reports in compliance with Single Audit Act. Indicates State, Federal and pass-through projects.	H	Y		CS PS - Project Accounting, Grant Accounting, Project Analytics, Infor Reporting Tools	
68	Ability to complete grant reporting requirements in grant specific formats.	H	R		CS PS - Project Accounting, Grant Accounting, Project Analytics, Infor Reporting Tools	
69	Ability to produce fiscal monitoring/audits reports/requirements. Vendors please specify any limitations in the comments field.	M	R		CS PS - Project Accounting, Grant Accounting, Project Analytics, Infor Reporting Tools	
70	Ability to complete FFR reporting out of the box.	H	N			
71	Ability to create Inspection Report, presenting the results of inspector site visits to evaluate performance.	M	N			

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.15 - HR Core Includes Position Control	Infor CloudSuite Public Sector (CS PS) - Global HR
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Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, routing and approval of all transactions, and efficient

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Integration					
2	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction and Time and Attendance.	H	N		CS PS - Global HR, Payroll	Infor delivers an integrated infrastructure between Global HR, Workforce Mgmt, and Payroll, however, all information is not in a single database.
3	Ability to integrate position request with Budget module for development of personnel budget.	H	Y		CS PS - Global HR, Budgeting & Planning	Integration between Global HR and Budgeting & Planning can be configured as part of implementation.
4	Ability for the position requisition function to integrate to Budget, Applicant Tracking System (ATS) and other Human Resources functions to create a position upon approval by the Board, using workflows with required Departmental approvals.	M	Y		CS PS - Global HR, Talent Acquisition, Process Automation	Infor Global HR and Talent Acquisition are fully integrated modules. Position control resides as part Global HR. Workflow can be configured using Process Automation.
5	Ability to keep electronic employee records.	H	Y		CS PS - Global HR	
6	Ability to limit changes to historical hours banks and employee records based on the authority level.	H	Y		CS PS - Global HR, Workforce Mgmt, Absence Mgmt	
7	Ability to lock users in or out of the system to prevent changes to employee records in the current pay period and past during payroll processing.	H	Y		CS PS - Payroll	This type of lockout is not necessary within our solution. We provide the ability lockout specific payroll related changed during payroll processing.
8	Ability for users to view/display employee records without allowing any changes to the records during payroll processing.	H	Y		CS PS - Payroll	This type of lockout is not necessary within our solution. We provide the ability lockout specific payroll related changed during payroll processing.
9	System allows for attachment of electronic documents (documents, spreadsheets, images, PDF's, emails saved to HTML, etc.).	H	Y		CS PS - Global HR	
10	Ability to transfer electronic documents from applicant record to employee record upon hiring.	H	Y		CS PS - Global HR, Talent Acquisition	
11	System natively integrates to the County's office productivity suite for mail merge of letters.	M	Y		CS PS - Global HR, Reporting Tools	
12	Seamless Integration to expanded HR modules for hiring/updating employees in Time collection.	H	Y		CS PS - Global HR, Talent Acquisition, Workforce Mgmt	
13	Seamless integration between all of the modules of the system to and from the CORE HR module.	H	Y		CS PS - Global HR	
14	Ability to create workflows for employee requests for leave (OT, leave, On-call) including type, total hours, purpose and approvals.	L	Y		CS PS - Workforce Mgmt, Absence Mgmt, Process Automation	

15	Ability to schedule appointments (exams, oral boards, interviews, physicals, etc.) through workflows	L	M		CS PS - Global HR, Development Planning, Learning Mgmt, Health & Health & Safety, Talent Acquisition, Process Automation	
16	Ability to develop and utilize workflows for classification and compensation.	H	Y		CS PS - Global HR, Compensation Mgmt, Process Automation	
17	Ability to develop and utilize workflows for appeal process.	L	Y		CS PS - Global HR, Process Automation	
18	Dashboard of common measurements / defined reports on a YTD and defined reporting period with drill down capabilities.	H	Y		CS PS - Global HR, HCM Analytics	
19	Ability for system to be set up in tables for positions, classifications and relational benefits, including differentials, which is shared by all users (Dept., HR, CAO). Information should auto fill from default data. Position attributes need to be linked to job attributes so that all data is consistent and updates are reflected in real time.	H	Y		CS PS - Global HR	
20	Ability to allow only authorized users to view, create, modify, or delete pay rates.	H	Y		CS PS - Global HR, Compensation Mgmt	
21	Ability to route notices to all appropriate departments (benefits, payroll, training, IT, etc.) when an employee is terminated in the system.	M	Y		CS PS - Global HR, Process Automation	
22	Ability to route notices to all appropriate departments (benefits, payroll, IT, etc.) when an employee's special appointment or temporary promotion ends.	M	Y		CS PS - Global HR, Process Automation	
23	Ability to establish separate company.	H	Y		CS PS - Global HR	
24	Ability to do strategic budget planning (FTE).	H	Y		CS PS - Global HR, Budgeting & Planning	
25	Ability to electronically route personnel action forms from end-users/departments to multiple individuals for approvals.	H	Y		CS PS - Global HR, Process Automation	
26	Ability to track and report on Workers' Compensation claim activity, including date of loss, injury type, WC-1, restrictions, appointments, notes, etc.	H	Y		CS PS - Occupational Health & Employee Safety	Incidents can track situational information regarding an accident/injury information that may have resulted in a Worker's Comp Claim.
27	Ability to support on-line approval process with multiple approval levels (includes workflow notifications)	H	Y		CS PS - Performance Mgmt	
28	Ability to track and report on all reporting relationships at position or employee level.	H	Y		CS PS - Global HR	
29	Ability to tie required approvals to levels in the organizational chart.	H	Y		CS PS - Global HR	
30	Ability to track hours worked or hours paid based on any factor necessary to assure compliance with seniority tracking.	H	Y		CS PS - Global HR, Workforce Mgmt	
31	Ability to establish a workflow for all transactions where HR/Compensation is the final approval.	H	Y		CS PS - Global HR, Process Automation	Infor delivers the ability to establish workflow processes for various transactions. Many workflow templates are delivered and are configured to meet your business rules as part of implementation.
32	Ability to set security levels by specific screens or fields.	H	Y		CS PS - Global HR, Technology Foundation	
33	Ability to notify specific departments/email boxes for terminations.	H	Y		CS PS - Global HR, Process Automation	Infor delivers the ability to establish workflow processes for various transactions. Many workflow templates are delivered and are configured to meet your business rules as part of implementation.
34	Ability to track employee disciplines including all levels.	H	Y		CS PS - Global HR, Employee Relations	

35	Ability to track specific requirements to a job (i.e., required level of background check/health screen, licensures, degrees, physical work requirements, etc.).	H	Y		CS PS - Global HR	
36	Ability to identify if a position manages staff and how many they manage.	H	Y		CS PS - Global HR	
37	Ability to track internal equity both by employee and position.	H	Y		CS PS - Global HR, Compensation Mgmt	
38	Ability to look at external competitiveness or market alignment.	H	Y		CS PS - Global HR, Compensation Mgmt	
39	Ability to manage salary range/salary structure.	H	Y		CS PS - Global HR, Compensation Mgmt	
40	Ability to do a regression analysis.	M	Y		CS PS - Global HR, Compensation Mgmt, HCM Analytics	
41	Ability to do level setting and job slotting.	M	Y		CS PS - Global HR, Compensation Mgmt, HCM Analytics	
42	Position Control, Classification & Tracking					
43	Ability to have unique identifier for each position and job.	M	Y		CS PS - Global HR	
44	Ability to handle several types of position classifications, including part time, full, temp part / full time, seasonal, elected, civil service, etc.	H	Y		CS PS - Global HR	
45	Ability for system to track allocation of hours for each position.	H	Y		CS PS - Global HR, Workforce Mgmt	
46	Ability to make classification changes automatically across all positions in the classification.	H	Y		CS PS - Global HR	
47	Ability to have system warnings or prevent users from entering inconsistent class characteristics.	H	Y		CS PS - Global HR	
48	Ability to alternately fill and track a budgeted position (e.g., hiring into a position a lower classification than the one currently approved).	H	Y		CS PS - Global HR	
49	Ability to report on salary savings from an alternately filled position.	M	R		CS PS - Global HR, Reporting Tools	
50	Ability to create, view, inquire and report on all data fields.	H	Y		CS PS - Global HR, Reporting Tools	
51	Ability to perform online approval routing for new positions or changes to positions.	H	Y		CS PS - Global HR, Process Automation	Infor delivers the ability to establish workflow processes for various transactions. Many workflow templates are delivered and are configured to meet your business rules as part of implementation.
52	Ability to maintain history of creations, promotions, changes and abolishment's - to coding, position attributes (e.g., end dates), title, pay range assignments, definitions, minimum qualifications.	H	Y		CS PS - Global HR	
53	Ability to associate an employee with a position or multiple positions.	H	Y		CS PS - Global HR	
54	Ability to calculate and monitor employee turnover rates by job classification, department, and other user-defined criteria.	H	Y		CS PS - Global HR	
55	Ability to create Head Count Reports.	H	Y		CS PS - Global HR	
56	Ability to maintain Position Control history.	H	Y		CS PS - Global HR	
57	Ability to manage workforce planning by development of future positions and association of class and comp structures for financial forecasting (e.g., Reduction in Force) - allow for modeling of the new organization, provide org charts and provide multiple versions of the model	H	Y		CS PS - Global HR, Budgeting & Planning	
58	Ability to track vacant positions with full seamless integration to ATS system.	H	Y		CS PS - Global HR, Talent Acquisition	
59	Ability to track length of time (by date) positions have been vacant with full seamless integration to ATS system.	H	Y		CS PS - Global HR, Talent Acquisition	
60	Ability to create and track all position request activities, status and progress with full seamless integration to ATS System.	H	Y		CS PS - Global HR, Talent Acquisition	

61	Ability to maintain a history of classification codes and cross-walk to new classification codes (codes should have relevant relationships that indicate classification characteristics and relate to SOC if reassigned).	H	Y		CS PS - Global HR	
62	Ability to report salary change history by multiple criteria, including employee, job, employee levels, and position.	H	Y		CS PS - Global HR	
63	Ability to incorporate pay grades/steps and pay ranges into system.	H	Y		CS PS - Global HR, Compensation Mgmt	
64	Ability to flag classifications (positions) that will not be filled, allow for deletion of positions but retain the history at the County and employee level. (retired person leaving a position that will no longer be filled.)	H	Y		CS PS - Global HR	
65	Ability to track time in job (including tracking hours separately for each job if an employee has two jobs).	H	Y		CS PS - Global HR	
66	Ability to track time in position (including tracking hours separately for each position if an employee has two jobs).	H	Y		CS PS - Global HR	
67	Ability to notify appropriate users of upcoming employee step increases based upon hours worked in job (including tracking hours separately for each job if an employee has two jobs).	H	Y		CS PS - Global HR, Compensation Mgmt, Process Automation	Additional workflow configuration may be necessary to meet this requirement.
68	Ability to track positions based upon the type of position characteristic (i.e. limited term, non-budgeted, etc.)	H	Y		CS PS - Global HR	
69	Ability to tie an alternatively filled position to the related budgeted position.	H	Y		CS PS - Global HR, Position Budget Management	
70	Ability to assign multiple employees to a single job.	H	Y		CS PS - Global HR	
71	Ability to track hours remaining in partially filled positions (positions filled by either a person's primary or additional appointment) For example the position allocation for one employee's primary position is 50% while another employee's allocation is 25% as an additional position; remaining allocation of 25% is vacant.	H	Y		CS PS - Global HR, Reporting Tools	
72	Ability to distinguish between funded (budgeted) and non-funded (non-budgeted)	H	Y		CS PS - Global HR	
73	System must support designation of a position as the "primary".	H	Y		CS PS - Global HR	
74	Full point in time support for all "common table" entries tracking start and end dates.	H	Y		CS PS - Global HR	
75	Ability to support "cascading" of class characteristics to reduce data entry errors.	L	Y		CS PS - Global HR	
76	System must support reporting of all available historical data including all relevant organizational relationships from other data sources.	H	Y		CS PS - Global HR	
77	Ability to graphically display reporting relationships.	H	Y		CS PS - Global HR	
78	Ability to track and maintain at the job level each of the following fields:	-				
79	Civil service classification	H	Y		CS PS - Global HR	
80	Pay range or grade	H	Y		CS PS - Global HR	
81	Exempt, non-exempt	H	Y		CS PS - Global HR	
82	EEO 4 job function	H	Y		CS PS - Global HR	
83	Position grouping	H	Y		CS PS - Global HR	
84	Union code	H	N			This is captured at the position level.
85	Background screening requirements	H	Y		CS PS - Global HR	
86	Driver's License requirements	H	Y		CS PS - Global HR	
87	Salaried or hourly	H	Y		CS PS - Global HR	
88	Management group	H	Y		CS PS - Global HR	
89	Health screening requirements	H	Y		CS PS - Global HR, Occupational Health	
90	Other user-defined fields related to job level	H	Y		CS PS - Global HR	
91	Ability to track and maintain at the position level each of the following fields:	-				

92	Associated job	H	Y		CS PS - Global HR	
93	Full-time equivalents (FTEs)	H	Y		CS PS - Global HR	
94	Department	H	Y		CS PS - Global HR	
95	Division	H	Y		CS PS - Global HR	
96	Scheduled hours (bi-weekly)	H	Y		CS PS - Global HR	
97	Funding status for the budget	H	Y		CS PS - Global HR	
98	Authorized/Unauthorized	H	Y		CS PS - Global HR	
99	Other user-defined fields related to position level	H	Y		CS PS - Global HR	
100	Personnel Administration					
101	Range minimum (please state minimum in the comments field)	H	Y		CS PS - Global HR	
102	Range maximum (please state maximum in the comments field)	H	Y		CS PS - Global HR	
103	Ability to calculate service by:	-				
104	Hours	H	Y		CS PS - Global HR	
105	Elapsed time in job	H	Y		CS PS - Global HR	
106	Elapsed time in job with multiple breaks in service	H	Y		CS PS - Global HR	
107	Elapsed time in position	H	Y		CS PS - Global HR	
108	Elapsed time in position with multiple breaks in service	H	Y		CS PS - Global HR	
109	Elapsed time with county	H	Y		CS PS - Global HR	
110	Elapsed time with county with multiple breaks in service	H	Y		CS PS - Global HR	
111	Hours in job	H	Y		CS PS - Global HR	
112	Hours in position	H	Y		CS PS - Global HR	
113	Hours with county	H	Y		CS PS - Global HR	
114	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting, including but not limited to the following:	-				
115	Identification number ("clock number") (different from Social Security Number)	H	Y		CS PS - Global HR	
116	Employee name	H	Y		CS PS - Global HR	
117	Address (unlimited) and address type	H	Y		CS PS - Global HR	
118	Phone (unlimited) and phone type	H	Y		CS PS - Global HR	
119	Former/maiden name (unlimited)	H	Y		CS PS - Global HR	
120	ADA	H	Y		CS PS - Global HR	
121	Adjusted effective hire date	H	Y		CS PS - Global HR	
122	Credited service date for time accruals	H	Y		CS PS - Global HR, Workforce Mgmt	
123	Allowance amounts	H	Y		CS PS - Global HR	
124	Anniversary date (i.e., time in job)	H	Y		CS PS - Global HR	
125	Anniversary date (i.e., time in position)	H	Y		CS PS - Global HR	
126	Anniversary date (i.e., time with county)	H	Y		CS PS - Global HR	
127	Hiring dates/termination dates (cumulative employment history)	H	Y		CS PS - Global HR	
128	Base rate	H	Y		CS PS - Global HR	
129	Range or grade identifier	H	Y		CS PS - Global HR	
130	Pay step on identified grade	H	Y		CS PS - Global HR	
131	Birth date	H	Y		CS PS - Global HR	
132	Certifications/licenses (license number, expiration date(s), endorsements)	H	Y		CS PS - Global HR	
133	Citizenship	H	Y		CS PS - Global HR	
134	Completed physical	H	Y		CS PS - Global HR	
135	Job classification and grade change history	H	Y		CS PS - Global HR	
136	Date of death	H	Y		CS PS - Global HR	
137	Days worked	H	Y		CS PS - Global HR	

138	Department	H	Y		CS PS - Global HR	
139	Division	H	Y		CS PS - Global HR	
140	Dependents (names, ages, social security numbers)	H	Y		CS PS - Global HR	
141	Discipline records	H	Y		CS PS - Global HR, Employee Relations	
142	Driver's License number (including type, expiration and restrictions, state issued and number)	H	Y		CS PS - Global HR	
143	Education/training received (degrees, majors/minors/training)	H	Y		CS PS - Global HR	
144	Multiple Email addresses (e.g., work/personal)	H	Y		CS PS - Global HR	
145	Emergency information i.e. contact name (minimum of 3), phone, address, doctor preference and medical alert)	H	Y		CS PS - Global HR	
146	Employment status changes (including dates)	H	Y		CS PS - Global HR	
147	Ethnic background/EEO-4 classification with function codes/Standard Occupational Classification (SOC)	H	Y		CS PS - Global HR	Captured via the assigned job(s).
148	Gender	H	Y		CS PS - Global HR	
149	I-9 certification status	H	Y		CS PS - Global HR	
150	e-Verify status	H	Y		CS PS - Global HR	
151	Immunizations	M	Y		CS PS - Global HR, Occupational Health	
152	Languages spoken	M	Y		CS PS - Global HR	
153	Last date worked	H	Y		CS PS - Global HR	
154	Layoff/leave of absence/recall/return dates (including military leave)	H	Y		CS PS - Global HR	
155	Leave accrual	H	Y		CS PS - Global HR, Absence Mgmt	
156	Leave of absence start and stop dates, type of leave, hours, remarks	H	Y		CS PS - Global HR, Absence Mgmt	
157	Marital status	H	Y		CS PS - Global HR	
158	Military status	H	Y		CS PS - Global HR	
159	Other/user-defined	H	Y		CS PS	
160	Overall wage history	H	Y		CS PS - Global HR	
161	Past Work experience (including prior employers)	M	Y		CS PS - Global HR	
162	Pay for performance with eligibility and amounts received.	H	Y		CS PS - Global HR, Performance Mgmt, Compensation Mgmt	
163	Pay range, step	H	Y		CS PS - Global HR	
164	Performance evaluations and dates (including next review date)	H	Y		CS PS - Global HR, Performance Mgmt	
165	Photograph of employee (including date)	H	Y		CS PS - Global HR	
166	Position change history (including dates)	H	Y		CS PS - Global HR	
167	Position number	H	Y		CS PS - Global HR	
168	Preferred name / alias	H	Y		CS PS - Global HR	
169	Probation dates	H	Y		CS PS - Global HR	
170	Probationary status	H	Y		CS PS - Global HR	
171	Promotions/demotions and dates	H	Y		CS PS - Global HR	
172	Retirement effective date and number	H	Y		CS PS - Global HR	
173	Safety sensitive position	H	Y		CS PS - Global HR	
174	Scheduled hours	H	Y		CS PS - Global HR	
175	Seniority dates (multiple) with adjustments	H	Y		CS PS - Global HR	
176	Social Security number (not to be changed by employee, only by HR)	H	Y		CS PS - Global HR	
177	Spouse's name	H	Y		CS PS - Global HR	
178	Step increase date	H	Y		CS PS - Global HR	
179	Supervisor (multiple levels)	H	Y		CS PS - Global HR	
180	Termination date	H	Y		CS PS - Global HR	
181	Training History (County and prior employers)	M	Y		CS PS - Global HR, Development Planning, Learning Mgmt	

182	Transfers	H	Y		CS PS - Global HR	
183	Veteran status including classification	H	Y		CS PS - Global HR	
184	Visa type & expiration	H	Y		CS PS - Global HR	
185	W4 information	H	Y		CS PS - Payroll	
186	Work location	H	Y		CS PS - Global HR	
187	Workers Compensation code	H	Y		CS PS - Global HR	
188	Unlimited user defined fields	H	Y		CS PS - Global HR	
189	Discipline Date	H	Y		CS PS - Global HR, Employee Relations	
190	Discipline Status	H	Y		CS PS - Global HR, Employee Relations	
191	Manager who administered discipline	H	Y		CS PS - Global HR, Employee Relations	
192	Supervisor who conducted performance review	H	Y		CS PS - Global HR, Performance Mgmt	
193	Date of performance review	H	Y		CS PS - Global HR, Performance Mgmt	
194	Performance review score	H	Y		CS PS - Global HR, Performance Mgmt	
195	Shift worked	H	Y		CS PS - Global HR	
196	All equipment assigned to employee	H	Y		CS PS - Global HR	
197	Retention agreements	H	Y		CS PS - Global HR	
198	Employment Contracts with date	H	Y		CS PS - Global HR	
199	Time in job	H	Y		CS PS - Global HR	
200	Retirement-last date worked if different then effective date	H	Y		CS PS - Global HR	
201	Compa Ratio	H	Y		CS PS - Global HR, Compensation Mgmt	
202	Union specific seniority	H	Y		CS PS - Global HR	A new user-defined field may be necessary to meet this requirement.
203	Union code	H	Y		CS PS - Global HR	
204	Appointment type	H	Y		CS PS - Global HR	
205	Civil Service classification type (I.e., Classified, unclassified)	M	Y		CS PS - Global HR	
206	Multiple user defined fields dedicated to pension tracking (e.g., information related to tax)	H	Y		CS PS - Global HR	
207	Public safety officer (Y/N)	H	Y		CS PS - Global HR	
208	Ability to easily track and edit organizational structures and reporting relationships.	H	Y		CS PS - Global HR	
209	Ability to track multiple hire dates including original hire, position hire and benefit date.	H	Y		CS PS - Global HR	
210	Ability to track additional dates including seniority.	H	Y		CS PS - Global HR	
211	Ability to track seniority on an hours basis.	H	Y		CS PS - Global HR	
212	Ability to report on all employee and non-employee (i.e., vendors, contractors) data for workforce planning/management purposes.	H	Y		CS PS - Global HR	
213	Ability to auto-generate unique employee id number for new hires with no duplicate id numbers.	H	Y		CS PS - Global HR	
214	System provides an "Employee Communications" log which can be used by HR staff to log conversations with employees related to various aspects of their employment; log is easily visible from the main electronic employee record.	M	Y		CS PS - Global HR	
215	Ability to grant review rights and set security levels on active/terminated/retired employee history.	H	Y		CS PS - Global HR	
216	Ability to set up employees with regular and special work hour schedules.	H	Y		CS PS - Global HR	

217	Ability to track the same information for employees, regardless of temporary or regular status.	H	Y		CS PS - Global HR	
218	System allows for employee building access assignments.	H	N		CS PS - Global HR	
219	System provides functionality to manage assignment of other organization materials (e.g. security ID badges/key fobs, fire extinguishers, AED, vehicles, IT resources, etc.) to employees, including tracking of historical assignments and retrieval of assignments upon termination.	H	Y		CS PS - Global HR	
220	Ability to submit future personnel/payroll actions, e.g., be able to submit April, May, June actions at the time the actions are known rather than waiting until effective date.	H	Y		CS PS - Global HR	
221	Ability to track multiple alternate rates of pay for an employee.	H	Y		CS PS - Global HR	
222	Ability to track and maintain history on temporary position and pay rate reassignment.	H	Y		CS PS - Global HR	
223	Ability to enter/key more than one personnel action at a time (e.g. a supervisor sends a list of all their employee's salary increases - system has a panel where all can be entered at once).	H	Y		CS PS - Global HR	
224	Ability to track reemployment eligibility.	H	Y		CS PS - Global HR	
225	Ability to assign only one employee identification number per employee regardless of the number of positions held.	H	Y		CS PS - Global HR	
226	Ability to enter one employee in multiple positions with multiple job titles, pay rates, classifications, cost centers, etc. during the same pay cycle without the need for manual journal entries; show cross reference in payroll register.	H	Y		CS PS - Global HR	
227	Ability to flag terminated employees who are ineligible for rehire.	H	Y		CS PS - Global HR	
228	Ability to automatically give cost of living increases based on the base salary up to maximum of pay range and ability for system to automatically update the pay grades/steps.	H	Y		CS PS - Global HR, compensation Mgmt	
229	Ability to produce mass changes by employee group using percentages or flat rates with effective dates.	H	Y		CS PS - Global HR, compensation Mgmt	
230	Ability to track supervisor relationships on the employee level. When positions are moved, there should be system defaults established to move/assign supervisors automatically so no employee is in the system without a supervisor.	H	Y		CS PS - Global HR	
231	Allow for a Social Media component for interaction with employee.	L	Y		CS PS - Ming.le	
232	Point in Time capability to properly incorporate these changes. (i.e., a termination at the end of the month leaves the employee as an Active employee until then, particularly in displaying that status via employee self service.	H	Y		CS PS - Global HR	
233	Ability to move from Active employee to retiree with automatic reporting to 3rd parties.	H	Y		CS PS - Global HR	Additional integration or workflow may be necessary to meet this requirement.
234	Ability to move from Active employee to COBRA participant with automatic reporting to 3rd parties.	H	Y		CS PS - Global HR, Benefits	Additional integration or workflow may be necessary to meet this requirement.
235	Ability to end date an employee from one position without terminating the entire employee record.	H	Y		CS PS - Global HR, Benefits	
236	Compliance Tracking & Reporting					
237	Ability to track and report all necessary elements for compliance with the following laws:	-				Infor delivers the ability to configure the solution in compliance with government regulations. Infor will maintain compliance with government regulations - such as OSHA, EEO, etc. as warranted by our documentation.

238	Equal Employment Opportunity (EEO 4) - all categories including ADEA (Age Discrimination and Employment Act) and any other data fields needed record Standard Occupational Classification (SOC) codes and EEO 4 classifications and functions.	H	Y		CS PS - Global HR	
239	COBRA	L	Y		CS PS - Global HR, Benefits	
240	INS - immigration laws including fields for tracking I-9 documents verified	H	Y		CS PS - Global HR	
241	Veterans	H	Y		CS PS - Global HR	
242	Disabilities (ADA)	H	Y		CS PS - Global HR	
243	Accommodations - free form text field for accommodations provided	H	Y		CS PS - Global HR	
244	Fair Labor Standards (FLSA) status by position for all positions	H	Y		CS PS - Global HR, Payroll	
245	Unemployment claims	H	N			
246	Child Labor	H	Y		CS PS - Global HR	
247	Federal Transportation Administration (FTA)	H	Y		CS PS - Global HR	Infor Global HR delivers many fields and user-defined fields that can be used to track information required to meet regulatory reporting needs. Additional reports may be necessary.
248	Federal Railroad Administration (FRA)	H	Y		CS PS - Global HR	Infor Global HR delivers many fields and user-defined fields that can be used to track information required to meet regulatory reporting needs. Additional reports may be necessary.
249	Approved exceptions to Fair Labor Standards (FLSA) status for all positions.	H	Y		CS PS - Global HR	
250	Off boarding					
251	Ability to track exit activities, including return of County material assignments, exit interview results, etc.	H	Y		CS PS - Global HR, Transition Management	Infor Transition Management provides the ability to track exit activities/tasks. An exit interview step can be configured that links to a third-party exit interview provider. Exit survey results would be tracked in the third-party tool.
252	Vendor provides software updates to maintain compliance with all applicable Federal and State laws related to HR tracking and management	H	Y		CS PS - Global HR	Infor Global HR delivers many reports and features that can be used to satisfy State and Federal requirements. For functionality that is delivered, updates are also provided as part of maintenance or subscription. There may be additional configurations or reports needed, depending on the organization's specific requirements.
253	Employee Relations					
254	Ability to track all employee grievances and complaints, including status.	H	Y		CS PS - Employee Relations	
255	Ability to track all employee corrective actions, including level of discipline.	H	Y		CS PS - Employee Relations	The County can use steps to indicate the levels of discipline.
256	Ability to generate user defined reports on grievance and complaint information.	H	Y		CS PS - Employee Relations	
257	Ability to track online grievances and complaints by department, employee and type / class.	H	Y		CS PS - Employee Relations	
258	Interfaces					
259	Ability to interface with the County's ESS capability	H	Y		CS PS - Global HR	Infor assumes that the County will be using Infor's employee self-service functions and that integration is not necessary.

260	Ability to extract any information from the system (data or tables) and export to other systems in, minimally, CSV format.	H	R		CS PS - Global HR, Reporting Tools	
261	Ability to interface with benefit providers (i.e., retirement plan, health providers, etc.) [Utilize electronic data interface (834 carrier feeds)]	H	Y		CS PS - Benefits	
262	Ability to identify in MS Outlook employees by groups to allow for sending of mass communications.	H	N			
263	Reporting					
264	Ability to produce reports by department, work location, responsible supervisor, and outcomes on performance evaluations for all probationary, part-time, temporary and permanent employees (to be accessible to appropriate users).	H	R		CS PS - Global HR, Reporting Tools	
265	Ability to produce reports by department, work location and responsible supervisor on performance evaluations scheduled, completed and not completed on a monthly, quarterly and annual basis (for regular and extra hires).	H	R		CS PS - Global HR, Performance Mgmt, Reporting Tools	
266	Ability to report as of a 'point in time', based on role.	M	Y		CS PS - Global HR, Reporting Tools	
267	Ability to create a leave without pay workflow and management leave balance report (e.g., trigger off-time entry data so letters can automatically be sent to employees out on LWOP or sick for more than X pay period(s). Trigger (copy of letter) should also be sent to HR for follow-up).	M	M		CS PS - Global HR, Process Automation	Additional workflow configuration is necessary to meet this requirement.
268	Ability to create summary reports of all service awards, licenses, certificates, and credentials earned by each employee.	M	Y		CS PS - Global HR	
269	Ability to report on temporarily promoted employees and employees on an acting assignment with a scheduled end date (Temporary Assignment Pay).	M	R		CS PS - Global HR, Reporting Tools	
270	Ability to create a Promotion/Demotion/Transfer Report, by EEO 4 classification and department.	M	R		CS PS - Global HR, Reporting Tools	
271	Ability to create a Seniority Listing Report which is system calculated and considers seniority adjustments.	H	R		CS PS - Global HR, Reporting Tools	
272	Ability to create an EEO 4 report.	M	Y			
273	Ability to create CDL background check forms.	M	R		CS PS - Global HR, Reporting Tools	
274	Ability to electronically route personnel action forms from end-users/departments to multiple individuals for approvals.	H	Y		CS PS - Global HR, Process Automation	
275	Ability to purge/inactivate extra hires/special appointment hires after a certain user-defined period of no activity.	L	Y		CS PS - Global HR, Reporting Tools	
276	Ability to route pending job reclassification notifications including ability for supervisor to respond with approval.	M	Y		CS PS - Global HR, Process Automation	
277	Ability to automatically notify employees directly impacted by the class spec changes as needed.	L	Y		CS PS - Global HR, Process Automation	
278	Ability to create and route automated notices to supervisors, on a standardized schedule, of individuals who have not reached their minimum annual training hours.	L	M		CS PS - Global HR, Learning Mgmt, Process Automation	Additional workflow configuration is necessary to meet this requirement.
279	Ability to set training hours required by employee and/or job class.	L	Y		CS PS - Learning Mgmt	
280	Automated notice to human resources of employees who have been paid under a leave code	H	M		CS PS - Workforce Mgmt, Absence Mgmt, Payroll, Process Automation	
281	Ability to inquire and report on where routed approvals are in the queue (whose inbox the forms are in and how long they have been there).	L	Y		CS PS - Process Automation	
282	Ability to create a leave without pay workflow and management leave balance report (e.g., trigger off-time entry data so letters can automatically be sent to employees out on LWOP or sick for more than X pay period(s). Trigger (copy of letter) should also be sent to HR for follow-up).	M	M		CS PS - Global HR, Absence Management, Process Automation	Additional workflow configuration is necessary to meet this requirement.

283	Ad Hoc Reporting tool capable of self-creating custom queries filtered by any data element and date range	H	Y		CS PS - Global HR, Reporting Tools	
284	Ad Hoc Reporting of history at individual and aggregate levels	H	Y		CS PS - Global HR, Reporting Tools	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.16 - Inventory Management	Infor CloudSuite Public Sector (CS PS) - Inventory Control
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Objective: To support multiple inventory locations and provide on-line master file information on all equipment and supplies for purchasing, tracking, and disbursement to multiple departments.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Inventory Master Record					
2	Ability to support multiple inventory numbering schemes in a single system.	H	Y		CS PS - Inventory Control	
3	Ability to cross-reference the above-mentioned numbering scheme to vendor and vendor part number	H	Y		CS PS - Inventory Control, Purchasing	
4	Ability to support user defined numbering schemes.	H	Y		CS PS - Inventory Control	
5	Ability to support multiple inventory locations.	H	Y		CS PS - Inventory Control	
6	Ability to provide for maintenance of the following data elements for all inventory items. Inquiry and reporting on inventory items can be based on any of the following fields:	-				
7	Alternate Item Number	H	Y		CS PS - Inventory Control	This is supported in substitution tables.
8	Audit Priority for continuous inventory (A,B,C)	H	Y		CS PS - Inventory Control	
9	Average Cost	M	Y		CS PS - Inventory Control	
10	Bin Number/Shelf number	H	Y		CS PS - Inventory Control	
11	Charge to Job/Account	H	Y		CS PS - Inventory Control	
12	Classification	H	Y		CS PS - Inventory Control	
13	Current Cost (last price paid)	H	Y		CS PS - Inventory Control	
14	Current Cost Date	H	Y		CS PS - Inventory Control	
15	Custodian/Assigned to	H	Y		CS PS - Human Capital Management	This is handled in the HCM system under Employee Property
16	Date Issued	H	Y		CS PS - Inventory Control	
17	Date Item Entered Inventory	M	Y		CS PS - Inventory Control	
18	Date Item Ordered	H	Y		CS PS - Inventory Control	
19	Economic Order Quantity	M	Y		CS PS - Inventory Control	
20	Employee Name and Number Ordering Item(s)	H	Y		CS PS - Inventory Control	
21	Emergency Item?	H	Y		CS PS - Inventory Control	
22	Expiration Date	H	Y		CS PS - Inventory Control	
23	General Ledger Account Number (including Program)	H	Y		CS PS - Inventory Control	
24	Inventory Item Location	H	Y		CS PS - Inventory Control	
25	Inventory Item Number	H	Y		CS PS - Inventory Control	
26	Issue Tracking	M	Y		CS PS - Inventory Control	
27	Issued By	M	Y		CS PS - Inventory Control	
28	Issued To	H	Y		CS PS - Inventory Control	
29	Item Commodity	H	Y		CS PS - Inventory Control	
30	Item Description	H	Y		CS PS - Inventory Control	
31	Latest Quantity Received	H	Y		CS PS - Inventory Control	
32	Manufacturer Name	H	Y		CS PS - Inventory Control	

33	Manufacturer Part Number	H	Y		CS PS - Inventory Control	
34	Month-to-Date Receipts	M	Y		CS PS - Inventory Control	
35	Most Recent Purchase Order Number	H	Y		CS PS - Inventory Control	
36	Multiple Vendor Numbers	H	Y		CS PS - Inventory Control	
37	Ordering Account Number	H	Y		CS PS - Inventory Control	
38	Overhead Rate	H	Y		CS PS - Inventory Control	This field is informational only.
39	Quantity Available	H	Y		CS PS - Inventory Control	
40	Quantity on Hand	H	Y		CS PS - Inventory Control	
41	Quantity on Order	H	Y		CS PS - Inventory Control	
42	Quantity Reserved	H	Y		CS PS - Inventory Control	
43	Received By	M	Y		CS PS - Inventory Control	
44	Received Date	H	Y		CS PS - Inventory Control	
45	Reorder Point (maximum/minimum) and Replenishment Quantity	H	Y		CS PS - Inventory Control	
46	Reserved By (multiple departments)	H	Y		CS PS - Inventory Control	
47	Total Value of Quantity on Hand	M	Y		CS PS - Inventory Control	
48	Type (each, dozen, etc.)	H	Y		CS PS - Inventory Control	
49	Units of Measure for Issue	H	Y		CS PS - Inventory Control	
50	Units of Measure for Purchase	H	Y		CS PS - Inventory Control	
51	Vendor Part Number (as cross reference)	H	Y		CS PS - Inventory Control	
52	Warehouse Identifier	H	Y		CS PS - Inventory Control	
53	Year-to-Date Receipts	M	Y		CS PS - Inventory Control	
54	Multiple additional user defined fields (please identify any limitations as to how many fields the system can support.)	H	Y		CS PS - Inventory Control	No limitations
55	Ability to have fields automatically fill if keyed information is redundant.	H	Y		CS PS - Inventory Control	
56	Ability to accommodate alpha numerical commodity and sub-commodity codes, consistent with universal NIGP commodity codes.	M	Y		CS PS - Inventory Control	
57	Ability to notify appropriate users when inventory levels have reached the reorder point.	H	Y		CS PS - Inventory Control	
58	Ability to "freeze" bins as inventory is taken.	H	Y		CS PS - Inventory Control	
59	Ability to adjust inventory to actual count, when a physical inventory is taken	H	Y		CS PS - Inventory Control	
60	Ability to "unfreeze" after actual count adjustments are taken	H	Y		CS PS - Inventory Control	
61	Track and report on "non-inventoried" asset items per department / division for risk management, to supply a statement of values for insurance purposes.	H	Y		CS PS - Inventory Control	
62	Ordering / Reordering					
63	Ability to prepare requisitions for stock replenishment (integration with purchasing).	H	Y		CS PS - Inventory Control, Purchasing	
64	Ability to process back orders.	H	Y		CS PS - Inventory Control, Purchasing	
65	Inventory Withdrawal					
66	Ability to move products out of a frozen bin while a physical inventory is being taken	M	N			
67	Ability to support the development of a catalogue of inventory available to internal customers (including both regular and surplus inventory).	M	Y		CS PS - Inventory Control	
68	Ability for internal customers to place on-line orders.	H	Y		CS PS - Inventory Control	
69	Ability to remove materials or parts from inventory based on work order requirements. System is updated automatically when parts are issued to work orders	H	M		CS PS - Inventory Control	Work Orders are not a part of the core CS PS system. Integration to a 3rd party work order system can be configured.
70	Ability to handle multiple inventory locations and prioritize them for stock picking purposes.	H	Y		CS PS - Inventory Control	
71	Ability to provide a surplus "excess or obsolete" function to withdraw inventory, posting to a separate GL account.	H	Y		CS PS - Inventory Control	

72	Ability to restrict inventory access to those items / locations the user is authorized for.	M	Y		CS PS - Inventory Control	
73	Receiving					
74	Ability to print barcode labels with user defined data relating to the inventory item.	H	R		Infor Procurement - Inventory	Bin label exports are delivered with some fields. Additional fields can be configured using reporting tools.
75	Ability to process, on-line, receipts at multiple receiving locations.	H	Y		CS PS - Inventory Control	
76	Ability to support barcoding.	H	Y		Infor Procurement - Inventory	Requires interface with mobile devices.
77	Ability to support RFID (Radiofrequency Identification)	H	N			
78	Inventory Adjustments/Auditing					
79	Ability for authorized users to perform inventory level adjustments	H	Y		CS PS - Inventory Control	
80	Ability to create a cycle count report without freezing inventory.	H	Y		CS PS - Inventory Control	
81	Costing					
82	Ability to automatically calculate weighted average, FIFO, LIFO, etc. cost of inventory items when stock contains items at multiple prices.	H	Y		CS PS - Inventory Control	Supported costing methods are Average, FIFO, LIFO, and Standard.
83	Ability to apply an overhead rate to the item cost for an inventory item.	M	N		CS PS - Inventory Control	
84	Interfaces					
85	Ability to interface with other inventory systems throughout the organization	H	Y		CS PS - Inventory Control	
86	Ability to import and export data from Excel and Access Databases.	H	Y		CS PS - Inventory Control	
87	Reports					
88	Ability to provide on-line access to inventory transactions (receipt, issues, and adjustments) and status.	H	Y		CS PS - Inventory Control	
89	Ability to generate inventory reports on an ad-hoc or systematic basis for maintenance personnel, financial staff, and management.	H	Y		CS PS - Inventory Control	
90	Ability to support reporting by multiple inventory/warehouse locations.	H	Y		CS PS - Inventory Control	
91	Ability to report on vendor activity, by item, date, or value.	H	Y		CS PS - Inventory Control	
92	Ability to create a vendor/Item Cross Reference Report.	H	Y		CS PS - Inventory Control	
93	Ability to produce an ABC Inventory Analysis.	H	Y		CS PS - Inventory Control	
94	Ability to generate a price list for each item.	H	Y		CS PS - Inventory Control	
95	Ability to create a report of Recommended Orders, for all or user-selected items below reorder point, including:	-				
96	Maximum and Minimum Reorder Points	M	Y		CS PS - Inventory Control	
97	Date of Last Purchase	M	Y		CS PS - Inventory Control	
98	Year-to-Date Issuances	M	Y		CS PS - Inventory Control	
99	Year-to-Date Receipts	H	Y		CS PS - Inventory Control	
100	Ability to generate a Back Order Status report, of all items currently on back order.	M	Y		CS PS - Inventory Control	
101	Ability to generate a Receiving Report, with each item by date or vendor or P.O.#.	H	Y		CS PS - Purchasing	
102	Ability to create an Active Parts Report, lists all materials and parts currently assigned to open work orders.	H	N			Work Order Management is not in scope based on the requirements provided.
103	Ability to create a Material Usage Report, including value and quantities by account, department, division, vehicle, part number, or program for a specified time period.	H	Y		CS PS - Inventory Control	
104	Ability to notify/alert system user of inactivity of inventory items for user specified time.	M	Y		CS PS - Inventory Control	
105	Ability to report on current inventories and historical usage to be used in capacity planning.	H	Y		CS PS - Inventory Control	
106	Ability to identify available funds by inventory commodity	H	N			
107	Actual Year End - Physical Inventory					

108	Ability to record changes in physical condition (i.e. excellent, good, fair, or poor), quantities, etc., based on the results of physical inventory verifications.	H	Y		CS PS - Asset Management	
109	Ability to support for physical verification of inventory balances by location and type	H	Y		CS PS - Inventory Control	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.17 - Investment Management			Sympro			
<i>Objective: To improve the effectiveness of County investments.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	Ability to track pooled investments.	M	T		SymPro Investments	LGIP, MM, etc.
3	Ability to provide reconciliation of monthly custodian report to par, cost and interest income.	M	T		SymPro Investments, Custodial Recon module	reconcile by par and cost
4	Ability to maintain a database of negotiable instruments held for safekeeping.	M	T		SymPro Investments	
5	Ability to manage agreements and track letters of credit, performance bonds and cash deposits.	M	N			
6	Ability to flag performance bonds and cash deposits to indicate debt offset.	M	N			
7	Ability to associate draw bill/refund relationship.	M	N			
8	Ability to tie 'letter of credit' system to accounts payable for cash deposit release.	M	N			
9	Ability to itemize investment activity in the general ledger.	M	T		SymPro Investments, GL interface module	
10	Ability to integrate Investment Management activities into general ledger directly.	M	T		SymPro Investments, GL interface module	
11	Ability to record project, reconcile, report and record amortization and accretion on a monthly basis.	M	T		SymPro Investments	
12	Ability to perform interest projections based on user specifications.	M	T		SymPro Investments	Projections by an user defined date range in standard reporting
13	Ability to provide detailed projected yield and maturity analysis tools:	-				
14	Based on current	M	T		SymPro Investments	
15	Based on "what if"	M	T		SymPro Investments	Live portfolio can be mirrored and used for "what if" reporting
16	Ability to track:	-				
17	U.S. Treasury Bills	M	T		SymPro Investments	
18	U.S. Treasury Notes	M	T		SymPro Investments	
19	U.S. Treasury Strips	M	T		SymPro Investments	
20	Repurchase Agreements	M	T		SymPro Investments	
21	Commercial Paper	M	T		SymPro Investments	
22	Bankers Acceptances	M	T		SymPro Investments	
23	Agency Discount Notes	M	T		SymPro Investments	
24	Agency Bonds - Bullets	M	T		SymPro Investments	
25	Agency Bonds - Callables	M	T		SymPro Investments	
26	Reverse Repurchase Agreements	M	T		SymPro Investments	
27	Certificates of Deposit	M	T		SymPro Investments	
28	Collateral	M	T		SymPro Investments	

29	Local Government Investment Pool (LGIP)	M	T		SymPro Investments	
30	Municipal Bonds	M	T		SymPro Investments	
31	Ability to maintain the following information for each investment:	-			Sympro	
32	Par Value	M	T		SymPro Investments	
33	Security Type	M	T		SymPro Investments	
34	CUSIP	M	T		SymPro Investments	
35	Purchased Interest	M	T		SymPro Investments	
36	Premium/Discount	M	T		SymPro Investments	
37	Purchase Date	M	T		SymPro Investments	
38	Settlement Date	M	T		SymPro Investments	
39	Issue Date	M	T		SymPro Investments	
40	Purchase Price	M	T		SymPro Investments	
41	Sale Price	M	T		SymPro Investments	
42	Custodian / Holder	M	T		SymPro Investments	
43	Broker/dealer	M	T		SymPro Investments	
44	Purchase Price/Sale Price/Market Price	M	T		SymPro Investments	
45	Book Value	M	T		SymPro Investments	
46	Market Value	M	T		SymPro Investments	
47	Interest Rate	M	T		SymPro Investments	
48	Yield	M	T		SymPro Investments	
49	Issue Date	M	T		SymPro Investments	
50	Maturity Date	M	T		SymPro Investments	
51	Short/Long First/Last Coupon	M	T		SymPro Investments	
52	Next Interest Payment Date	M	T		SymPro Investments	
53	Last Interest Payment Date	M	T		SymPro Investments	
54	Call Date(s)	M	T		SymPro Investments	
55	Call Price	M	Y		SymPro Investments	
56	Net Gain/Loss	M	Y		SymPro Investments	
57	Entry Audit Log	M	T		SymPro Investments	
58	Ability to assign and track an investment that is associated with one or more funds.	M	T		SymPro Investments	
59	Ability to target investment earnings to another fund.	M	T		SymPro Investments, Earnings Allocation module	In running an internal investment pool, user can redirect earnings to another fund
60	Ability to set up a fund as non-interest bearing.	H	T		SymPro Investments, Earnings Allocation module	In running an internal investment pool, user can redirect earnings to another fund
61	Ability to track fund balances for distribution of interest.	M	T		SymPro Investments, Earnings Allocation module	Individual accounts are established for each pool participant. Balances can be imported from the GL.
62	Ability to record an estimated interest rate for pooled investments for the month.	M	T		SymPro Investments	
63	Ability to allocate interest earnings, including negative interest, based on average balances calculated from user defined to/from dates.	H	T		SymPro Investments, Earnings Allocation module	
64	Ability to allocate unrealized gain/losses resulting from fair valuation of pooled investments based on average balances calculated from user defined to/for dates.	H	T		SymPro Investments, Earnings Allocation module	
65	Ability to track interest receivable by fund/org.	H	T		SymPro Investments	
66	Ability to track FMV balances on a fund/org level.	H	T		SymPro Investments	
67	Ability to track historical cash flow activity.	H	T		SymPro Investments	

68	Ability to auto post interest distribution to the G/L module based on full accrual.	M	T		SymPro Investments, GL interface module	
69	Ability to auto post FMV adjustment to the G/L module.	M	T		SymPro Investments, GL interface module	
70	Ability to automatically record interest receivable and revenue to the General Ledger for all investments including the estimated pool investment interest monthly.	M	T		SymPro Investments, GL interface module	
71	Ability to reconcile the estimated versus actual interest income for pooled investments and automatically generate and record the appropriate journal into the General Ledger monthly.	M	T		SymPro Investments	SymPro calculates the estimated income based on the rates and balances in the system. Once interest is posted on these types of accounts , the actual amounts will be used throughout the system
72	Ability to determine and track interest income that considers situations in which portions of a pooled investment have been drawn down or added to the pool during the investment period such that the original, deposits and withdrawals activity can be tracked separately.	M	T		SymPro Investments	
73	Ability to post journal voucher entries in current month to the portfolio.	H	N			
74	Ability to record investment purchases.	M	T		SymPro Investments	
75	Ability to record investment complete sales.	M	T		SymPro Investments	
76	Ability to record investment partial sales.	M	T		SymPro Investments	
77	Ability to record investment interest earned by individual investment.	M	T		SymPro Investments	
78	Ability to record investment gain/loss (both realized and unrealized).	M	T		SymPro Investments	
79	Ability to record investment interest receivable.	M	T		SymPro Investments	
80	Ability to record rate changes.	M	T		SymPro Investments	
81	Ability to adjust investments to market (FMV).	M	T		SymPro Investments, Market Pricing Module	
82	Ability to record investment calls and partial calls.	M	T		SymPro Investments	
83	Ability to modify/adjust fields rather than reverse entries for investment activity with an audit trail of changes.	M	T		SymPro Investments	
84	Ability to generate and update required tables (Bank, Broker, Custodian, Security Types, etc.).	M	T		SymPro Investments	
85	Ability to manage multiple portfolios.	M	T		SymPro Investments	
86	Ability to auto-generate the security ID No.	M	T		SymPro Investments	Investment numbers can be auto-generated. Security ID's (CUSIP's) are manually entered.
87	Ability to create user defined portfolios.	M	T		SymPro Investments	
88	Ability to calculate amortization/accretion utilizing a user defined method (i.e., straight line, constant yield, etc.).	M	T		SymPro Investments	Straight line, constant yield are available
89	Ability to project interest payment dates, maturities and calls.	M	T		SymPro Investments	
90	Ability to calculate multiple yields (e.g. yields based on industry standards).	M	T		SymPro Investments	Yield to maturity, yield to call, effective rate of return
91	Ability to perform and print investment compliance review (comparing the portfolio to the policy) based on user-defined parameters.	M	T		SymPro Investments	Investment compliance review available through multiple reports by investment type, issuer, broker or custodian.
92	Ability to amortize discounts taken.	M	T		SymPro Investments	
93	Ability to track each fund's share of the investment portfolio.	M	T		SymPro Investments, Earnings Allocation module	
94	Ability to produce an investment ledger which contains a history of the investment.	M	T		SymPro Investments	
95	Reporting					

96	Ability to create an Interest Apportionment Report based on user defined dates:	M	T		SymPro Investments, Earnings Allocation module	
97	Ability to graph portfolio statistics (investment allocation, historical yields, etc.).	M	T		SymPro Investments	Some graphing capabilities are available in the system
98	Ability to generate historical reports.	M	T		SymPro Investments	
99	Ability to generate a Monthly Investment Report that includes the following:	-				
100	Individual investments within a particular portfolio including Book Value, Market Value and Maturity Date	M	T		SymPro Investments	
101	Listing of investments by fund type (Book Value)	M	T		SymPro Investments	
102	Listing of investments by broker/dealer (Par Value)	M	T		SymPro Investments	
103	Comparison of current month, previous month and current month previous year's rate comparing LGIP to the overall City investment portfolio rate.	M	N			
104	Comparison of Fed rates (3-month, 6-month, 1 year, 3 year, 5 year) for the current month and same month prior year to the overall City investment portfolio performance for that month	M	N			
105	Comparison of Portfolio size with increase/decrease amount as compared to same month in the previous year	M	N			
106	Interest income for current month (bonds, all else), YTD (bonds, all else) and prior year month and YTD (bonds, all else)	M	T		SymPro Investments	Two separate report would need to be run
107	Ability to generate GASB disclosures.	M	T		SymPro Investments	
108	Ability to generate the following reports:	-				
109	Bond Calls Report	M	T		SymPro Investments	
110	Investment Inventory by Type	M	T		SymPro Investments	
111	Investment Inventory by Maturity Date	M	T		SymPro Investments	
112	Purchases Report	M	T		SymPro Investments	
113	Sales Report	M	T		SymPro Investments	
114	Ability to perform a Maturity Analysis for the following scenarios:	-				
115	To stated Maturity	M	T		SymPro Investments	
116	To first call date	M	T		SymPro Investments	The next scheduled call is used in the analysis.
117	To final call date	M	T		SymPro Investments	The next scheduled call is used in the analysis.

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.18 - Learning Management	Infor CloudSuite Public Sector (PS CS) - Learning Mgmt
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Objective: To provide an automated system for delivering courses, and efficient management of online employee records, preparation of reports; track all required courses for on-boarding and ongoing employee and professional development.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Training Management & Administration					
2	Ability to enroll, cancel, waitlist "learners" for training courses offered ("learners" includes both Milwaukee County employees and others not employees -- i.e. volunteers, student interns, special district employees, employees of other public agencies)	H	Y		CS PS - Learning Mgmt	
3	Ability to automatically move waitlisted "learners" to enroll status if cancellation based on prioritization	H	Y		CS PS - Learning Mgmt	
4	Ability to notify an employee and the employee's manager when an employee is enrolled in a training course.	H	Y		CS PS - Learning Mgmt	
5	Ability to track all training (external training, web-based training, videos, county and non-county)	H	Y		CS PS - Learning Mgmt	
6	Ability to build a standard interface and support external training provider on-line courses, materials, and tests and automatically post scores and attendance to the "learners" training record.	H	Y		CS PS - Learning Mgmt	
7	Ability to support training course registration, cancellation, wait listing online.	H	Y		CS PS - Learning Mgmt	
8	Ability for "learners" to indicate their interest in courses, and to be notified when courses become available.	H	Y		CS PS - Learning Mgmt	
9	Ability to develop in-house courses using all types of media and stored within the training system (e.g., audio, video, interactive).	H	Y		CS PS - Learning Mgmt	
10	Ability to develop, maintain, inquire and report on the various data elements for each training course available, including: Course, description, hours, materials, IT requirements, type of training, costs, course prerequisites, # of attendees (min & max) & instructor as factors, etc.	H	R		CS PS - Learning Mgmt	
11	Ability to develop, maintain, inquire and report on the various data elements for each section (instance) of when a course is offered: Date, location, instructor, feedback, registrants, times of training, type of training, cost, prerequisites, # of attendees enrolled, min/max # of attendees required to conduct course, as factors, etc.	H	R		CS PS - Learning Mgmt	
12	Ability to track (National Organization of Women) NOW compliance	H	Y		CS PS - Learning Mgmt	
13	Ability to track verification of completion of non-County training courses	H	Y		CS PS - Learning Mgmt	
14	Ability to scan/maintain course evaluations and attach to course record	H	Y		CS PS - Learning Mgmt	
15	Ability to enter courses a trainer is eligible to teach.	M	Y		CS PS - Learning Mgmt	
16	Ability to automatically update "learner" records for attendance in a class -- including completed, cancellations, no shows, late cancellations.	H	Y		CS PS - Learning Mgmt	

17	Ability to categorize training by various job categories (i.e., management, supervisory, professional, technical, clerical).	H	Y		CS PS - Learning Mgmt	
18	Ability to subcategorize training within job categories by required, mandated, strongly encouraged and optional, by person, by position, by department, by division, by organizational unit, and license types.	H	Y		CS PS - Learning Mgmt	
19	Ability to subcategorize training by training type - i.e. computer, management, communication, financial, etc.	H	Y		CS PS - Learning Mgmt	
20	Ability to flag a class as a requirement for various certificate programs (e.g. CDL, ESDP or ICMA), position, and/or department.	H	Y		CS PS - Learning Mgmt	
21	Ability to establish flags for mandatory training renewal based on learner's previous completion date. (certifications, refresher training, mandatory retraining.)	H	Y		CS PS - Learning Mgmt	
22	Ability for routing all types of training requests to manager for approval.	H	Y		CS PS - Learning Mgmt	
23	Ability to record training time completed for courses, classes, and seminars.	H	Y		CS PS - Learning Mgmt	
24	Ability to provide edits/warnings if "learner" tries to enroll in a class already taken.	H	Y		CS PS - Learning Mgmt	
25	Ability to view/print training by topic, department, employee and job category.	H	Y		CS PS - Learning Mgmt	
26	Ability to view/print a report indicating those "learners" who have received training and those scheduled for future training classes.	H	Y		CS PS - Learning Mgmt	
27	Ability to capture, track, workflow, approve, inquire and report on employee requests for travel and / or external training, including tracking of projected and actual training and travel cost.	H	Y		CS PS - Expense Mgmt	
28	Ability for approved travel / training requests to be printed	H	Y		CS PS - Expense Mgmt	
29	Ability to select specific "learners" and view/print individual training profiles, for individuals, department, division, org unit, supervisor, etc.	H	Y		CS PS - Learning Mgmt	
30	Ability to view/print a training calendar by course name, job category, for individuals, department division, org unit, supervisor, etc.	H	Y		CS PS - Learning Mgmt	
31	Ability to view/print number of training hours completed within a specified date range by individual, by department, by division, by organizational unit and supervisor.	H	Y		CS PS - Learning Mgmt	
32	Ability to view/print a roster of class attendees.	H	Y		CS PS - Learning Mgmt	
33	Ability to send calendar appointments (e.g., to Outlook calendar) when "learner" enrolls in training.	H	Y		CS PS - Learning Mgmt	
34	Ability to attach documents and links to notifications (i.e., prework)	H	Y		CS PS - Learning Mgmt	
35	Ability to generate flexible training notification messages -- (i.e., enrollment, waitlist, participant cancellations, course cancellations, course changes, course reminder, mandatory training, mandatory refresher training, etc.)	H	Y		CS PS - Learning Mgmt	
36	Ability to view/print a list of available training programs and prerequisites to the individual programs.	H	Y		CS PS - Learning Mgmt	
37	Ability to view/print a list of "learners" who have or have not taken a specific class based on additional user defined criteria.	H	Y		CS PS - Learning Mgmt	
38	Ability to scan/attach and view/print Certificates of Completion (Training Administrator and Learner). Certificates of Completion can be stored in PDF, jpeg, Microsoft Office Suite, and other formats.	H	Y		CS PS - Learning Mgmt	
39	Ability to report on "learners" who are due/overdue for mandatory training.	H	Y		CS PS - Learning Mgmt	
40	Ability of "learners" to query system to determine available courses	H	Y		CS PS - Learning Mgmt	
41	Ability to report by "learner", department, division, organizational unit, supervisor(s)	H	Y		CS PS - Learning Mgmt	
42	Ability to report summary of all training provided, "learner" attendance, training hours, and other data fields.	H	Y		CS PS - Learning Mgmt	

43	Ability to enforce prerequisites, i.e., don't allow an individual to sign up for a course unless prerequisites have been met. Provide an override capability.	H	Y		CS PS - Learning Mgmt	
44	Ability to restrict courses by job type (i.e. only supervisor can enroll for supervisory courses)	H	Y		CS PS - Learning Mgmt	
45	Ability to associate skills to courses.	H	Y		CS PS - Development Planning, Learning Mgmt	
46	Ability to query courses by skills.	H	Y		CS PS - Development Planning, Learning Mgmt	
47	Ability to establish curriculum, i.e., tie several courses to a specific curriculum	H	Y		CS PS - Learning Mgmt	
48	Ability to enroll in a curriculum	H	Y		CS PS - Learning Mgmt	
49	Ability for supervisors to enroll employees into classes or curriculum	H	Y		CS PS - Learning Mgmt	
50	Ability to determine and manage which courses need mgr approval vs those that don't - flexibility to manage this function on a course by course basis.	M	Y		CS PS - Learning Mgmt	
51	Ability to manage trainer availability via Calendar views.	M	Y		CS PS - Learning Mgmt	
52	Security to restrict views by role on training taken, for employee level, team level, division level, etc.	H	Y		CS PS - Learning Mgmt	
53	Skills Tracking or Competency Management					
54	Ability to track competencies, skills, and proficiency levels for skills, both imported from popular libraries, and created/input into system.	H	Y		CS PS - Global HR	Within Infor Global HR, competencies can be imported from third-parties.
55	Ability to track employee interest in promotional opportunities.	H	Y		CS PS - Development Planning, Succession Mgmt	
56	Ability for employees and supervisors to assess proficiency levels attained on skills	H	Y		CS PS - Global HR	
57	Ability to associate learning opportunities (e.g., on the job experience, or specific courses) to skills development	M	Y		CS PS - Global HR, Development Planning	
58	Ability to show/report on employee assessment of skills compared to supervisor assessment of skills to identify "gaps"	M	Y		CS PS - Global HR, Performance Mgmt	
59	Certifications / Licenses					
60	Ability to enter, maintain, record, and flag yearly training requirements and certifications, including expiration dates, as needed to keep professional licenses on a "learner" basis.	H	Y		CS PS - Global HR, Learning Mgmt	
61	Ability to flag employees and supervisors who have not taken their annual training.	H	Y		CS PS - Global HR, Learning Mgmt	
62	Ability to track licenses, certifications, and continuing education units.	H	Y		CS PS - Global HR, Learning Mgmt	
63	Interfaces					
64	Ability to interface with the County's external training providers, in order to update course offerings, launch training, capture completion, etc.	H	Y		CS PS - Global HR, Learning Mgmt	Infor Learning Management supports integration of any AICC or SCORM compliant content. Integrations can be configured as part of implementation.
65	System enables employee to browse available training opportunities.	M	Y		CS PS - Global HR, Learning Mgmt	
66	System enables employee to review their attendance history for an event or training course.	M	Y		CS PS - Global HR, Learning Mgmt	
67	System enables employee to appraise evaluate attended courses or events on-line.	M	Y		CS PS - Global HR, Learning Mgmt	
68	Ability for Learning Management system to interface or integrate with the County's volunteer/intern/contractor database (e.g., volunteer management software).	H	M		CS PS - Global HR, Learning Mgmt	Integrations to third-party solutions can be configured as part of implementation.
69	Employee Onboarding					
70	Ability to define and establish a listing of onboarding activities for the County, and track onboarding progress against them for each employee hire, including extra hires.	H			CS PS - HRSD Onboarding	

71	Ability to define and establish electronic forms and workflows that need to be completed for onboarding activities, which populate the appropriate HR and payroll information.	H	Y		CS PS - Transition Management	
72	Ability to provide web based (whether cloud or on premise) user interface for new hire prior to actual hiring to allow for onboarding process	H	Y		CS PS - HRSD Onboarding	
73	Ability to create different onboarding workflows based on the new hire's employment classification and/or union	H	Y		CS PS - HRSD Onboarding	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.19 - Misc Billing and Accounts Receivable	Infor CloudSuite Public Sector (CS PS) - Accounts Receivable, Billing
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Objective: To provide for fully integrated billing, collection and tracking of all County-wide receivables.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Customer Management					
2	Ability to associate Customer number ranges or Customer number format "masks" (i.e., field validation) to a department or receivable type.	H	N			Customers are auto-numbered.
3	Ability for system to generate customer ID numbers and link ID to master name.	H	Y		CS PS - Accounts Receivable	
4	Ability to split or combine customer accounts.	H	Y		CS PS - Accounts Receivable	Accounts can be linked and unlinked using National (parent) accounts.
5	Ability to identify duplicate accounts by user defined criteria	H	Y		CS PS - Accounts Receivable	The system does not prevent the creation of duplicate customers, but using reporting and process automation tools, these can be identified and handled as appropriate.
6	System must provide the ability to maintain and query the following customer information:	-				
7	Customer Number	H	Y		CS PS - Accounts Receivable	
8	Name of Customer	H	Y		CS PS - Accounts Receivable	
9	Separate fields for First Name, Middle Initial, Last Name	H	Y		CS PS - Accounts Receivable	User fields can be configured to capture this information.
10	Owner / Business Address(s)	H	Y		CS PS - Accounts Receivable	
11	Customer master two addresses lines (i.e., physical vs. mailing)	H	Y		CS PS - Accounts Receivable	
12	Bill To Address (Nine Digit Zip Code)	H	Y		CS PS - Accounts Receivable	
13	Description	H	Y		CS PS - Accounts Receivable	
14	Telephone - Work/Cell/Home	H	Y		CS PS - Accounts Receivable	
15	FAX Number	L	Y		CS PS - Accounts Receivable	
16	Customer Type	H	Y		CS PS - Accounts Receivable	
17	Number of Insufficient Fund Checks Received	H	Y		CS PS - Accounts Receivable	
18	Date of Last Insufficient Fund Check Received	H	Y		CS PS - Accounts Receivable	
19	State Tax Exempt Number plus expiration date	H	Y		CS PS - Accounts Receivable	
20	Federal Tax ID number	H	Y		CS PS - Accounts Receivable	
21	Social Security Number (with ability to restrict access)	H	Y		CS PS - Accounts Receivable	
22	Drivers License Number	L	Y		CS PS - Accounts Receivable	
23	Last payment date	H	Y		CS PS - Accounts Receivable	
24	Last payment amount	H	Y		CS PS - Accounts Receivable	
25	Email Address	H	Y		CS PS - Accounts Receivable	
26	Customer Notes (in log form, tracking user ID, date, and time)	H	Y		CS PS - Accounts Receivable	
27	Unlimited number of user defined fields	H	Y		CS PS - Accounts Receivable	

28	Grant number	H	Y		CS PS - Grants Management	
29	Permit number	H	Y		CS PS - Accounts Receivable	
30	Current balance	H	Y		CS PS - Accounts Receivable	
31	Last invoice date	H	Y		CS PS - Accounts Receivable	
32	Due date	H	Y		CS PS - Accounts Receivable	
33	Prepaid deposit/advance on account	H	Y		CS PS - Accounts Receivable	
34	Pending transactions	H	Y		CS PS - Accounts Receivable	
35	Last statement balance	H	Y		CS PS - Accounts Receivable	
36	Liens	H	Y		CS PS - Accounts Receivable	
37	Installment (Payment) Plans	H	Y		CS PS - Accounts Receivable	
38	Ability to review a customer's billing/transaction history at a summary level and be able to drill down and select a bill or transaction item to view in detail.	H	Y		CS PS - Accounts Receivable	
39	Ability for the system to automatically maintain and allow viewing of an audit log of all changes to a customer account.	H	Y		CS PS - Accounts Receivable	
40	Block postings to an inactive account.	H	Y		CS PS - Accounts Receivable	
41	Ability to develop user-defined flags and warnings.	H	Y		CS PS - Accounts Receivable	
42	Ability to block customer account for payment and provide a notification/warning (e.g., to notify the clerk/customer that additional action is needed first or the payment must be paid at a different location).	H	N			Unclear on this scenario; possibly a feature in cashiering but would need more context.
43	Ability to establish effective and end dates for managing all customer flags.	H	Y		CS PS - Accounts Receivable	
44	Accepts overpayments and stores a credit balance in the appropriate account/customer record, including the appropriate accounting entry based on County defined accounts (i.e., suspense accounts), based on Business Unit.	H	Y		CS PS - Accounts Receivable	
45	Ability to process refund against customer credit balance from overpayment.	H	Y		CS PS - Accounts Receivable	
46	Ability to set a minimum credit balance for refunds	H	N			
47	Ability to apply overpayment amounts to other invoices for that customer with proper authorization.	H	Y		CS PS - Accounts Receivable	
48	System to warn for customer overpayment	H	Y		CS PS - Accounts Receivable	
49	Ability to support eGovernment customer self-service function, whereby each customer has the ability to access customer account level information, including viewing their invoices, payments, a statement, etc.	H	Y		CS PS - Billing & Receivable Portal	
50	Ability to see all outstanding receivables on a customer's account across all implemented ERP modules	H	Y		CS PS - Accounts Receivable	
51	AR account open item management	H	Y		CS PS - Accounts Receivable	
52	Ability to accept a payment and apply to billings on user defined bill types	H	Y		CS PS - Accounts Receivable	
53	Ability to report customers that have had no activity as of a user specified date, so that the customer can be archived from the system and option to reactivate.	M	Y		CS PS - Accounts Receivable	
54	Miscellaneous Billing and Invoicing					
55	Ability to support recurring billing functions allowing the user to establish effective date and frequency of recurring billing.	H	Y		CS PS - Billing	
56	Ability to upload charges from an Excel spreadsheet to create an invoice	H	Y		CS PS - Billing	
57	Ability to bill a minimum billing amount based on bill type (e.g., for installment agreements).	H	N			
58	Ability to select the "remit to" address on the invoice from a list of centrally approved/managed addresses.	H	Y		CS PS - Billing	

59	Ability to establish a series of department specific bill types for various charges.	H	Y		CS PS - Billing	
60	Ability to establish bill types and rate tables and schedules for each with the ability for authorized users to change these default rates on invoices.	H	Y		CS PS - Billing	
61	Ability to accommodate various bill calculation methods using rate tables (e.g., flat rate, unit charge, flat rate plus a unit charge, etc.).	H	Y		CS PS - Billing	
62	Ability for a particular bill type to be configured to require the association of that bill to a parcel number or other user defined field (e.g., unique identifiers for interface transactions).	H	N			This information can be included, but not required.
63	Ability for the system to automatically apply penalties and interest based upon system-defined rules and/or criteria	H	Y		CS PS - Accounts Receivable	
64	Ability to enter payment with an effective (posting) date for payment	H	Y		CS PS - Accounts Receivable	
65	Ability to maintain the following information associated with a particular bill type:	-				
66	Associated customer accounts	H	Y		CS PS - Billing	
67	Revenue and receivable accounts	H	Y		CS PS - Billing	
68	Related department	M	Y		CS PS - Billing	
69	Frequency	H	Y		CS PS - Billing	
70	Ability for user to define an invoice format specific to each bill type without programming intervention required.	H	T		CS PS - Billing; MHC Document Express	
71	Ability for the bill print formatting features to be enabled by forms design tools, not performed through mail merge.	H	T		CS PS - Billing; MHC Document Express	
72	Ability to print invoices in a specified order such as customer number, customer name, invoice number, zip code etc.	H	T		CS PS - Billing; MHC Document Express	
73	Ability to establish installment payment schedules (including over multiple years) and take partial payments, including applying interest to outstanding amounts.	H	Y		CS PS - Accounts Receivable	
74	Ability to automatically generate separate GL batches when processing invoices, payments, adjustments, etc.	H	Y		CS PS - Accounts Receivable, Billing	
75	Produce standard, County-wide, bill type, and business-unit aging reports, past due reports, account statuses, and collections statuses.	H	Y		CS PS - Accounts Receivable	
76	Ability to send an "estimate/deposit" (should not be labeled as an invoice, should be labeled as an "estimate/deposit").	H	N			
77	Ability to establish user-defined receivable types using code tables.	H	Y		CS PS - Accounts Receivable	
78	Ability to input billing information at the departmental level.	H	Y		CS PS - Accounts Receivable, Billing	
79	Ability to generate a credit memo/adjustments to specific invoices or to a group of invoices.	H	Y		CS PS - Accounts Receivable, Billing	
80	Ability to manage return payments on customer accounts (i.e., record payment reversals for NSF checks).	H	Y		CS PS - Accounts Receivable	
81	Ability to import/export invoice line item information from/to external data sources (i.e., Excel) into a working (not yet printed/posted) invoice.	H	Y		CS PS - Accounts Receivable	
82	Ability to barcode invoices and have receiving scanners identify the customer account/invoice for applying payments.	H	T		CS PS - Billing; MHC Document Express	
83	Ability to establish payment terms (# days until due) based on bill type.	H	Y		CS PS - Accounts Receivable	
84	Ability to allow one-time invoices (i.e., one-time customers for miscellaneous sales).	H	Y		CS PS - Accounts Receivable	

85	Ability to credit each line item on an invoice to multiple revenue accounts.	H	Y		CS PS - Accounts Receivable	Each line can credit a different revenue account, plus additional revenue accounts for each line item add-on charge. Each charge can only be credited to a single revenue account.
86	Ability to reprint billings/invoices.	H	T		CS PS - Billing; MHC Document Express	
87	Ability to develop invoices with multiple pages of detail with the option to summarize the charges onto one line item with an attachment.	H	T		CS PS - Billing; MHC Document Express	
88	Ability to specify due dates for bills, based on type of bill or billing frequency, such as 30 days from the printing or mailing date or other user-defined criteria.	H	Y		CS PS - Accounts Receivable, Billing	
89	Ability to e-mail an invoice versus printing and mailing.	H	T		CS PS - Billing; MHC Document Express	
90	Ability to specify invoice numbering schemes specific to each bill type (i.e., alphanumeric).	H	N			Different alphanumeric prefixes can be defined, but the numbering after the prefix is auto-numbered.
91	Late Charges/ Interest/Penalty					
92	Ability to automatically calculate interest and penalties on a delinquent bill based on bill type with user defined rules (e.g. billing date, first day of month, etc.).	H	N			Interest and penalties are calculated by customer, and cannot vary by bill type.
93	Ability to establish late charges and penalties as a percentage of overdue amount, a flat penalty, a daily penalty, etc..	H	Y		CS PS - Accounts Receivable	
94	Ability to establish late charges with user definable frequency as to when late charges are applied (i.e. daily, weekly, monthly, quarterly, etc.).	H	Y		CS PS - Accounts Receivable	
95	Ability to waive penalty for an individual customer or invoice with proper authorization.	H	Y		CS PS - Accounts Receivable	
96	Statement Processing					
97	Produce customer reconciliation statements showing beginning balance, charges, credits and payments, and a new outstanding balance.	H	Y		CS PS - Accounts Receivable	
98	Ability to generate one statement for all bill types being billed to same customer.	H	Y		CS PS - Accounts Receivable	
99	Ability to support late notice statement processing with "configurable" language based on the aging results.	H	Y		CS PS - Accounts Receivable	
100	Ability to print statements with zero balances if there was any activity for the month	H	Y		CS PS - Accounts Receivable	
101	Ability to print statement with zero balances on request if there was no activity for the month	H	Y		CS PS - Accounts Receivable	
102	Receivables Management					
103	Ability for the system to be configured to allow decentralized entry, work flowed to central authorized users for review of any and all remotely entered information for accuracy before final posting to the General Ledger and Accounts Receivable.	H	Y		CS PS - Accounts Receivable	
104	Ability to identify on an unpaid invoice on the customer record, if an item is "in Collections" or "Sent to Legal."	H	Y		CS PS - Accounts Receivable	
105	Ability to assign an unpaid invoice to Central Collections with proper authorization (e.g., via a user-defined field on the invoice record, not the customer record).	H	Y		CS PS - Accounts Receivable	
106	Ability to identify on an invoice on the customer record, if an item is being disputed.	H	Y		CS PS - Accounts Receivable	

107	Ability to have an approval process where a request is routed through a workflow including approval of a write off or adjustment.	H	Y		CS PS - Accounts Receivable	
108	Ability to attach documents	H	Y		CS PS - Accounts Receivable	
109	Ability to set security rights for viewing attachments, such as limiting only designated users access to HIPAA sensitive information (e.g., inmate billings).	H	Y		CS PS - Accounts Receivable	
110	System must provide the ability to compile delinquent receivables for:	-				
111	Transfer/export to a collection agency	H	Y		CS PS - Accounts Receivable	
112	Write-off the balance	H	Y		CS PS - Accounts Receivable	
113	Adjustment of the balance	H	Y		CS PS - Accounts Receivable	
114	When invoices are transferred to a collection agency, the system has the ability to automatically post these to a different AR account in GL	H	M		CS PS - Accounts Receivable	The County can use our automatic transaction removal to perform write-offs and specify a reason code for this collection agency purpose. Once posted to GL, a process flow can be used to create a journal entry to move the receivable to a collection agency receivable.
115	Ability to generate notices for mailing to customers resulting from NSF checks that includes a returned check fee.	H	Y		CS PS - Accounts Receivable	
116	Payment Processing					
117	System allows for the import of electronic payment files from various sources (bank, credit card merchants, state agencies, etc.)	H	Y		CS PS - Accounts Receivable	
118	Ability to automatically match incoming cash receipts to corresponding billing/invoice.	H	Y		CS PS - Accounts Receivable	
119	Ability to override automatic matching for incoming cash receipts in order to split the application of payments to multiple invoices.	H	Y		CS PS - Accounts Receivable	
120	Ability to clear over/under payments to cash over /short account with threshold based on County policy, restricting who has access to change thresholds within the system.	H	Y		CS PS - Accounts Receivable	
121	Ability to receive ACH payments	H	Y		CS PS - Accounts Receivable	
122	Ability to e-mail a receipt of payment for credit card transactions	H	M		CS PS - Receivables	A process flow can be configured to support this requirement.
123	Interfaces / Integration					
124	Ability to integrate to a Point Of Sale (POS) system.	H	Y		CS PS - Accounts Receivable	
125	Ability to interface data with 3rd party systems to accept transactions such as CityWorks and Avatar	H	Y		CS PS - Accounts Receivable	
126	Ability to send or receive a billing file to/from a 3rd party for the printing and mailing of the invoices and statements	H	Y		CS PS - Accounts Receivable	
127	System integrates with a voice response system (Teleworks or comparable software) to allow customers to be able to inquire on their account and bill information via phone.	H	M		CS PS - Accounts Receivable	
128	All accounts receivable related applications provide direct interface with all related financial modules, such as General Ledger, Budget, Cash Receipting, Fixed Assets, Inventory, etc.	H	Y		CS PS - Accounts Receivable	AR is natively integrated with GL, Budgeting, Cash Management, Grants Management, and Billing. Additional interfaces can be configured as needed.
129	Ability to interface with 3rd party collection agency PPS	H	Y		CS PS - Accounts Receivable	
130	Ability to interface with future BRASS/budgeting system.	H	Y		CS PS - Accounts Receivable	
131	Ability to interface with OnBase	H	Y		CS PS - Accounts Receivable	

132	Ability to interface with Fiscal Report	H	Y		CS PS - Accounts Receivable	
133	Ability to interface with SciQuest	H	Y		CS PS - Accounts Receivable	
134	Reporting					
135	Ability to pull reports on any user defined and general customer information fields.	H	Y		CS PS - Accounts Receivable	
136	Ability to create and save report variants.	H	Y		CS PS - Accounts Receivable	
137	Ability to report based on user defined period-to-date; summary or detail.	H	Y		CS PS - Accounts Receivable	
138	Ability to export reports to Excel, Word and other common third party software.	H	Y		CS PS - Accounts Receivable	
139	Ability to create A/R reports for user selected GL accounts	H	Y		CS PS - Accounts Receivable	
140	Ability to accumulate and print an Aged Receivable Report for all past-due accounts of 30, 60, 90, 120, 120+ days as of a user-specified date. The detailed information on customer number, type of bill, and the unpaid amounts will be printed.	H	Y		CS PS - Accounts Receivable	
141	Ability to create a Daily Cash Receipts and Adjustments Journal, including General Ledger account totals and billing/cash receipts code totals.	H	Y		CS PS - Accounts Receivable	
142	Ability to create a Delinquency Report listing all delinquent accounts, amounts past due, and penalty/interest charges.	H	Y		CS PS - Accounts Receivable	
143	Ability to create a Transaction Report, listing details on each payment collected by terminal, with options for specifying an output sequence, bill type, date range, and/or transaction type.	M	N			Transactions by terminal is not supported. Transactions by department, user, and various other criteria is.
144	Ability to create Accounts Receivable Aging Reports that details transaction aging's and is specific to each department and can be run with an "as of" date.	H	Y		CS PS - Accounts Receivable	
145	Ability to create an Account Master File Listing.	H	Y		CS PS - Accounts Receivable	
146	Ability to create an Installment Pay Report showing beginning balance, payment dates (for all payments made) and balance due.	M	R		CS PS - Accounts Receivable	
147	Ability to create an Invoice Register. Listing details on each invoice generated, by user or department, with options for specifying an output sequence, bill type, date range, etc.	H	Y		CS PS - Accounts Receivable	
148	Ability to create Billing Registers, produced at the end of each billing cycle sorted on user-defined criteria. Report includes name, location address, current period charges by service, date billed, due date, readings, etc.	M	Y		CS PS - Accounts Receivable	
149	Ability to create Customer Bills, sequenced by type, date, receipted amount, and partial or entire payment, account number.	H	R		CS PS - Accounts Receivable	
150	Ability to create Mailing List/Labels for sending correspondence, such as Late Payment notices.	H	R		CS PS - Accounts Receivable	
151	Ability to create a report showing Bills and Transactions Purged for all types, or for specific types of bills, with a zero balance; the date paid, canceled, etc., must be included. The report can be generated for a user-specified date range.	H	N			The purge process will produce a report. After the transaction has been purged, it will not be available for reporting.
152	Ability to create an Account Detail Report, showing all transactions posted to an account in the General Ledger, including:	H	R		CS PS - Accounts Receivable	
153	Ability to produce a write-off report which includes information from both miscellaneous billing and external departments ' receivables systems.	H	R		CS PS - Accounts Receivable	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.20 - Payroll			Infor CloudSuite Public Sector (CS PS) - Payroll, Workforce Mgmt, Absence Mgmt			
<i>Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Functional Requirements					
2	Ability to create or change employee records (wages, deductions, etc.) in the past, present, and future time periods.	H	Y		CS PS - Global HR, Compensation Mgmt, Payroll	
3	Ability to automatically recalculate payroll in current period based on the updates to the employee records in prior periods.	H	Y		CS PS - Payroll	
4	Payroll system should be date driven (start date, end date, etc.) for future flexibility (changes in rates, wage types, calculations, etc.)	H	Y		CS PS - Payroll	
5	Ability for system to calculate payroll for mid pay period personnel actions.	H	Y		CS PS - Payroll	
6	Ability to prorate employee pay calculation based on FTE.	H	Y		CS PS - Payroll	
7	System provides all mandated State and Federal payroll reports, and includes updates with the standard software maintenance agreement.	H	Y		CS PS - Payroll	Infor Payroll delivers many reports that can be used to satisfy State and Federal reporting requirements. For reports that are delivered, updates are also provided as part of maintenance or subscription. There may be additional reports needed, depending on the organization's specific requirements.
8	Ability to restrict access to Payroll/Personnel system according to specific end user roles.	H	Y		CS PS - Payroll	
9	Ability to perform supplemental payroll processing to support tax reporting requirements and perform year-end processing and quarterly tax adjustments.	H	Y		CS PS - Payroll	
10	Ability to set different worker's comp rates for the different types of job classifications or type of job (i.e. Safety vs Non-Safety employees)	M	Y		CS PS - Payroll	
11	Ability to interface with a third party vendor who handles our WC claims and payments.	H	M		CS PS - Payroll, Technology Foundation	Integration to third-party solutions can be developed as part of implementation.
12	Ability to adjust all accumulated totals that are affected by an adjustment (e.g., FICA-subject wages, taxes, and retirement).	H	Y		CS PS - Payroll	
13	Ability to match every payment and adjustment with the pay period where the adjustment applies.	H	Y		CS PS - Payroll	
14	Ability to pay employees every other week but have the choice of producing vendor checks (i.e. Fed'l, state, insurances, etc.) on the same cycle or monthly.	H	Y		CS PS - Payroll	

15	Ability to change position, pay rate, wages, deductions, and job class mid-pay cycle.	H	Y		CS PS - Payroll	
16	Ability to generate multiple checks for an employee within a single pay cycle.	H	Y		CS PS - Payroll	
17	Ability to provide extensive audit trails of payroll transactions.	H	Y		CS PS - Payroll	
18	Ability to pay employees with hourly rate and biweekly salary in same payroll cycle.	H	Y		CS PS - Payroll	
19	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	H	N		CS PS - Global HR, Payroll	Infor delivers an integrated infrastructure between Global HR and Payroll, however, information is not in a single database.
20	Ability to maintain salary information for terminated employees for a user-defined time interval.	H	Y		CS PS - Payroll	
21	Ability to provide multiple loans to employees and inquire and report on the loan and any payments made against those loans	M	Y		CS PS - Payroll	
22	Ability to automate deductions for payment plans (employee overpayments and buybacks) and report on the amounts outstanding.	H	Y		CS PS - Payroll	
23	Ability to automatically stop deductions when employee overpayments are fully re-paid.	H	Y		CS PS - Payroll	
24	Ability to have multiple deductions for different payment plans for one employee.	H	Y		CS PS - Payroll	
25	Ability to account for taxability of deductions based on taxability of overpayments.	H	Y		CS PS - Payroll	
26	Ability to view/print a report to document deductions not taken even though scheduled.	H	Y		CS PS - Payroll	
27	Ability to calculate and pay longevity on each eligible employee's regular pay	M	Y		CS PS - Payroll	
28	Ability to make payments to employees above their regular pay and define these payments as taxable/non-taxable, FLSA/non-FLSA, or Pensionable/non-pensionable.	H	Y		CS PS - Payroll	
29	Ability to make adjustments (deductions) to employees' regular pay and define them as taxable/non-taxable, FLSA/non-FLSA, or Pensionable/non-pensionable.	H	Y		CS PS - Payroll	
30	Ability to track base pay (per contract hourly pay) and premium pays (i.e. shift differential, longevity, overtime, etc.) separately and list all of these earnings separately on the check stub, with complete names/descriptions for each category.	H	Y		CS PS - Payroll	
31	Ability to send appropriate electronic notifications to HR/Payroll Personnel when important payroll functions have occurred (checks printed, etc.)	H	Y		CS PS - Payroll	
32	Ability for end-users to submit changes to payroll via an automated workflow (i.e. changes to W4, bank details, self-service functionality).	H	Y		CS PS - Payroll	

33	Ability for employee to donate leave to individual through Appropriate workflow.	H	M		CS HCM - Absence Mgmt, Workforce Mgmt, Case Mgmt	Infor Absence Management can be configured with a catastrophic leave plan or sick pool. As delivered, we do not have the ability for employees to donate leave to this plan via self-service, but a request can be made within Infor Case Management or through a configured page and an authorized administrator can manually make the adjustments/transfers. Employees can also request leave from the pool via Case Management or through a configured page, and again, an authorized administrator can manually make the adjustments/transfers. Once the manual adjustments are made, employees can view and use granted leave. Additional configuration is necessary to meet the requirement and implement the proposed approach. The custom solution would not affect upgrades; however, it may require more complex configuration than is outlined as part of the definition of the County's 'Y' response code.
34	Ability to override and adjust balance in bank, for leave accruals based on union contracts, ability to maintain varying levels of accruals, depending on previous year hours worked or other service calculations, regardless of when employees are hired or transferred (e.g., mid-pay period or mid fiscal year).	H	Y		CS PS - Workforce Mgmt	
35	Ability to grant time according to various rules i.e. at time of hire, at 6 months etc.	H	Y		CS PS - Workforce Mgmt	
36	Ability to grant time to seasonal employee when they return dependent upon prior year work hours.	H	Y		CS PS - Workforce Mgmt	
37	Employee Set-up and Maintenance					
38	Ability to classify employees in variety of ways (active, terminated, inactive, on-call, seasonal, permanent, temporary term, intermittent, full-time, part-time, elected, exempt, non-exempt, and user-defined other).	H	Y		CS PS - Global HR, Payroll	
39	Ability to classify an employee as Medicare only, both Social Security and Medicare or exempt from both Social Security and Medicare.	H	Y		CS PS - Global HR, Payroll	
40	System must provide the ability to safeguard against using duplicate Social Security Numbers.	H	Y		CS PS - Global HR, Payroll	
41	System must provide the ability to safeguard against using duplicate unique identifier such as multiple Personnel numbers (e.g. retirees, employees, extra-hires) and relate them if necessary.	H	Y		CS PS - Global HR, Payroll	
42	Ability to display employee information without displaying the SSN.	H	Y		CS PS - Global HR, Payroll	
43	Ability to enter multiple location codes per employee, such as work location, paycheck location (for distribution purposes), etc.. And the flexibility to change the locations by the Department as often as needed.	M	Y		CS PS - Global HR, Payroll	
44	Deductions and Contributions					
45	Ability to track and query the following information:	-				

46	Basic and additional life insurance (i.e. supplemental, double-supplemental, dependent)	H	Y		CS PS - Payroll	
47	Charitable contributions	H	Y		CS PS - Payroll	
48	Credit union (or other banking facility)	H	Y		CS PS - Payroll	
49	Deductions for County Liabilities (i.e. Pension Obligation Bond, Retiree Health)	H	Y		CS PS - Payroll	
50	Deductions with a future effective date(s)	H	Y		CS PS - Payroll	
51	Deferred compensation (457)	H	Y		CS PS - Payroll	
52	Dependent coverage (single +1, family)	H	Y		CS PS - Payroll	
53	Eligibility	H	Y		CS PS - Benefits	
54	Federal, state, FICA, Medicare taxes	H	Y		CS PS - Payroll	
55	Flexible spending/cafeteria plan (health and dependent care)	H	Y		CS PS - Payroll	
56	Multiple Garnishment Types including:	-				
57	Child Support	H	Y		CS PS - Payroll	
58	Federal/State Levies	H	Y		CS PS - Payroll	
59	Creditor	H	Y		CS PS - Payroll	
60	Bankruptcy	H	Y		CS PS - Payroll	
61	Other user defined	H	Y		CS PS - Payroll	
62	Multiple garnishment types as defined above applied across multiple states (i.e. Child Support)	H	Y		CS PS - Payroll	
63	Uniquely identified deductions for an employee or group of employees (i.e. Probation Offset, etc.)	H	Y		CS PS - Payroll	
64	Unlimited number of deductions	H	Y		CS PS - Payroll	
65	Ability to specify, by pay/deduction code:	-				
66	Ability to track Hours/Earns for Pensionable Earns and Pension Contribution. To be able to set differently depending on EE hire date or Union Code	H	Y		CS PS - Payroll	
67	Which codes apply to which employees.	H	Y		CS PS - Payroll	
68	Which are for retroactive pays.	H	Y		CS PS - Payroll	
69	Which deductions apply by pay period and employee/bargaining group.	H	Y		CS PS - Payroll	
70	Deductions with begin and stop dates for such items as:	-				
71	Recurring deductions	H	Y		CS PS - Payroll	
72	Minimum/maximum percentage of earnings amount	H	Y		CS PS - Payroll	
73	Minimum/maximum fixed dollar value	H	Y		CS PS - Payroll	
74	Priority	H	Y		CS PS - Payroll	
75	Frequency for withholding	H	Y		CS PS - Payroll	
76	Ability to establish multiple deferred compensation (457) matching rules, allowing for County match based on employee contribution level	H	Y		CS PS - Benefits, Payroll	
77	Ability to allow for leave without pay with the ability to continue employer paid deductions (FMLA, Injury Pay - Safety).	H	Y		CS PS - Payroll	
78	Ability to have on-line real-time update capability of the deduction table.	H	Y		CS PS - Payroll	
79	Ability to provide mass update capabilities on payroll tables.	H	Y		CS PS - Payroll	
80	Ability to set-up arrears rules by deduction type.	H	Y		CS PS - Payroll	
81	Ability to allow the selection of the method of computing employee and employer contribution amounts based on the following:	-				
82	Flat dollar amount	H	Y		CS PS - Payroll	
83	Percentage of the total contribution amount	H	Y		CS PS - Payroll	
84	Amount per hour worked	H	Y		CS PS - Payroll	
85	Formula	H	Y		CS PS - Payroll	
86	Percent of earnings	H	Y		CS PS - Payroll	

87	Ability to produce audits of employee deductions for the purpose of detecting the absence of a required deduction or the existence of an unauthorized deduction.	H	Y		CS PS - Payroll	
88	Ability to determine if a deduction should be applied to a particular payment based on such criteria as earnings type, effective dates, and employee group restrictions.	H	Y		CS PS - Payroll	
89	Ability to determine if earnings are sufficient to withhold a deduction.	H	Y		CS PS - Payroll	
90	Ability to accumulate totals per employee deduction for the following employee and employer contribution amounts:	-				
91	Current period wage period	H	Y		CS PS - Payroll	
92	Month-to-date	H	Y		CS PS - Payroll	
93	Quarter-to-date	H	Y		CS PS - Payroll	
94	Year-to-date	H	Y		CS PS - Payroll	
95	Fiscal-to-date	H	Y		CS PS - Payroll	
96	Life-to-date	M	Y		CS PS - Payroll	
97	Ability to process special supplemental deductions.	H	Y		CS PS - Payroll	
98	Ability to calculate a single ER percentage contribution to pension plans.	H	Y		CS PS - Benefits, Payroll	
99	Ability to calculate a multiple ER percentage contribution to pension plans.	H	Y		CS PS - Benefits, Payroll	
100	Ability to assign employee retirement contribution rates based on State/County plans.	H	Y		CS PS - Benefits, Payroll	
101	Ability to set up deduction with different taxability for Income taxes, Social Security and Medicare taxes (for example deferred comp, section 125 plan earnings).	H	Y		CS PS - Benefits, Payroll	
102	Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.	H	Y		CS PS - Benefits, Payroll	
103	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee's age.	H	Y		CS PS - Benefits, Payroll	
104	Ability to generate automatic G/L journal entry for all deductions each pay period; Ability to produce GL for entire payroll not just deductions.	H	Y		CS PS - Payroll	
105	Ability to add unlimited number of user-defined deductions.	H	Y		CS PS - Payroll	
106	Ability to auto adjust all deductions at termination	H	Y		CS PS - Payroll	
107	Ability to set up deductions as pre-tax and post-tax	H	Y		CS PS - Payroll	
108	Ability for the system to automatically select proper taxability based on deduction type (for example Dependent Life should be post-tax).	H	Y		CS PS - Benefits, Payroll	
109	Ability for the system to automatically select proper State/Federal taxability for section 125 cost of coverage of registered/non-registered domestic partners	H	Y		CS PS - Benefits, Payroll	
110	Garnishments					
111	Ability to process garnishments for third-parties, child support, bankruptcy, federal levy.	H	Y		CS PS - Payroll	
112	Ability to setup varying computational methods for each garnishment type, such as determining an employee's disposable earnings for each garnishment type (gross minus required withholdings) including accommodations for varying tax filing status'.	H	Y		CS PS - Payroll	
113	Ability to enter specific garnishment withholding amounts for an employee for each pay period.	H	Y		CS PS - Payroll	
114	Ability to record the following information with each garnishment:	-				
115	Name and address of the levying party	H	Y		CS PS - Payroll	
116	Case number	H	Y		CS PS - Payroll	

117	Garnishment amount	H	Y		CS PS - Payroll	
118	Balance	H	Y		CS PS - Payroll	
119	Ability to flag employee when garnishment balance and interest is paid	H	Y		CS PS - Payroll	
120	Ability to calculate garnishment for extra hire employees	H	Y		CS PS - Payroll	
121	Ability to generate an individual or combined garnishment check	H	Y		CS PS - Accounts Payable	
122	Ability to cancel garnishment check and refund with appropriate workflow	H	Y		CS PS - Accounts Payable	
123	Ability to calculate and deduct County defined garnishment admin fee	H	Y		CS PS - Payroll	
124	Ability to have one garnishment deduction that can be paid out to multiple vendors	H	Y		CS PS - Accounts Payable	Infor's understanding is strictly from a set up standpoint and not one deduction on a specific payroll entry that can go to multiple vendors on a payroll transaction.
125	Ability to calculate withholding of specific amount up to a pre-described amount (balance due/maximum deduction amount).	H	Y		CS PS - Payroll	
126	Ability to calculate withholding at a percentage rate of disposable pay up to a pre-described amount (balance due/maximum deduction amount).	H	Y		CS PS - Payroll	
127	Ability to establish minimum earnings standards which preempt the deduction from being taken (e.g., 30 X minimum wage exempt from garnishment).	H	Y		CS PS - Payroll	
128	Ability to track each garnishment independently (to track multiple garnishments per employee).	H	Y		CS PS - Payroll	
129	Ability to properly calculate multiple garnishments for one employee	H	Y		CS PS - Payroll	
130	Ability to prioritize garnishments based on State law.	H	Y		CS PS - Payroll	
131	Ability to update calculations based on most current federal and state regulations.	H	Y		CS PS - Payroll	
132	Ability to calculate court-ordered medical insurance premiums as garnishment when computing disposable income.	H	Y		CS PS - Payroll	
133	EARNINGS					
134	Data Elements - Earnings	H	Y		CS PS - Payroll	
135	Ability to accumulate totals per employee earnings type:	-				
136	Current period wage period	H	Y		CS PS - Payroll	
137	Month-to-date	H	Y		CS PS - Payroll	
138	Quarter-to-date	H	Y		CS PS - Payroll	
139	Year-to-date	H	Y		CS PS - Payroll	
140	Fiscal-to-date	H	Y		CS PS - Payroll	
141	Life-to-date	H	Y		CS PS - Payroll	
142	Ability to track and query the following earnings information:	-				
143	Regular Pay	H	Y		CS PS - Payroll	
144	Overtime Pay (straight 1.0, 1.5, 2.0, 2.5)	H	Y		CS PS - Payroll	
145	Compensation time earned	H	Y		CS PS - Payroll	
146	Compensation time paid	H	Y		CS PS - Payroll	
147	Earnings type subject to FLSA, retirement, FICA, income tax, or Unemployment Insurance	H	Y		CS PS - Payroll	
148	Education pay	H	Y		CS PS - Payroll	
149	Family death (funeral) leave	H	Y		CS PS - Payroll	
150	Family Leave - no pay, comp taken, dependent sick leave, personal holiday, sick leave, vacation	H	Y			
151	Pay stub visibility of hours previously worked or taken but paid in the current pay period to distinguish from the current pay period earnings	H	Y		CS PS - Payroll	
152	Incentive / award paid	H	Y		CS PS - Payroll	
153	Jury duty	H	Y		CS PS - Payroll	

154	Lump sum paid leave (vacation, comp time hours, holiday paid, personal leave, floating holiday and banked holidays etc.)	H	Y		CS PS - Payroll	
155	Military Active Leave	H	Y		CS PS - Payroll	
156	Modified Duty	H	Y		CS PS - Payroll	
157	Military Training	H	Y		CS PS - Payroll	
158	On the job injury pay	H	Y		CS PS - Payroll	
159	On-call shift by day	H	Y		CS PS - Payroll	
160	Paid Leave	H	Y		CS PS - Payroll	
161	Unpaid Leave	H	Y		CS PS - Payroll	
162	Personal Leave	H	Y		CS PS - Payroll	
163	Retirement benefit received	H	Y		CS PS - Payroll	
164	Short term disability	H	Y		CS PS - Payroll	
165	Status: Permanent, Term, on-call, seasonal, temporary, intermittent	H	Y		CS PS - Payroll	
166	Step Increase	H	Y		CS PS - Payroll	
167	Administrative Leave Paid	H	Y		CS PS - Payroll	
168	Termination leave payout (vacation, comp time hours, holiday paid, personal leave, floating holiday and banked holidays etc.)	H	Y		CS PS - Payroll	
169	Training pay/Instructor Pay	H	Y		CS PS - Payroll	
170	Holidays of all types: Holidays Worked, Banked Holidays, half day Holidays, holiday in lieu etc.	H	Y		CS PS - Payroll	
171	Temporary Promotion Pay	H	Y		CS PS - Payroll	
172	Temporary Assignment Pay	H	Y		CS PS - Payroll	
173	POST Incentive Pay	H	Y			
174	Workers Compensation Pay	H	Y		CS PS - Payroll	
175	Contractual OT	H	Y		CS PS - Payroll	
176	OT Double Time	H	Y		CS PS - Payroll	
177	Bi-lingual Pay Differential	H	Y		CS PS - Payroll	
178	Assignment Differential	H	Y		CS PS - Payroll	
179	Shift Differential	H	Y		CS PS - Payroll	
180	Variable taxing rates and methods (e.g. flat percent or annualized percentage table) for any earnings type	H	Y		CS PS - Payroll	
181	Ability to identify retirement eligible wages from gross wages.	H	Y		CS PS - Payroll	
182	Ability to have different base wages for calculating different deductions and earnings (union dues, fringe, etc.)	H	Y		CS PS - Payroll	
183	Ability to allow an unlimited number of user defined earning types and attributes.	H	Y		CS PS - Payroll	
184	Ability to report automatically when an employee reaches the set number of hours based on the employee group and classification.	H	Y		CS PS - Payroll, Process Automation	
185	Ability to pay one employee based on multiple positions (additional appointments) with multiple job titles, pay rates, multiple departments, classifications, cost centers, etc., during the same pay cycle without the need for manual journal entries and show cross reference in payroll register and check stub.	H	Y		CS PS - Payroll	
186	Ability to split employee pay and benefits across multiple departments, cost centers based on fixed percentage or worked hours.	H	Y		CS PS - Payroll	
187	Ability to calculate regular rate of pay, per FLSA requirements: Rate of Pay = ((Total hours X Base Rate) + (additions to pay))/total hours worked	H	Y		CS PS - Payroll	
188	Ability to allow the FLSA calculation to include non-worked hours, such as leave pay.	H	Y		CS PS - Payroll	

189	Other Earnings					
190	Ability of payroll department to change earnings/pay in the past, present, future and hold changes in suspense awaiting release by authorized user/department prior to updating employee record	H	Y		CS PS - Payroll	
191	Ability to calculate additional pay for temporary assignments and temporary promotions above employee's current position	H	Y		CS PS - Payroll	
192	Ability to pay earnings based on following calculations:	-				
193	Flat amount per pay period	H	Y		CS PS - Payroll	
194	Percent of salary rate (base pay rate)	H	Y		CS PS - Payroll	
195	Hourly rate	H	Y		CS PS - Payroll	
196	Bi-weekly salary or Weekly	H	Y			
197	Monthly salary	H	Y		CS PS - Payroll	
198	Annual salary	H	Y		CS PS - Payroll	
199	Fixed Amount	H	Y		CS PS - Payroll	
200	ARC (After Hours) payment - Hours worked after business hours (Paid flat rate per hour)	H	Y		CS PS - Payroll	
201	Ability to restrict an earnings type to a specified group or groups of employees	H	Y		CS PS - Payroll	
202	Ability to compute total hours worked multiplied by rate per hour when less than a standard pay period amount is due to an individual.	H	Y		CS PS - Payroll	
203	Ability of system to calculate and adjust taxable wages for non-cash fringe benefits (imputed income)	H	Y		CS PS - Payroll	
204	Group term life premium paid by employer for over 51K coverage should be taxable to employee (imputed income)	H	Y		CS PS - Payroll	
205	Ability for the system to automatically calculate imputed income based on section 125 taxability and cost of coverage of registered/non-registered domestic partners	H	Y		CS PS - Payroll	
206	Ability for departmental request of supplemental pay with appropriate workflow.	M	Y		CS PS - Payroll	
207	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report	M	Y		CS PS - Financials Expense	
208	Ability to calculate and pay an employee's other source of compensation:	-				
209	Allowance (clothing, uniform, etc.)	H	Y		CS PS - Payroll	
210	Car Allowance	M	Y		CS PS - Payroll	Pay/Earnings codes can be defined for any types of supplemental pay.
211	Lump sum payment for unused accrual balances, leave	H	Y		CS PS - Payroll	
212	Mileage reimbursement	M	Y		CS PS - Payroll	
213	Moving expenses	H	Y		CS PS - Payroll	Pay/Earnings codes can be defined for any types of supplemental pay.
214	Other reimbursements and additions to pay	M	Y		CS PS - Payroll	
215	Prior period adjustments	H	Y		CS PS - Payroll	
216	Supplemental payments	H	Y		CS PS - Payroll	
217	One time payment	H	Y		CS PS - Payroll	
218	Travel reimbursement	M	Y		CS PS - Payroll	
219	Meal Reimbursement	H	Y		CS PS - Payroll	
220	Tuition reimbursement	H	Y		CS PS - Payroll	Pay/Earnings codes can be defined for any types of supplemental pay.
221	Stipends ((for participation on Commissions or Boards (Assessment Appeals Board, etc.))	H	Y		CS PS - Payroll	

222	Ability to perform various calculations of payouts of Sick time based on Union and other rules.	H	Y		CS PS - Workforce Mgmt, Payroll	
223	Overtime					
224	Ability to calculate gross pay	H	Y		CS PS - Payroll	
225	Ability to calculate overtime payments (FLSA Regular Rate of Pay) using weighted average hourly rate (Rate of Pay = ((Total hours X Base Rate) + (additions to pay))/total hours worked) in a work week for employees with one or more pay rates.	H	Y		CS PS - Workforce Mgmt, Payroll	
226	Ability to have user defined overtime calculations (ability to calculate overtime and take into consideration call back minimums).	H	Y		CS PS - Workforce Mgmt, Payroll	
227	Ability to identify which additional pays are included in FLSA OT hourly rate calculation.	H	Y		CS PS - Workforce Mgmt, Payroll	
228	Ability to calculate FLSA overtime on only one position's hours for an employee in multiple positions (e.g., an employee who works hours in an exempt position and hours in a non-exempt position).	H	Y		CS PS - Workforce Mgmt, Payroll	
229	Ability to calculate overtime hours based on union code (E.g. Ability to calculate Daily OT(non FLSA) and Weekly OT (FLSA) in same week.)	H	Y		CS PS - Workforce Mgmt, Payroll	
230	Ability to calculate scheduled overtime premium pay: Base Rate X OT hours X .5. (for example Fire, Safety premium pay)	M	Y		CS PS - Workforce Mgmt, Payroll	
231	Ability to pay overtime rate if employee has worked less than 40 hours in week per FLSA cycles (based on contract/MOU i.e. 37.5 hours, etc.).	H	Y		CS PS - Workforce Mgmt, Payroll	
232	Ability to alert users if OT is entered without OT rules having been met	M	Y		CS PS - Workforce Mgmt	
233	Ability to alert users if more than scheduled hours of work is entered without OT paid or comp time accrued.	H	Y		CS PS - Workforce Mgmt	
234	Ability to pay OT for 7K exempt employees (Safety Fire/Sheriff) within different cycles.	H	Y		CS PS - Workforce Mgmt	Overtime hours can be calculated based on rules for employee groups based on different evaluation periods, pay period ranges and daily rules. Our delivered FLSA rule has two options, however: daily and weekly. If an employee is only going to be paid at a single rate for the duration of the period, then we can meet this requirement. However, additional development may be necessary to ensure FLSA compliance in terms of ensuring that the employee receives total compensation based on their RROP for alternative periods. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.

235	Ability to record overtime based on Fire regulations for OT (enter time worked per day and record OT after 28 day cycle)	H	Y		CS PS - Workforce Mgmt	Overtime hours can be calculated based on rules for employee groups based on different evaluation periods, pay period ranges and daily rules. Our delivered FLSA rule has two options, however: daily and weekly. If an employee is only going to be paid at a single rate for the duration of the period, then we can meet this requirement. However, additional development may be necessary to ensure FLSA compliance in terms of ensuring that the employee receives total compensation based on their RROP for alternative periods. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
236	Ability to enter and report overtime by user-definable segments (i.e. General Ledger, Cost Centers, Organizational Units, Divisions, etc.) or grant-eligible employees.	H	Y		CS PS - Workforce Mgmt, Payroll	
237	Ability to specify earning codes that are overtime eligible.	H	Y		CS PS - Workforce Mgmt, Payroll	
238	Ability to pay double time and 2.5 time for specific groups under specific conditions.	M	Y		CS PS - Workforce Mgmt, Payroll	
239	Shift Differential					
240	Ability to pay shift differential based on percentage of rate or set amount.	H	Y		CS PS - Workforce Mgmt, Payroll	
241	Ability to pay Exempt Staff Shift Based Premiums, not by hours.	H	Y		CS PS - Workforce Mgmt, Payroll	
242	Ability to calculate shift differential by work times coded by employees, according to agreement	H	Y		CS PS - Workforce Mgmt, Payroll	
243	Ability to pay shift on a different step or pay rate within the pay range (i.e. 5% of Step 3, not actual step)	H	Y		CS PS - Workforce Mgmt, Payroll	
244	Ability to pay shift differential on overtime/comp time at premium overtime rate.	H	Y		CS PS - Workforce Mgmt, Payroll	
245	Comp Time					
246	Ability to track comp time and allow either to be taken or paid out (up to the discretion of the employee) within the same time period earned.	H	Y		CS PS - Workforce Mgmt, Payroll	
247	Ability to limit earned comp time to a user specified number of hours by employee group; provide ability to enter exceptions.	H	Y		CS PS - Workforce Mgmt, Payroll	
248	Ability to pay out comp time at any time during the year.	H	Y		CS PS - Workforce Mgmt, Payroll	
249	Ability to auto pay comp time and banked holiday balances for specific employee groups at specific time intervals; must allow exceptions.	H	Y		CS PS - Workforce Mgmt, Payroll	
250	Retro Pay/Deductions					
251	Ability to automatically re-calculate deductions in current period for prior period changes in employee's deductions (insurance premiums, changes to benefits enrollments, union dues, retirement contributions, etc.).	H	Y		CS PS - Payroll	
252	Ability to clear deductions in arrears that exceed employee's wages.	H	Y		CS PS - Payroll	

253	Ability to automatically calculate pay or wage adjustments in current period when pay-related information in prior periods is changed - rate, hours, allowances, pay code, etc.	H	Y		CS PS - Payroll	
254	Ability to clear employee claims/overpayments based on taxation (pre tax or post tax claim/payment)	H	Y		CS PS - Payroll	
255	Ability to track all retro active changes to employee records prior to payroll run.	H	Y		CS PS - Payroll	
256	Ability to track all retro active changes to employee records after a payroll run.	H	Y		CS PS - Payroll	
257	Ability to track retro active payment and deductions on the payroll journal and employee pay stub.	H	Y		CS PS - Payroll	
258	Ability for retro pay capability that optionally accounts for pension	H	Y		CS PS - Payroll	
259	PTO					
260	Ability to identify which funds are to be used for accrual of vacation, sick time, personal, overtime, holiday, for those staff who are allocated to multiple funds. Overtime accrued by exempt and non exempt employees.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
261	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc. and record the time lost as a result of the limits.	H	Y		CS PS - Workforce Mgmt	Infor Workforce Management is very configurable to meet an organization's business rules and processes, including leave programs and associated accruals. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be developed.
262	Ability to record leave time and accruals per pay period and annually based on combination of years of service, employee group, employee status, etc. for several types of leave plans (PTO, Police, traditional Vac/Sick, executive accrual, according to County policies).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
263	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.)	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
264	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
265	Ability to track multiple leaves at the same time - i.e. FMLA, PDL, etc.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
266	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on employee's accumulated balances, with exceptions allowed.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
267	Ability to automatically pay out comp time based on established limits per group.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
268	Ability to automatically calculate, adjust and report a change in general leave accrual rate based on a change in standard pay hours (i.e. when an employee moves from a 75 to 80 job and visa versa).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
269	Ability to store and retrieve "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
270	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
271	Ability to prohibit PTO and vacation payoffs for terminating probationary employees.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	

272	Ability to turn on and off employees accruals based on a predetermined time frame or other specific conditions.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
273	Ability to create different pay out rules for each different type of leave	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
274	Ability to have different Leave Accrual pay out rules depending upon Bargaining Unit and Fringe Group upon Separation	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
275	Ability to determine the dollar amount of sick, personal, vacation, comp time, management Leave liability by user identified fields (i.e.. Fund, cost center, department, etc.) (And any other type of leave used by the County).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
276	Ability to report on variances between scheduled hours versus time entered.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
277	Ability to create an automatic notification to the employee and their manager when an employee's vacation time balance is reaching their maximum accrual	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
278	Ability to create an automatic notification to the employee and their manager when an employee's sick balance is reaching a zero or negative balance.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
279	Ability to track Leave Accruals based upon the eligible hours, status, prior year hours paid	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
280	Ability to forecast leave balances including accruals for employees taking an extended absence. (Family leave or worker's comp)	H	R		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
281	Ability for leave accrual rate to default to zero upon employee separation. If a rehire happens, accrual adjustments should be done accordingly (e.g., if employee is rehired within 60 days).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
282	Ability to utilize comp time in the period it is earned.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
283	Ability to automatically adjust the paid leave accrued balance by type when leave time is taken (PTO, sick vacation, floating holiday, sick incentive).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
284	Ability to automatically transfer maximums and accruals from the prior year while still being able to track the maximums and accruals for the new year	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
285	Ability to manually adjust balances with appropriate security.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
286	Ability for the system to automatically adjust leave, time off and retirement eligibility accruals if an employee moves to out of paid status	M	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
287	Ability for system to automatically assign leave accruals based on rehire rules and hours worked, including midyear allocations of prorated leave benefits.	M	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
288	Ability to track "light-duty "(staff on FLSA disability who work for up to 120 days of light duty), similarly to extra hires, and flexibility within this feature.	L	Y		CS PS - Workforce Mgmt	A separate time code or labor metric can be used to capture time associated with light duty.
289	Labor Distribution					
290	Ability to distribute labor costs based on hours worked in each fund.	H	Y		CS PS - Payroll, Global Ledger, Project Ledger, Grant Accounting	
291	Ability to calculate labor costs based on user defined rate. (i.e. weighted vs actual vs project)	H	Y		CS PS - Payroll, Global Ledger, Project Ledger, Grant Accounting	
292	Ability to distribute labor and fringe costs to different cost centers or GL accounts.	H	Y		CS PS - Payroll, Global Ledger, Project Ledger, Grant Accounting	
293	Ability to track and calculate, on a daily basis, labor cost of projects (FEMA reporting).	H	Y		CS PS - Workforce Mgmt, Payroll, Project Ledger	
294	Ability to distribute costs for labor outside of base rate/project weighted rate (overtime and mileage) by project (not as a proportion of the labor costs per project).	H	Y		CS PS - Workforce Mgmt, Payroll, Project Ledger	

295	Ability to track uncompensated hours for employees by project to gather total hours needed to complete project (i.e. exempt overtime).	H	Y		CS PS - Workforce Mgmt, Payroll, Project Ledger	
296	Ability to track uncompensated hours for volunteers by project to gather total hours needed to complete project (also for potential matching portion of grants).	H	Y		CS PS - Workforce Mgmt, Payroll, Project Ledger	
297	Ability to track hours with no cost allocation for projects or initiatives.	H	Y		CS PS - Payroll, Project Ledger	
298	Ability to provide cost accounting options for task, location, and project.	H	Y		CS PS - Workforce Mgmt, Payroll	
299	Ability to generate internal billing for cost allocation in distributing labor costs for project/grants/departments.	H	Y		CS PS - Project Ledger	
300	Ability to have a percentage allocation set up for the costs centers	H	Y		CS PS - Payroll, Project Ledger	
301	Ability to accommodate batch splitting for labor distribution during pay periods that cross accounting periods.	H	Y		CS PS - Payroll, Project Ledger	
302	Payroll Processing					
303	Ability to "lock" employees records and time sheets during payroll processing to prevent changes while payroll is calculated for the payroll period.	H	Y		CS PS - Payroll	
304	Ability to allow future changes to employee records if the start date of change is after the current pay period end date during payroll processing.	H	Y		CS PS - Payroll	
305	Ability to make across the board pay rate changes including and excluding certain pay types as needed	H	Y		CS PS - Compensation Mgmt, Payroll	
306	Ability to run proposed current and future payroll and validate payroll results/paystub	H	Y		CS PS - Payroll	
307	Ability to run proposed current and future payroll and validate payroll results and report information	H	Y		CS PS - Payroll	
308	Ability to allow run payroll multiple times before finalizing the payroll for further processing	H	Y		CS PS - Payroll	
309	Direct Deposit					
310	Ability to include travel reimbursements with payroll (direct deposit when possible), by employee ID.	M	Y		CS PS - Payroll	Pay/Earnings codes can be defined for any types of supplemental pay.
311	If the reimbursement is outside the payroll system, ability to associate the payment to employee record for tax reporting (i.e. W2's)	H	Y		CS PS - Payroll	Pay/Earnings codes can be defined for any types of supplemental pay.
312	Ability to create a file for direct deposit in ACH format for vendors and others as needed.	H	Y		CS PS - Payroll, Payables	
313	Ability to create a file for direct deposit in ACH format for employees salary payments.	H	Y		CS PS - Payroll	
314	Ability to change the format of the bank file when changes are requested from the bank based on authority.	H	Y		CS PS -Payroll	
315	Ability to have multiple financial institutions per employee designated for direct deposit.	H	Y		CS PS - Payroll	
316	Ability to allow direct deposit as:	-				
317	Full net amount to one financial institution	H	Y		CS PS - Payroll	
318	Percentages of the net amount to more than one financial institution/account	H	Y		CS PS - Payroll	
319	Fixed amounts to more than one financial institution/account	H	Y		CS PS - Payroll	
320	Ability to direct payments to pay cards and create file to upload to pay card provider.	H	Y		CS PS - Payroll	
321	Ability to prenote prior to an employee's first pay cycle.	H	Y		CS PS - Payroll	
322	Ability to override prenote process.	H	Y		CS PS - Payroll	
323	Ability to accept direct deposit changes directly from bank (i.e. Credit Union)	H	Y		CS PS -Payroll	
324	Ability to email check stubs	H	T		MHC Document Express	

325	For employee benefits on leave without pay (LWOP), family leave employees with no pay, and COBRA, ability for system to state which fields are needed to track direct pay agreements, and track direct start, end dates, and changes.	H	Y		CS PS - Payroll	
326	Check Printing					
327	Ability to provide computer-generated payroll checks.	H	T		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).
328	Ability to print check and stub, or earnings statement, on self-mailer check form.	H	T		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).
329	Ability to print checks in prescribed sequence that can be changed at any time by users.	H	T		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).
330	Ability to view pay stub/earning statement online on or after the check date	H	T		CS PS - Payroll; MHC Document Express	
331	System must provide flexible processing schedules for the ability to rerun payroll, if needed.	H	Y		CS PS - Payroll	
332	Ability to restart the check process for the following:	-				
333	One check	H	T		CS PS - Payroll; MHC Document Express	
334	Small group of checks	H	T		CS PS - Payroll; MHC Document Express	
335	Entire check run	H	T		CS PS - Payroll; MHC Document Express	
336	Ability to automatically advance to next paycheck to continue stub printing.	H	T		CS PS - Payroll; MHC Document Express	
337	Ability to record a manual check in the system in case the check was cut outside the payroll processing.	H	Y		CS PS - Payroll	
338	Ability to have special payroll runs at the same time as a normal payroll run.	H	Y		CS PS - Payroll	
339	Ability to print and flag multiple checks for each employee in the normal payroll run (i.e. defined based on the payment)	H	Y		CS PS - Payroll	
340	Ability to run preliminary payrolls that do not update year-to-date balances but simulate the update of year-to-date balances with simulated postings to the general ledger (e.g. a test run).	H	Y		CS PS - Payroll	
341	Ability to adjust previously issued payments for the same payroll period	H	Y		CS PS - Payroll	
342	Ability to print payroll replacement checks.	H	T		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).
343	Ability to void payroll check or direct deposit and reissue a new check or process a direct deposit for the same payment.	H	Y		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).

344	Ability to print single payroll checks for employees even if they are working in multiple positions or funded from multiple funding sources.	H	Y		CS PS - Payroll; MHC Document Express	As long as the employee has a single EIN, they can receive a single payment.
345	Ability to issue checks outside of the processing cycle.	H	Y		CS PS - Payroll	
346	Ability of the advice / check stub to be simple to read/understand and have all relevant detailed information regarding the employee, earnings, and deductions, including annual accumulators as defined by user. State law may require each earning code and rate to be shown separately.	H	T		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).
347	Ability to print the name of financial institution on direct deposit advice.	H	T		CS PS - Payroll; MHC Document Express	Infor Payroll generates employee payment and W-2 data. MHC is used to format this data into print-ready forms such as checks, payment stubs and advices, and Federal Forms (1099s, W-2s).
348	Ability to support MICR printing	H	T		CS PS - Payroll; MHC Document Express	
349	Ability to support printing the check signature with proper security of the signature.	H	T		CS PS - Payroll; MHC Document Express	
350	Payroll Taxes					
351	Ability to automatically update the tax tables (rates and limits) for the following tax categories:	-				
352	Federal income tax	H	T		CS PS - Payroll; BSI Tax Factory	
353	State income tax	H	T		CS PS - Payroll; BSI Tax Factory	
354	FICA (OASDI and Medicare)	H	T		CS PS - Payroll; BSI Tax Factory	
355	Earned income credit	H	T		CS PS - Payroll; BSI Tax Factory	
356	State disability insurance (SDI)	H	Y		CS PS - Payroll	
357	State Unemployment Tax	H	T		CS PS - Payroll; BSI Tax Factory	
358	Ability to provide tax tables updates automatically which are in compliance with all applicable tax laws.	H	T		CS PS - Payroll; BSI Tax Factory	
359	Ability to have an update automatically applied annually or as on needed basis with tax table changes	H	T		CS PS - Payroll; BSI Tax Factory	
360	Ability to have default taxes withheld using single with zero exemptions as the default.	H	Y		CS PS - Payroll	
361	Ability to allow any legally allowable number of exemptions (marital status and dependents) for each taxing entity.	H	Y		CS PS - Payroll	
362	Ability to withhold Federal and State income taxes on the basis of aggregated/supplemental earnings for a pay period.	H	Y		CS PS - Payroll	
363	Ability to define different tax rates for different earnings (i.e. earning1 can be at aggregate rate based on W4 information and Earning2 can be at 3% etc.)	H	Y		CS PS - Payroll	
364	Ability to support and deduct multiple pension types and calculations	H	Y		CS PS - Payroll	
365	Ability to do a manual FICA (social security and Medicare) add-on to increase wages for non-cash taxable fringe benefits	H	Y		CS PS - Payroll	
366	Ability to adjust (withhold or refund) employees Federal, County, and State withholding taxes by pay period.	H	Y		CS PS - Payroll	
367	Ability to adjust (debit or credit) an employee's Federal, State and County year-to-date taxable gross wage and withholding amount totals.	H	Y		CS PS - Payroll	
368	Ability to exclude wages withheld for Deferred Compensation Plans and Section 125 Accounts from Federal, State, and County income tax withholdings.	H	Y		CS PS - Payroll	
369	Ability to maintain an employee's OASDI and Medicare contribution total for unlimited prior tax years.	M	Y		CS PS - Payroll	

370	Ability to automatically and manually adjust (withhold or refund) OASDI and Medicare by employee in the current pay period.	M	Y		CS PS - Payroll	
371	Ability to adjust (debit or credit) OASDI and Medicare year-to-date totals for employee and employer withholding amounts and employee's gross wages.	M	Y		CS PS - Payroll	
372	Ability to individually define employee withholdings for social security and Medicare based on County criteria.	H	T		CS PS - Payroll; BSI Tax Factory	
373	Ability to calculate Earned Income Credit.	M	Y		CS PS - Payroll	
374	Ability to set IRS Limits on an employee's record for different tax entities.	M	T		CS PS - Payroll; BSI Tax Factory	
375	Void Check Processing					
376	Ability for the reversal (void paycheck) process to be automated to reverse all employer/employee records (including voluntary deductions, time and attendance, and PTO accruals).	H	Y		CS PS - Payroll	
377	Ability for manager to initiate process to void a paycheck	H	Y		CS PS - Payroll	Assumes security roles are defined to allow this capability.
378	Ability to have multiple manual checks per pay cycle by employee.	H	Y		CS PS - Payroll	
379	Ability to have multiple voided checks per pay cycle by employee.	H	Y		CS PS - Payroll	
380	Ability to record each replacement check number in the payment history record for the check that is replaced and the replacement number should not overlay the original check number.	H	Y		CS PS - Payroll	
381	Ability to locate and view every check record using the replacement check number, employee ID number, or check date as a search key.	H	Y		CS PS - Payroll	
382	Ability to automatically re-apply deductions from voided checks to subsequent payments.	H	Y		CS PS - Payroll	
383	GL - Journal Entries					
384	Ability to automatically post payroll transaction data to the General Ledger after regular payroll and special (off cycle) payrolls	H	Y		CS PS - Payroll, Global Ledger	
385	Ability to specify posting dates for posting payroll transactions.	H	Y		CS PS - Payroll, Global Ledger	
386	Ability to post payroll transaction to multiple funds and cost centers based on employee records (for example, organizational assignments, multiple positions).	H	Y		CS PS - Payroll, Global Ledger	
387	Ability to create GL journal entries which allow for interfund transactions and still balance in total and by fund (e.g. employees who are paid from several funds, but whose tax withholdings are accumulated in one fund).	M	Y		CS PS - Payroll, Global Ledger	
388	Ability to create monthly and annual payroll accrual journal entries.	H	Y		CS PS - Payroll, Global Ledger	
389	Ability to create detail journal entries to allocate labor charges to various cost centers for programmatic labor distribution.	H	Y		CS PS - Payroll, Global Ledger	
390	Ability to select a date for future posting of automated journal entries.	H	Y		CS PS - Payroll, Global Ledger	
391	Ability to create automated journal entries for fringe benefit cost to multiple cost centers for retirement, workers' comp, or unemployment on a percentage of salary; medical insurance and disability insurance which are based on actual plan cost-table.	H	Y		CS PS - Payroll, Global Ledger	
392	Ability to calculate and record Labor entry based on a loaded rate (fringe).	H	Y		CS PS Payroll	
393	Payroll Calendars					
394	Different calendars for determining (minimum = 99):	-				

395	Family leave	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	Infor provides the ability to track FMLA leaves of absence and time taken for FMLA leave. We don't have a specific family leave calendar but can track FMLA eligible hours by year. Other functionality may require additional configuration.
396	Multiple FLSA periods (e.g. 7, 14, 24 and 28 day periods)	H	Y		CS PS - Workforce Mgmt	Overtime hours can be calculated based on rules for employee groups based on different evaluation periods, pay period ranges and daily rules. Our delivered FLSA rule has two options, however: daily and weekly. If an employee is only going to be paid at a single rate for the duration of the period, then we can meet this requirement. However, additional development may be necessary to ensure FLSA compliance in terms of ensuring that the employee receives total compensation based on their RROP for alternative periods. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
397	Number of work days in the pay period	H	Y		CS PS - Workforce Mgmt, Payroll	
398	Time to be paid and/or days not worked in order to compute gross (exception employees)	H	Y		CS PS - Workforce Mgmt, Payroll	
399	Beginning and ending dates of the pay period	H	Y		CS PS - Workforce Mgmt, Payroll	
400	Holidays for multiple job classes	M	Y		CS PS - Workforce Mgmt, Payroll	
401	Flex schedule calendars - (for example, identifying the 9/80 work week; 1st week 45 scheduled hours, 2nd week 35 scheduled hours; and multiple of different schedule).	H	Y		CS PS - Workforce Mgmt, Payroll	
402	Calendars flexible to identify 1st day back or "in lieu" of holidays	M	Y		CS PS - Workforce Mgmt, Payroll	
403	1/2 day holidays	M	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	Infor Workforce Management does not define partial day holidays, but we can configure rules to treat days on which a holiday lands to treat a specific portion of that day as a holiday.
404	Integration and Interfaces					
405	Ability to interface with budget for department, project and fund calculations	H	Y		CS PS - Payroll, Budgeting & Planning	
406	Ability to provide interfaces with federal and state tax deposit software.	H	M		CS PS - Payroll, Reporting Tools	
407	Ability to interface with bank for positive pay, including pre-note functionality	H	Y		CS PS - Payroll, Reporting Tools	
408	Ability to interface with Accounts Payable for paying vendors (e.g., third party remittances), eliminating/minimizing need for reconciliations	H	Y		CS PS - Payroll, Payables	
409	Ability to interface with benefit providers (i.e. retirement plan [CPAS, using a table-based interface; health providers; etc.] [Utilize electronic data interface (834 carrier feeds)])	H	Y		CS PS - Benefits, Reporting Tools	
410	Ability to interface with payroll check print program	H	T		CS PS - Payroll; MHC Document Express	

411	Ability to integrate with a Document Management System	H	M		CS PS - Payroll; Technology Foundation	Additional integration configuration is necessary to meet this requirement.
412	Ability to interface with department scheduling systems (e.g., police and fire)	H	Y		CS PS - Workforce Mgmt, Payroll	Assumes Infor Workforce Mgmt is being used for department scheduling. If not, additional integration configuration may be necessary.
413	Ability to integrate with all ERP modules including Time and Attendance systems	H	Y		CS PS - Workforce Mgmt, Payroll	Assumes Infor Workforce Mgmt is being used for time and attendance. If not, additional integration configuration may be necessary.
414	Ability to interface with other applications throughout the County - HR Applications, etc.	H	Y		CS PS - Technology Foundation	Infor delivers a robust integration toolset that can be used to link our solution with third-party applications. Integration can be configured as part of implementation.
415	Ability to create and define additional interfaces and integration as needed.	M	Y		CS PS - Technology Foundation	Infor delivers a robust integration toolset that can be used to link our solution with third-party applications. Integration can be configured as part of implementation.
416	An exception report to identify variances between Payroll system and CityWorks for State billing purposes. The following fields would be needed from Payroll System for the - Total hours paid Total hours worked Straight time Temporary Assignment to Higher Classification (TAHC) (e.g., driving hours v riding hours) worked - Overtime hours worked Overtime TAHC hours worked - Employee Base pay rate Employee TAHC pay rate - Prem Hours Worked Prem Paid Total wages paid - Total wages for worked time. The hours and wage information would be needed as soon as payroll processing is completed for the pay period. (Information on pay rate changes would be needed prior to the effective date of the change so information could be available for use in CityWorks system.)	H	R		CS PS - Workforce Mgmt, Payroll, Technology Foundation	New reports may be necessary to meet this requirement.
417	Ability to integrate with Accounts Payable for the generation of payments of payroll deductions insurance/benefits providers based on payroll calculations.	H	Y		CS PS - Payroll, Payables	
418	Reporting Features					
419	Ability to report on calculated compensated absences showing ending balances in hours and calculated pay.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll, Reporting Tools	
420	Ability to view on-line mid-period earnings calculations for termination pay.	H	Y		CS PS - Payroll, Reporting Tools	
421	Ability to have user designed standard and ad hoc reporting, including detailed exception reporting (e.g., for auditing).	H	R		CS PS - Payroll, Reporting Tools	
422	Ability to view and download all employee data stored in database.	H	Y		CS PS - Payroll, Reporting Tools	
423	Ability to view payroll data for federal, state, and local government reports.	H	Y		CS PS - Payroll, Reporting Tools	
424	Ability to view a Payroll Register in user-defined order, (i.e. showing gross pay, payroll fund, all system-calculated taxes and deductions, net pay, and check number).	H	Y		CS PS - Payroll	
425	Ability to track "light-duty "(staff on FLSA disability who work for up to 120 days of light duty), similarly to extra hires, and flexibility within this feature.	H	Y		CS PS - Workforce Mgmt	A separate time code or labor metric can be used to capture time associated with light duty.
426	Ability to provide reports (paper and on-line) immediately after payroll has run which include but are not limited to the following:	H				

427	Federal, state, and local tax reporting (i.e. pay period to date, quarterly to date and year to date, IRS Form 941)	H	Y		CS PS - Payroll, Reporting Tools	
428	List of gross wages in excess of user specified amounts	H	R		CS PS - Payroll, Reporting Tools	
429	Ability to produce attendance reports for active, full-time, part-time, on-call, seasonal, temporary and exception employees by pay period and annual total (calendar and rolling years), to contain the following:	-				
430	Department	H	T		PCI	
431	Each employee in the department, with multiple employees per page	H	R		CS PS - Workforce Mgmt, Reporting Tools	
432	Pay period	H	R		CS PS - Workforce Mgmt, Reporting Tools	
433	General Leave - all tracked categories	H	R		CS PS - Workforce Mgmt, Reporting Tools	
434	Accounts charged	H	R		CS PS - Workforce Mgmt, Reporting Tools	
435	Pay rate(s) - for each type of earnings	H	R		CS PS - Workforce Mgmt, Reporting Tools	
436	Standard hours	H	R		CS PS - Workforce Mgmt, Reporting Tools	
437	Hours worked	H	R		CS PS - Workforce Mgmt, Reporting Tools	
438	OT Hours worked	H	R		CS PS - Workforce Mgmt, Reporting Tools	
439	Temporary Hours worked for Regular employees	H	R		CS PS - Workforce Mgmt, Reporting Tools	
440	Holidays worked	H	R		CS PS - Workforce Mgmt, Reporting Tools	
441	Leave accrual balances	H	R		CS PS - Workforce Mgmt, Absence Mgmt, Reporting Tools	
442	Ability to produce all of the wage and tax reports required to comply with Federal and State laws, rules and regulations, including the following:	-				
443	Internal Revenue Service (for income tax)	H	Y		CS PS - Payroll, Reporting Tools	
444	State Tax reports (state taxable wages and withholdings, SS#, Medicare, Federal)	H	Y		CS PS - Payroll, Reporting Tools	
445	State Department of Labor for Unemployment Insurance	H	R		CS PS - Payroll, Reporting Tools	
446	County ordinance	H	R		CS PS - Payroll, Reporting Tools	
447	Other taxing entities	H	R		CS PS - Payroll, Reporting Tools	
448	Ability to print/report/identify, prior to issuance of first pay check, weekly lists of all employees engaged who do not have direct deposit instructions.	H	R		CS PS - Payroll, Reporting Tools	
449	Produce a report of audit trail changes made to employees records and identify who made the changes (e.g., for recalculating payroll).	H	R		CS PS - Global HR, Payroll, Reporting Tools	
450	Ability to produce a report showing benefits participation by benefit, carrier and, coverage level.	H	Y		CS PS - Benefits, Reporting Tools	
451	Ability to create a report that shows all employees with over/under scheduled hours per week paid and what type of hours for Regular/Temporary etc.	H	R		CS PS - Workforce Mgmt, Reporting Tools	
452	Ability to create Payroll Projection Reports, forecasting payroll amounts by department, fund, etc., through year-end. Compares to budgeted amounts.	H	R		CS PS - Budgeting & Planning, Reporting Tools	
453	Ability to report on retroactive pay detail, by pay period	H	Y		CS PS - Payroll, Reporting Tools	
454	Ability to record and report the actual mileage (i.e. miles) driven by any employee	M	R		Infor Expense Management, Reporting Tools	
455	Ability to track all hours and type of hours worked by all types of employees.	H	Y		CS PS - Workforce Mgmt, Payroll, Reporting Tools	

456	Ability to track total compensation by employee by time period	H	Y		CS PS - Payroll, Reporting Tools	
457	Ability to track all pay and sum of pay type and type of pay earned by all types of employees.	H	Y		CS PS - Payroll, Reporting Tools	
458	Ability to assign security by department, groups or any other user defined category to each and all reports.	H	Y		CS PS - Payroll, Reporting Tools, Security	
459	W-2s and 1099s					
460	Ability to generate a transmittable electronic file for W-2s and 1099s.	H	Y		CS PS - Payroll	
461	Ability to post on-line year-end Forms (W-2) for each person employed by the County during the tax year and 1099-R for every retiree.	H	T		MHC Document Self-Service	
462	Ability to maintain the information required to produce W-2's.	H	Y		CS PS - Payroll	
463	Ability to maintain the information required to produce W-2Cs.	H	Y		CS PS - Payroll	
464	Ability to produce duplicate W-2 and W-2C forms to replace lost or misplaced forms.	H	Y		CS PS - Payroll; MHC Document Self-Service	
465	Ability to produce early Forms W-2, forms W-2C, and duplicates on a demand basis.	H	Y		CS PS - Payroll; MHC Document Self-Service	
466	Ability for employees to download W-2 information into tax software	H	T		MHC Document Self-Service	
467	Ability to generate 1099 for wages paid after death of employee.	H	Y		CS PS - Payroll	
468	Ability to track poll workers as vendors and generate 1099Ms for poll workers when necessary.	H	Y		CS PS - Payables, MHC Document Express	
469	Ability to track whether a poll worker/volunteer is an active County employee or retiree, in order for the County to include or exclude any poll earnings on the employees'/retirees' W-2 (as retirees do not receive W-2s).	H	Y		CS PS - Payroll	
470	Ability to address Bus Operator pay. MCTS has 800+ Operators, which are paid according to complex matrix of hours, premiums, spread, overtime, and other transit specific regulations and Union rules. Time is imported from another system, but also requires some verification and rule application in Payroll.	H	Y		CS PS - Workforce Mgmt	Infor Workforce Management and Payroll are very configurable to meet an organization's business rules and processes, including pay rules. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be developed. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
471	Ability to automatically flag for all Federal and WI protected leaves (Ex: FMLA leave eligibility after 12 continuous months of employment if 1250 hours are worked). FMLA will be administered by a 3rd party service.	H	Y		CS PS - Absence Mgmt, Payroll	
472	Ability to automatically create GL entries to appropriate fund account for employer contributed benefits.	H	Y		CS PS - Benefits, Payroll	

473	Ability to establish vacation donation, allowing employees to donate time to individuals from their accrued balances within parameters set by management, or allow managers to execute the donation upon approval	H	M		CS PS - Absence Mgmt, Workforce Mgmt, Case Mgmt	Infor Absence Management can be configured with a catastrophic leave plan or sick pool. As delivered, we do not have the ability for employees to donate leave to this plan via self-service, but a request can be made within Infor Case Management or through a configured page and an authorized administrator can manually make the adjustments/transfers. Employees can also request leave from the pool via Case Management or through a configured page, and again, an authorized administrator can manually make the adjustments/transfers. Once the manual adjustments are made, employees can view and use granted leave. Additional configuration is necessary to meet the requirement and implement the proposed approach. The custom solution would not affect upgrades; however, it may require more complex configuration than is outlined as part of the definition of the County's 'Y' response code.
474	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H	Y		CS PS - Workforce Mgmt	
475	Ability to establish separate company	H	Y		CS PS - Payroll	
476	Banking details including routing number, account number for Direct Deposit (including multiple accounts - up to 8)	H	Y		CS PS - Payroll	

NA

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.21 - Pension Administration

Replace this text with the primary product name(s) which satisfy requirements.

Objective: To manage the administration of organizational retirement plans.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Functional Requirements					
2	System must accumulate and track employee earnings applicable to retirement.	H				
3	System must accumulate and track employee credited service applicable to retirement.	H				
4	System must convert retirement hours worked and accumulated sick leave (up to 2 years) into months and years of credited service	H				
5	System must allow designated users to adjust credited service due to transferred service (including offsets), purchased service, periods of no pay, changes in retirement plan membership.	H				
6	System must calculate employee contribution due to changes in plan membership (e.g., public safety to non-public safety, non-public safety to public safety).	H				
7	System must retroactively adjust earnings and credited service for the appropriate period due to retro pay/reinstatement actions.	H				
8	System must track and accumulate employee contributions and credit specific interest as an employee account over their career (for purposes of Defined Benefit Plan, Deferred Retirement Option Plan, Cash Balance Plan).	H				
9	System must calculate retirement benefits for multiple defined benefit plans (formulas based on credited service, earnings, payment type).	H				
10	System must maintain multiple benefit formulas for each retirement plan based on retirement date.	H				
11	System must calculate average final earnings as defined by the retirement plan.	H				
12	System must maintain multiple payment option types.	H				
13	System must maintain user defined business rules associated with each payment option for amounts due beneficiaries	H				
14	System must maintain retirement actuarial data, such as Social Security Covered Compensation data, payment option factors, cost-of-living history.	H				
15	System must calculate service purchase amounts based on actuarial formulas.	H				
16	System must calculate service transfer and Qualified Domestic Relations Order (QDRO) offsets based on actuarial formulas	H				
17	System must project normal and early retirement dates based on credited service, age, sick leave hours.	H				
18	System must project personal retirement benefits via employee self service (web).	H				

19	System must generate reports for Third Party Administrators for retirement benefit set-up	H				
20	Ability to track investment fund results	H				
21	Ability to track multiple pension categories per employee, including deferred compensation	H	Y		CS PS - Benefits	
22	Ability to store at least 30 years of employee retirement wage information.	H				
23	Ability to view/print advance notifications to department heads of who is approaching retirement qualification dates (reflect multiple retirement systems and multiple requirements of those systems).	L	R		CS PS - Global HR, Reporting Tools	
24	Payment of Defined Benefit Retirement					
25	System must maintain the following data elements for each individual receiving a pension payment:	-				
26	Payment option elected	H				
27	% of joint continuation	H				
28	Benefit type (e.g., pension, excess benefit, etc.)	H				
29	Benefit category (e.g., death, disability, retirement, spouse/beneficiary benefit, minimum required distribution, termination, etc.)	H				
30	Original number of guaranteed payments	H				
31	Employee contribution balance by:	-				
32	Pre tax	H				
33	Post tax	H				
34	Credited interest	H				
35	Remaining guarantee (either # of payments or remaining employee contributions to be reimbursed)	H				
36	Payment frequency (e.g., monthly, quarterly, semi-annually, annually)	H				
37	Cost-of-Living (COLA) Calculation effective date	H				
38	Pay group code	H				
39	COLA history by effective date	H				
40	COLA calculation amount	H				
41	Payment effective periods - could be multiple when there are future benefit start dates with different payment amounts	H				
42	Effective dates/end dates for all data changes	H				
43	Freeform COMMENTS section	H				
44	Payment distribution indicator (e.g., direct deposit, EFT, mailing address, residence address)	H				
45	Payment distribution instructions	H				
46	Tax type (e.g., federal, state, additional, flat)	H				
47	Tax elections ("IN" vs. "OUT", marital status, # of exemptions)	H				
48	Tax ID number and type	H				
49	Tax reporting information for tax filings – e.g., distribution code, distribution type, company code, supplier code, etc.	H				
50	Adjustment information (over amount, under amount, adjustment type - benefit adjustment, deduction adjustment, etc.)	H				
51	Payment information - gross benefit amount, adjusted gross benefit amount, net benefit amount, payment method, draft number, payment status/date.	H				
52	Payment information summary by month and YTD.	H				
53	Related individual information - for joint annuitants, beneficiaries or Estate	H				

54	"Non-Plan" deductions – e.g., child support payments, IRS levies (amount, start/end date, type, payee)	H				
55	Plan deduction information - multiple deduction items such as medical, dental, vision, Rx, life insurance, etc.	H				
56	System must generate tax statements, e.g., W-2.	H				
57	System must automatically reduce # of remaining payments or remaining employee contribution amount by each monthly payment issued.	H				
58	System must automatically calculate federal/state tax based on data coded - includes calculation of excludable amount due to post tax employee contributions and service connected disabilities.	H				
59	System must calculate/apply increases to benefits utilizing different %'s for each pay group for identified effective period.	H				
60	System must generate/distribute adjustment payment for refunds/underpayments.	H				
61	System must recover adjustment amounts for overpayments from ongoing payments or future amounts payable.	H				
62	System must automatically stop future payments to the deceased member from being generated when a date of death is coded into the system.	H				
63	System must allow designated user to change pay group code for an individual.	H				
64	System must allow designated user to change form of payment retroactively.	H				
65	System must allow designated user to change benefit commencement date retroactively.	H				
66	System must calculate Gross Benefit Amount, Adjusted Gross Benefit Amount and Net Benefit Amount.	H				
67	System must automatically determine adjustment amounts due to changes in benefit/deduction amount or payment effective date.	H				
68	System must suspend payments due to re-employment.	H				
69	System must provide pension payment deductions for items such as medical, dental, and prescription plan coverage.	H				
70	System must allow retirees receiving pensions to view year-to-date deduction totals on-line.	H				
71	System must track user-defined year-to-date deduction amounts (e.g., for health coverage up to \$3,000) for designated retirees receiving a pension (e.g., public safety).	H				
72	System must allow for W-2 adjustment for amounts paid for health coverage for retired public safety employees up to a user defined maximum (e.g., \$3,000 per the Pension Protection Act of 2006).	H				
73	System must maintain multiple addresses ("snowbirds" - those who seasonally travel between two separate addresses).	M				
74	System must maintain history of data elements.	H				
75	System must track and maintain audit trail of pension payment related actions entered into the system.	H				
76	Defined Contribution Retirement Administration					
77	System must generate auto enrollment data to a Third Party Administrator upon hire.	H				
78	Ability to integrate with an external pension system	H				

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.22 - Project Accounting	Infor CloudSuite Public Sector (CS PS) - Project Accounting
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Objective: To monitor capital improvement projects, other County projects in a timely and efficient manner. To report on progress and performance of these various projects. To provide a central data repository to track project activity and

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Project Set-Up					
2	Ability to create user-maintained master files for:	-				
3	Jobs / Activities	H	Y		CS PS - Project Accounting	
4	Projects	H	Y		CS PS - Project Accounting	
5	Sub-Projects	H	Y		CS PS - Project Accounting	
6	Phase (e.g. Design, Construction, Equipment)	H	Y		CS PS - Project Accounting	
7	Ability to create a parent child relationship between project and sub-projects	H	Y		CS PS - Project Accounting	
8	Ability to validate to the fund/org with Project, Sub-project and phase	H	Y		CS PS - Project Accounting	
9	Ability to create a project master file that allows for tracking and reporting, including:	-				
10	Department (responsible for the project)	H	Y		CS PS - Project Accounting	
11	Alphanumeric project numbers (coding assigned by authorized users to be used to identify projects, including case numbers for example)	H	Y		CS PS - Project Accounting	
12	Key dates (Board approval date, start date, end date, extension date, date of last draw, final performance report)	H	Y		CS PS - Project Accounting	
13	Resolution # for Board Approval	H	Y		CS PS - Project Accounting	
14	Descriptions / Comments	H	Y		CS PS - Budgeting & Planning, Grant Accounting	
15	Funding source(s) (e.g., who is providing and using funding for the project) including contact information	H	Y		CS PS - Project Accounting, Grant Management	
16	Contract number(s) for projects and contract amount for projects --could have multiple contracts for each	M	Y		CS PS - Project Accounting, Contract Management	
17	STIP (Statewide transportation improvement program) number (s) for project	M	Y		CS PS - Project Accounting	
18	Multiple performance measures	H	Y		CS PS - Project Accounting	
19	Activity Line Item Code	H	Y		CS PS - Project Accounting	
20	Contractor(s) name validation against the vendor file	M	Y		CS PS - Contract Management	
21	Ability to search all documents related to a project and visa versa	H	Y		CS PS - Project Accounting	
22	Detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	M	Y		CS PS - Contract Management	
23	Total project budget amount	H	Y		CS PS - Project Accounting	
24	Original and amended budget amounts	H	Y		CS PS - Project Accounting	
25	Financing amount (bond, federal, state, local, land sale proceeds, bond earnings, etc.)	H	Y		CS PS - Project Accounting, Grant Management	
26	Bond Issue Type	H	Y		CS PS - Project Accounting, Grant Management	

27	Issue Date	H	Y		CS PS - Project Accounting, Grant Management	
28	Closing Date	H	Y		CS PS - Project Accounting, Grant Management	
29	Interest/Coupon Rate	H	Y		CS PS - Project Accounting, Grant Management	
30	Bond Issue Name/Year (GO 2001A, GARB 2002A, etc.)	H	Y		CS PS - Project Accounting, Grant Management	
31	User defined limits with appropriation control	H	Y		CS PS - Project Accounting	
32	Lapsed Amounts (left over funding at the end of the current fiscal year or end of the project) by funding source	H	Y		CS PS - Project Accounting	
33	Project manager assigned with contact information from the Payroll / Personnel module for validation.	H	Y		CS PS - Project Accounting	
34	Project type (cap improvement, preventative maintenance, disaster recovery, etc.)	H	Y		CS PS - Project Accounting	
35	Project milestones	H	Y		CS PS - Project Accounting, Grant Management	
36	Relevant GL accounts (for revenues and expenditures)	H	Y		CS PS - Project Accounting	
37	Retainage requirements	M	Y		CS PS - Project Accounting, Contract Management	
38	Multiple reportable user defined fields (please identify any limitations in the comments field).	H	Y		CS PS - Project Accounting	No limitations
39	Ability to designate whether or not projects are to be capitalized and create fixed asset(s) records when complete (construction-in-progress).	M	Y		CS PS - Project Accounting, Asset Management	
40	Ability to have multi-level project roll up.	H	Y		CS PS - Project Accounting	
41	Ability to allow both automatic project numbering or user-defined project number assignment; if user defined, have an edit to disallow duplicates.	H	N			Projects are not auto-numbered.
42	Ability to create project cycles that are different than the fiscal year.	M	Y		CS PS - Project Accounting	
43	Project Budgeting					
44	Ability to designate funds as multi-year or annually appropriated with separate closing procedures.	H	Y		CS PS - Project Accounting	
45	Ability to automatically carry over projects between fiscal years, unless tagged as closed with workflow approval.	H	Y		CS PS - Project Accounting	
46	Ability to modify the carry over amounts.	H	Y		CS PS - Project Accounting	
47	Ability to notify designated staff (by project) a defined number of days prior to expiration.	M	Y		CS PS - Project Accounting	
48	Ability to assist with contract development by summarizing actual costs incurred for prior similar projects.	L	Y		CS PS - Project Accounting, Project Analytics	
49	Ability to enter and maintain time-phased budgets for a project, including multi-year projects.	H	Y		CS PS - Project Accounting	
50	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	H	N			
51	Ability to determine draft project cost estimates prior to approval of a project budget.	M	Y		CS PS - Project Accounting	
52	Ability to provide drill down capabilities on budgets, cost estimates, actual.	H	Y		CS PS - Project Accounting	
53	Project Activity					
54	Ability to add or change a project number with a financial transaction prior to completing the transaction chain (req to check).	H	Y		CS PS - Project Accounting	
55	Ability to collect labor time, machine usage, services/subcontract costs, and material usage data for individual projects, potentially interfacing with a Work Order system/module.	H	Y		CS PS - Project Accounting	

56	A system that allows employees to have remote access for logging information when they are in the field.	L	Y		CS PS - Project Accounting	
57	A system that ties work breakdown structure (WBS) elements of the project to cost centers.	H	Y		CS PS - Project Accounting	
58	Ability during data entry, that if a source transaction is coded to an account that has been setup as part of a project, the user is required to enter a project number on the transaction. An account may have multiple projects.	H	Y		CS PS - Project Accounting	
59	Ability to designate funds as restricted (e.g., solicitations, donations and contributions)	H	Y		CS PS - Project Accounting, Grant Management	
60	Ability to accommodate subsequent contract change orders to update dollar amounts and durations.	H	Y		CS PS - Project Accounting, Contract Management	
61	Ability to calculate capitalized interest and investment earnings by project using, bond amount, bond ratio to project budget amount per fiscal year, coupon/interest rate, investment/earnings rate	H	N			Once calculated and recognized, interest and investment earnings can be allocated to projects.
62	Ability to calculate unspent bond amount by project by funding source	H	Y		CS PS - Project Accounting, Grant Management	
63	Ability to reallocate bonds based on appropriation transfer activity (moving all or a portion of project bonds to other projects)	H	Y		CS PS - Project Accounting, Grant Management	
64	Ability to generate a bill for the project by funding source	H	Y		CS PS - Project Accounting, Grant Management	
65	Ability to track revenue collections by project by funding source	H	Y		CS PS - Project Accounting, Grant Management	
66	Project Costing					
67	Ability to configure pre-defined transaction split "templates" for each project with the ability to override.	M	Y		CS PS - Project Accounting, Grant Management	
68	Ability for the project accounting module to allow for direct entry of materials use (or other denominator) on a project at a user defined cost rate.	M	Y		CS PS - Project Accounting	
69	Ability to split any transaction by percent or flat amount (e.g., labor, inventory, equipment use, square footage, etc.) to one or more projects.	M	Y		CS PS - Project Accounting	The method varies by transaction (requisition, timesheet, AP invoice, cost allocation, etc.)
70	Ability for automatic notification of cost overruns with the capability to disengage the notification with proper authorization.	H	Y		CS PS - Project Accounting	
71	Ability to encumber work authorizations for staff charges	H	Y		CS PS - Project Accounting	
72	A system that can calculate and provide reports for indirect rates for staff and overhead.	H	Y		CS PS - Accounts Payable	
73	Ability to change the allocation formula without affecting prior allocations.	M	Y		CS PS - Accounts Payable	
74	Ability to inactivate a project.	M	Y		CS PS - Project Accounting	
75	Prior to closing a project, have the ability to check for open or pending items (i.e. if the project is identified on an open encumbrance, un-related project, unpaid payment document, etc.), prompt the user about whether or not this project should be closed.	H	N			The system will not prevent you from changing a project status to closed while open encumbrances exist, but reports exist to identify this situation.
76	Project Tracking					
77	Ability to track unspent bonds by project, sub-project and phase	H	Y		CS PS - Project Accounting, Grant Management	
78	Ability to track and report on non-financial performance measures against a project or sub-activity within a project.	M	Y		CS PS - Project Accounting	
79	Ability to accumulate and report on project personnel costs by person by day.	H	Y		CS PS - Project Accounting	
80	Ability to accumulate and report on project equipment costs by establishing equipment rate schedules (this is a non-cash transaction--just an allocation to the proper project coding).	H	Y		CS PS - Project Accounting	
81	Interfaces / Integration					

82	Ability to associate a project number with the transaction, for all source transactions (including: requisitions, purchase orders, vouchers, invoices, contracts, cash receipts, work orders, general ledger transactions) to or from other modules within the system using the proper chart of account codes	H	Y		CS PS - Project Accounting	
83	Ability to Interface with Grants, Budgeting, Payroll, Cash Receipting, General Ledger, Purchasing, Capital Assets, and other ERP modules.	H	Y		CS PS - Project Accounting	
84	Ability to interface with Debt module to track unspent bonds	H	Y		CS PS - Project Accounting	This is an interface that can be configured, but is not delivered.
85	Ability to attach images / electronic documents to the project record in the master file.	H	Y		CS PS - Project Accounting	
86	Reporting					
87	Ability to produce a report that reflects the current year expenditure and revenue amounts that will be carried forward into the new year and the amounts that will not (lapsed amounts).	H	R		CS PS - Project Accounting	
88	Ability to produce an unspent bond report and indicate to departments when the bond proceeds should be expended.	H	Y		CS PS - Grant Management	
89	System provides an executive level dashboard to track real-time status of project activity with graphical representation of information through charts.	H	Y		CS PS - Project Accounting, Financial Analytics	
90	Ability to complete project reporting requirements in project specific formats.	H	R		CS PS - Project Accounting	
91	Ability to create Inspection Report, presenting the results of inspector site visits to evaluate performance.	H	N			
92	Ability to generate analyses for (including but not limited to) variances and percent completion:	-	R		CS PS - Project Accounting, Grant Accounting, Project Analytics, Reporting Tools	
93	Ability to prepare projects in progress reporting, including performance.	H	R		CS PS - Project Accounting	
94	Allow user-specified grouping of individual projects for summary reporting purposes (e.g. multiple projects associated with widening the same street over a number of years).	H	Y		CS PS - Project Accounting, Grant Accounting	
95	Ability to report or query by vendor across all projects	H	R		CS PS - Project Accounting, Financial Analytics	
96	Ability to have projects broken down by year and appropriation	H	Y		CS PS - Project Accounting	
97	Multiple reportable project status (please identify any limitations in the comments field)	M	Y		CS PS - Project Accounting	Status codes are user-defined, and there is no limit to the number of status codes, except that the code itself is a 20-character alphanumeric field.

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.23 - Purchasing	Infor CloudSuite Public Sector (CS PS) - Purchasing
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Objective: To provide systematic County-wide coordination of procurement activities, incorporating Achievement of Excellence in Procurement (AEP) "Best Practices" requirements as a benchmark for measuring success.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	Allows each department to initiate the procurement process through requisition entry into the financial system.	H	Y		CS PS - Purchasing	
3	Ability to drill down to all supporting documents included in and related to the procurement transaction (from requisition to invoice/payment issuance).	H	Y		CS PS - Purchasing	
4	Ability to follow assets from cradle to grave.	H	Y		CS PS - Purchasing, Asset Mgmt	
5	Ability to support vendor EDI capabilities (ability to interact with vendors on-line, place orders, receive invoices and make payments electronically)	H	Y		CS PS - Purchasing, EDI for Supply Chain Management	
6	Ability to electronically generate and maintain annual, blanket, and standard purchase orders transactions using an on-line requisitioning system for all procurements.	H	Y		CS PS - Purchasing, Contract Mgmt	
7	Ability to look up the real-time status of procurements including requisition and purchase orders.	H	Y		CS PS - Purchasing	
8	Ability to retrieve existing data from one process to another without re-keying (i.e. vendor number entry to automatically populate requisition data such as vendor name, address and remittance type; Department shipping location, etc.).	H	Y		CS PS - Purchasing	
9	Ability to default the Shipping address (with multiple locations) on purchase orders based on the user that is requesting the goods / services.	H	Y		CS PS - Purchasing	
10	Ability to scan/attach documents (e.g., specifications, back-up documentation, invoices, packing slips, warrants, etc.) to requisitions, purchase orders and payment vouchers.	H	Y		CS PS - Purchasing	
11	Ability to automatically generate recurring payables/purchase orders for frequently ordered merchandise, i.e. recurring expenditures or progress payments on contracts/lease agreements.	H	Y		CS PS - Purchasing, Contract Mgmt, Accounts Payable	
12	Ability to designate a purchase or contract as a standard purchase order, single blanket order, or multiple blanket orders.	H	Y		CS PS - Purchasing, Contract Mgmt	
13	Ability to validate the following information upon data entry to ensure data integrity and internal control, such as:	H				
14	General Ledger Account Code	H	Y		CS PS - Purchasing	
15	Requisition number	H	Y		CS PS - Purchasing	
16	Vendor number	H	Y		CS PS - Accounts Payable	
17	Minimum order	M	Y		CS PS - Purchasing, Contract Mgmt	
18	Maximum order	H	Y		CS PS - Purchasing, Contract Mgmt	
19	Commodity code (UNSPSC)	H	Y		CS PS - Purchasing	

20	Ability to suspend further processing if the budget at the entry coding level is exceeded when entering a requisition.	M	Y		CS PS - Purchasing, General Ledger	
21	Ability to generate customized e-mails for automated distribution (internal and external customers/vendors)	H	Y		CS PS - Purchasing, Infor Process Automation	
22	Ability to process direct payments/check requests (items that do not require a purchase order, i.e. - utility bills, travel and expense reports, employee reimbursements, payments to other government entities, etc.).	H	Y		CS PS - Accounts Payable	
23	System requirement to classify type purchase, i.e. Goods and Trade Services/Commodities; Professional Services, Construction etc.	H	Y		CS PS - Purchasing	
24	Ability to automatically create a fixed asset shell if a certain dollar threshold is hit	H	Y		CS PS - Purchasing	The threshold is a business rule and not a system rule. If workflow needs to be applied to the various rules for automated processing or notifications, this is functionality that can be configured in the workflow tool.
25	Ability to have a library of insurance coverage requirements based on type of RFP	H	Y		CS PS - Strategic Sourcing	
26	When creating an RFP, ability to automatically insert the correct insurance coverage based on the type of RFP.	H	Y		CS PS - Strategic Sourcing	
27	Ability to immediately differentiate a purchase across Milwaukee County departments (Transit vs. County)	H	Y		CS PS - Purchasing	
28	Ability to differentiate the spending thresholds between units of the County (Transit rules vs. County).	H	Y		CS PS - Purchasing, Infor Process Automation	
29	Vendor File and History					
30	Ability to restrict addition of a vendor unless a the vendor profile/application is complete with all required and applicable information including automated W-9 verification and insurance (as required) documentation. (Include a fill-in box for GL, WC, E&O and etc. for expiration dates)	M	Y		CS PS - Strategic Sourcing	The supplier registration can require any documentation and expiration dates. Any external verifications would need to be configured using Infor Process Automation or Configuration Console.
31	Ability for AP or purchasing departments to only modify particular fields in the vendor file.	H	Y		CS PS - Accounts Payable, Purchasing	
32	Ability to place a vendor "on hold", restricting payments or PO's from being issued.	H	Y		CS PS - Accounts Payable, Purchasing	
33	Ability to allow buyers to override either user-specified or system-generated vendors and prices.	H	Y		CS PS - Accounts Payable, Purchasing	
34	Ability to require vendors to maintain updated vendor files in order for a purchase order to be issued. Discrepancies between requisition vendor profile information and vendor master file must be approved.	H	Y		CS PS - Accounts Payable, Purchasing	There is only one central vendor file used for both requisitions and AP, so there would not be a discrepancy.
35	Ability to alpha search on partial name information and then select from a list of the closest matches.	H	Y		CS PS - Accounts Payable, Purchasing	
36	Ability to have a single vendor file accessed from the Accounts Payable, procurement and Inventory modules (including 1099 and W-9 information).	H	Y		CS PS - Accounts Payable, Purchasing	
37	Ability to change 1099 status without losing prior history	H	Y		CS PS - Accounts Payable, Purchasing	
38	Ability to have a free text area where comments about a vendor may be attached to the vendor file record.	H	Y		CS PS - Accounts Payable, Purchasing	
39	Ability to allow for multi-site delivery address.	H	Y		CS PS - Accounts Payable, Purchasing	
40	Ability to allow multiple vendor addresses (shipping, sales, fulfillment, remit to, corporate headquarters, etc.) with option of electronic remittance.	H	Y		CS PS - Accounts Payable	

41	Ability to enter vendor number or name throughout the system and have the system complete address, delivery, terms, etc. information from the vendor master file.	H	Y		CS PS - Accounts Payable, Purchasing	
42	Ability to track by vendor purchases and payments by user defined start and end date or time periods.	H	Y		CS PS - Accounts Payable, Purchasing	
43	Ability to identify vendors who do not meet government or state regulations.	M	Y		CS PS - Purchasing	External verifications can be configured using Infor Process Automation or Configuration Console.
44	Ability to change/delete vendor if an error has been made prior to generating a purchase order.	H	Y		CS PS - Purchasing	
45	Ability to designate certain vendor types as one-time that are able to be cleared from the system by the user at any time (e.g., witnesses, jurors, refunds on personal property, based upon County security and records retention policies). These vendors do not require a W-9.	M	Y		CS PS - Accounts Payable	
46	Ability to accumulate vendor and bidder performance statistics for all vendors, such as:	-				
47	Condition of goods/quality of	M	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
48	Number/Amount of Price Increases	M	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
49	Number of Out-of-Stocks (Backorders)	M	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
50	Number of Late Deliveries (Backorders)	M	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
51	Number of Returns	M	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
52	Number of Bids Submitted	H	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
53	Number of Bids Awarded	H	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
54	Dollar Amount of Bids	H	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
55	Invoicing accuracy	H	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
56	Comments on Performance	H	Y		CS PS - Purchasing, Strategic Sourcing, Supply Chain Analytics	
57	Ability to create, maintain, and search comprehensive centralized active and inactive vendor master files with the following information:	-				
58	Name(s) and Address(es) (e.g., order from/pay to), including DBA;s	H	Y		CS PS - Accounts Payable, Purchasing	
59	DBA	H	Y		CS PS - Accounts Payable, Purchasing	
60	Validate vendor Tax ID to avoid duplicate vendor files for the same Tax ID	H	Y		CS PS - Accounts Payable, Purchasing	
61	Previous Name (open text)	H	Y		CS PS - Accounts Payable, Purchasing	
62	Multiple (2+) Contact Names	H	Y		CS PS - Accounts Payable, Purchasing	
63	Phone Number(s)	H	Y		CS PS - Accounts Payable, Purchasing	
64	FAX Number(s)	M	Y		CS PS - Accounts Payable, Purchasing	

65	Email Addresses	H	Y		CS PS - Accounts Payable, Purchasing	
66	License Type (Permit, registration, Contractor, Professional)	M	Y		CS PS - Accounts Payable, Purchasing	
67	License Number	M	Y		CS PS - Accounts Payable, Purchasing	
68	Independent Contractor (yes/no)	M	Y		CS PS - Accounts Payable, Purchasing	
69	Date of Last Purchase and Commodity Codes of Products Purchased	M	Y		CS PS - Accounts Payable, Purchasing	
70	Amount of Last Purchase	M	Y		CS PS - Accounts Payable, Purchasing	
71	Amount of Sales Tax	H	Y		CS PS - Accounts Payable, Purchasing	
72	Total Purchases by user defined time periods (start/end dates) and allow drill down to requisitions and PO with all supporting documents attachments.	H	Y		CS PS - Accounts Payable, Purchasing	
73	Ownership Status (MBE, WBE, DBE, Small Business, Local Preference and PCC)	H	Y		CS PS - Accounts Payable, Purchasing	
74	Tax Status (exempt or non-exempt)	H	Y		CS PS - Accounts Payable, Purchasing	
75	Ownership Type (Sole Proprietor Non-profit, Corp, Partnership, etc.)	H	Y		CS PS - Accounts Payable, Purchasing	
76	Open Purchase Order Number and Amounts	H	Y		CS PS - Accounts Payable, Purchasing	
77	Open Invoice Numbers and Amounts	H	Y		CS PS - Accounts Payable, Purchasing	
78	Tax ID Number	H	Y		CS PS - Accounts Payable, Purchasing	
79	Products Offered, Description and UNSPSC codes	H	Y		CS PS - Strategic Sourcing	
80	Last Quoted Price	H	Y		CS PS - Accounts Payable, Purchasing	
81	Last Quoted Shipping Date	H	Y		CS PS - Accounts Payable, Purchasing	
82	User-Determined Comments	M	Y		CS PS - Accounts Payable, Purchasing	
83	Vendor Number	H	Y		CS PS - Accounts Payable	
84	Terms Code (Payment i.e. 2%-net 10 net 30 days and Shipment, FOB-Destination)	H	Y		CS PS - Accounts Payable, Purchasing	
85	Bid Documents(s) References(s)	H	Y		CS PS - Accounts Payable, Purchasing	
86	Purchase History File (dates, quantity, products, purchase order numbers, vendor payments, trade-ins and discounts) for Current and Prior year(s)	H	Y		CS PS - Accounts Payable, Purchasing	
87	1099 Code	H	Y		CS PS - Accounts Payable, Purchasing	
88	Website DUNS # (if available)	H	Y		CS PS - Accounts Payable, Purchasing	
89	Comments (As necessary)	H	Y		CS PS - Accounts Payable, Purchasing	
90	Ability to purge historical (inactive) and one-time vendors. (Per records retention policy)	H	Y		CS PS - Accounts Payable, Purchasing, Reporting Tools	
91	Ability to classify vendors as confidential per business rules	H	Y		CS PS - Accounts Payable, Purchasing	

92	Ability to detect and prevent duplicate vendor files i.e. similar names, same Tax ID, same address, etc..)	H	Y		CS PS - Strategic Sourcing	
93	Ability to prevent vendor maintenance from affecting the vendor information on historical transactions. This can be overridden with the proper security access	H	Y		CS PS - Accounts Payable, Purchasing	
94	Ability to create and make payments on a cost/amount basis rather than manipulating the units/quantity (i.e. Car repair: estimate is for \$20,000 or less, when the car comes back the cost is \$18,200 and want to receive \$18,200; Professional Services Contract: Able to encumber money against the \$200,000 contract and as invoices are received against this contract, payments are made.)	H	Y		CS PS - Purchasing	Service lines are defined as either Amount or Quantity type services.
95	Ability to pay by unit or by total amount	H	Y		CS PS - Purchasing	
96	Receiving					
97	Ability to flag or prohibit the following with the ability of authorized users to override:	H				
98	The receiving date from being earlier that the requisition date	M	Y		CS PS - Purchasing	
99	The unit price from being greater than the unit price approved on the purchase order	M	Y		CS PS - Purchasing, Infor Process Automation	
100	Where the total invoice amount/shipment amount is greater that the approved purchase order amount, the quantity received from being greater than the quantity approved on the purchase order/contract.	M	Y		CS PS - Purchasing, Infor Process Automation	
101	Ability to specify "Receive All Lines" in order to speed data entry.	H	Y		CS PS - Purchasing	
102	Ability to partially receive items	H	Y		CS PS - Purchasing	
103	Receiver or other authorized user has option on partial receipt to close remaining amount of purchase order.	H	Y		CS PS - Purchasing	
104	Ability to distinguish between quantity or services received	H	Y		CS PS - Purchasing	
105	System ability to distinguish between low value assets and fixed assets; record useful life	H	Y		CS PS - Purchasing, Asset Mgmt	
106	System requires receiver of fixed assets to enter ID, serial number, description and physical location	H	Y		CS PS - Purchasing, Asset Mgmt	
107	Fixed asset records flows from requisitioner, purchase order, receiver to finance	H	Y		CS PS - Purchasing, Asset Mgmt	
108	Receiver can record quantities received in excess of quantity ordered.	H	Y		CS PS - Purchasing	
109	System generates a report by PO#, Vendor # or other user defined criteria to identify orders that have not been received in a timely manner.	H	Y		CS PS - Purchasing	
110	Ability to code surplus property disposal list for disposition method, i.e. salvage, auction, donation, trade-in, recycle externally, or agency repurpose.	H	Y		CS PS - Asset Mgmt	
111	Ability to allow for the recording of goods returned to the vendor.	H	Y		CS PS - Purchasing	
112	Requisition Processing					
113	Ability to support the use of business rules such as for requisition types, dollar threshold limitations; informal bids and formal competitive process; categorize Low Value Assets vs Fixed Assets.	H	Y		CS PS - Purchasing	
114	Ability to Classify the Type of Purchase, i.e. Goods & Trade Services, IT Equipment, Maintenance/MOU Agreements, Professional Services, Construction, Leases, Real Estate transactions and etc. (Please identify any limitations in the comments field).	H	Y		CS PS - Purchasing	No limitations
115	Ability to classify the Document Type as follows:	-				
116	Limited Purchase Orders	H	Y		CS PS - Purchasing	
117	Regular/Standard Purchase Order	H	Y		CS PS - Purchasing	
118	Blanket Purchase Order (Encumbered or Non-Encumbered)	H	Y		CS PS - Purchasing, Contract Mgmt	
119	Confirming Purchasing Order	H	Y		CS PS - Purchasing	

120	Ability to default, with security override, the related Asset number if the requisition is tied to a contract or project that is also tied to an asset (i.e., Project A is for construction of building 123 - all requisitions referencing Project A should automatically be tied to the building asset.	H	Y		CS PS - Project Accounting	
121	Ability to flag and alert requisitioner if ADA Sec 508 compliance documentation is required.	M	M		CS PS - Purchasing	
122	Ability for system generated fixed asset # and low value asset # to be linked with the Fixed Asset Tag attached to physical asset by requisitioner	H	Y		CS PS - Purchasing, Asset Mgmt	
123	Ability to require requisitions Document Type "Sole/Single Source" to include requisite justification documentation	H	Y		CS PS - Strategic Sourcing	
124	Ability to require requisitioner/s to attach quote/s to requisitions requiring a quote from vendor/s based upon business rules or as supported by workflow.	H	Y		Infor Purchasing - Purchase Order, Strategic Sourcing	With the workflow tool, any of these rules can be defined.
125	Ability to link data to identify a requisition with associated Buyer, PO, Vendor, etc.	H	Y		CS PS - Purchasing	
126	Ability to group requisitioned items by vendor or commodity code for volume purchase purposes.	H	Y		CS PS - Purchasing	
127	Ability to validate proposed vendor on the requisition against existing on-line vendor file.	H	Y		CS PS - Purchasing	A single vendor file is used for both requisitions and procurement. The buyer can override the requester's proposed vendor.
128	Ability to determine, by password or log-on, which department is requisitioning items and automatically default to information for that department.	H	Y		CS PS - Purchasing	
129	Ability to identify within the requisition, the accounting period / fiscal year that the requisition is associated with.	H	Y		CS PS - Purchasing	
130	Ability to have on-line requisitions and purchase orders with a fixed component and automatic numbering.	H	Y		CS PS - Purchasing	
131	Ability to enter default and customized comments on purchase orders and requisitions with full text editing features (e.g. indent, bold, paragraph, etc.).	H	Y		CS PS - Purchasing	
132	Ability to provide on-line, on-screen requisition and purchase order forms for centralized and decentralized entry.	H	Y		CS PS - Purchasing	
133	Ability to enter requisitions, purchase orders and any workflow steps on mobile devices.	M	Y		CS PS - Purchasing	
134	Ability to maintain history on all requisitioner transactions and view requisitions by assigned buyer.	H	Y		CS PS - Purchasing	
135	System must provide the ability to do the following tasks or include the following information in the requisition and purchase order process:	-				
136	Input and store quantity, price and description	H	Y		CS PS - Purchasing	
137	Buyer	H	Y		CS PS - Purchasing	
138	Calculate and extend price, including discount terms	H	Y		CS PS - Purchasing	
139	Calculate Sales Tax based on systematically maintained sales/use tax rates	H	Y		CS PS - Purchasing	
140	Calculate Use Tax based upon user defined rates or systematically maintained sales/use tax rates	H	Y		CS PS - Purchasing	
141	Retrieve vendor information automatically	H	Y		CS PS - Purchasing	
142	Specify Unit of Measure (Ea, Ft, lb., C, M, etc.)	H	Y		CS PS - Purchasing	
143	Multiple budgetary accounts	H	Y		CS PS - Purchasing	
144	Departmental contact, address, and phone number	H	Y		CS PS - Purchasing	
145	Shipping instructions / freight terms (FOB)	H	Y		CS PS - Purchasing	
146	Identify various funding sources for different procurement requirements including federal and state grants funds	H	Y		CS PS - Purchasing, Grant Management	

147	Ability to email, fax, EDI, etc. purchase orders, with all associated/attached documents included.	M	M		CS PS - Purchasing	
148	Ability to automatically transfer data codes, text and requisition information from requisitions to PO.	H	Y		CS PS - Purchasing	
149	Ability to view/change an unapproved requisition by requisitioner or as authorized by Purchasing.	H	Y		CS PS - Purchasing	
150	Ability to distinguish between inventory & non-inventory locations.	M	Y		CS PS - Purchasing	
151	Ability to select a default ship-to address using a drop-box, based on link to requesting department code (with authorized user override capability).	H	Y		CS PS - Purchasing	
152	Ability to transfer information from multiple requisitions to a single purchase order with references to source documents.	H	Y		CS PS - Purchasing	
153	Ability to transfer information to multiple purchase orders from a single requisition or RFQ with references to source documents.	H	Y		CS PS - Purchasing	
154	Ability to suspend requisitions received in Purchasing that are incomplete and to return them to the originating parties.	H	Y		CS PS - Purchasing, Infor Process Automation	
155	Ability to provide an audit trail at the requisition line item level to allow for requisition tracking when a requisition is split into multiple PO's.	H	Y		CS PS - Purchasing	
156	Ability to inquire on historical POs and convert them into a new requisition.	H	N			A requisition can be copied from a prior requisition, or from a template, but not directly from a PO.
157	Ability to automatically pre-encumber funds upon entry of the requisition, including applicable sales and use tax.	H	Y		CS PS - Purchasing	
158	Ability to reverse the pre-encumbered funds upon cancellation of the requisition.	H	Y		CS PS - Purchasing	
159	Ability to release pre-encumbrances based on user-determined criteria (based on County policy) at year-end.	H	Y		CS PS - Purchasing	
160	Ability to liquidate related pre-encumbrance balances and establish encumbrances, upon approval/award of a purchase order.	H	Y		CS PS - Purchasing	
161	Commodity Codes / UNSPSC (United Nations Standard Products and Services Code)					
162	Ability to Integrate UNSPSC Codes with General Ledger Codes and validate	H	N			UNSPSC Codes and GL Categories are independent, unrelated fields on the item setup.
163	Use UNSPSC Codes extending at least to five levels (5-digits)	H	Y		CS PS - Purchasing	
164	Ability to automatically compare master files by commodity code, price, and discount factors to determine which vendor to purchase from, using pull-down screens.	M	Y		CS PS - Strategic Sourcing	
165	Ability to assign requisitions to a manager or buyer, automatically, based on commodity code or requesting department, with an override ability.	M	Y		CS PS - Purchasing	
166	Ability to search for the appropriate commodity code related to the good / service being requested on a per line item basis, when creating a requisition and/or purchase order.	M	Y		CS PS - Purchasing	
167	Ability to import standard UNSPSC codes based upon periodic updates by an outside agency	M	Y		CS PS - Purchasing	
168	Bid/Quote Management					
169	Ability to support electronic bidding and procurement of the following from start on online procurement to archiving documents for records retention:	-				
170	Goods and Trade Services	H	Y		CS PS - Purchasing, Strategic Sourcing	
171	Information Technology	H	Y		CS PS - Purchasing, Strategic Sourcing	

172	Equipment	H	Y		CS PS - Purchasing, Strategic Sourcing	
173	Agreements	H	Y		CS PS - Purchasing, Strategic Sourcing	
174	Professional Services	H	Y		CS PS - Purchasing, Strategic Sourcing	
175	Projects	H	Y		CS PS - Project Accounting	
176	Construction	H	Y		CS PS - Purchasing, Strategic Sourcing	
177	Ability to automatically generate multiple boiler plate solicitation and contract document templates and have the ability to integrate Terms and Conditions, Special Provisions, General Provisions/ Conditions, Scope of Work or Specification for:	-				
178	Commodity/Goods	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
179	Trade Services	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
180	Vehicles	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
181	Professional Services	H	Y		CS PS - Purchasing, Strategic Sourcing	
182	Construction	H	Y		CS PS - Purchasing, Strategic Sourcing	
183	Verbal Quotes	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
184	RFQ	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
185	Reverse Auctions	M	Y		CS PS - Strategic Sourcing, Contract Mgmt	
186	RFQUA	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
187	RFI	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
188	IFB	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
189	RFP	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
190	Q&A and Addendums	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
191	Ability to pull up prior bid/proposal documents by various user defined criteria such as commodity codes and copy information to new solicitation	H	Y		CS PS - Strategic Sourcing	
192	Ability to convert awarded bid/proposal to PO or approved contract	H	Y		CS PS - Strategic Sourcing, Purchasing, Contract Mgmt	
193	Ability to maintain a list of all vendors who respond to solicitations.	H	Y		CS PS - Strategic Sourcing	
194	Ability to automate selection and notification of vendors for bids/proposals by commodity codes.	H	Y		CS PS - Strategic Sourcing	
195	System can accommodate bid exempt purchases, i.e. state contracts or "piggybacking" on other governmental agency competitive contract awards.	H	Y		CS PS - Strategic Sourcing	
196	System can accommodate bid exempt purchases i.e. single or sole source.	M	Y		CS PS - Strategic Sourcing	
197	Ability to access solicitations on-line by Invitation for Bid (IFB), Request for Proposal (RFP) number or RFQ number.	H	Y		CS PS - Strategic Sourcing	
198	Ability to add a link for County plans and specifications stored in one or more online plan rooms	H	Y		CS PS - Strategic Sourcing	

199	Ability to store and retrieve bidding documents in various formats (ACAD, PDF, DOC, etc.)	H	Y		CS PS - Strategic Sourcing	
200	Configurable print ordering function that allows requests for prints to be forwarded to an internal bid desk or to an approved reprographics partner	H	Y		CS PS - Strategic Sourcing, Infor Process Automation	
201	Ability to validate all bids with automatic error checking prior to bid submission	H	Y		CS PS - Strategic Sourcing	
202	Ability to use remote access to inquire and obtain copies of solicitations.	H	Y		CS PS - Strategic Sourcing	
203	Ability to obtain vendor application on-line.	H	Y		CS PS - Strategic Sourcing	
204	Ability to obtain/publish bid results on-line.	H	Y		CS PS - Strategic Sourcing	
205	Ability to track bid documents and their evaluation using bid management functionality and attach to the system including generation of a detailed document view log and count.	H	Y		CS PS - Strategic Sourcing	
206	Ability for departmental users to view bid information.	H	Y		CS PS - Strategic Sourcing	
207	Ability to provide workflow approvals for awards	H	Y		CS PS - Strategic Sourcing	
208	Ability to create and publish back-up documentation such as bid analysis sheets, award notices, etc.	H	Y		CS PS - Strategic Sourcing	
209	Ability to track single source and sole source awards in the vendor master file.	L	Y		CS PS - Strategic Sourcing	
210	Ability to track single source and sole source awards in the commodity code file.	L	Y		CS PS - Strategic Sourcing	
211	Ability to use the word processing feature to assist in compiling bid/specification documents.	H	Y		CS PS - Strategic Sourcing	
212	Ability to view and maintain a bidder list and plan holder list showing names, addresses, contact, and commodity codes.	H	Y		CS PS - Strategic Sourcing	
213	Ability to produce bid closeout file that captures all project documents, searchable and retrievable	H	Y		CS PS - Strategic Sourcing	
214	Ability to use memo records to create verbal price quotations.	M	Y		CS PS - Strategic Sourcing	
215	Ability to automatically and/or manually assign status, including:	-				
216	Bid Document In-Process	H	Y		CS PS - Strategic Sourcing	
217	Bid Sent	H	Y		CS PS - Strategic Sourcing	
218	Bid Evaluated	H	Y		CS PS - Strategic Sourcing	
219	Bid Ready for Approval	H	Y		CS PS - Strategic Sourcing	
220	Bid Approved	H	Y		CS PS - Strategic Sourcing	
221	Bid Ready to Open	H	Y		CS PS - Strategic Sourcing	
222	Bid Open	H	Y		CS PS - Strategic Sourcing	
223	Bid to PO	H	Y		CS PS - Strategic Sourcing	
224	Ability to automatically or manually assign priority codes as either normal or emergency.	H	Y		CS PS - Strategic Sourcing	
225	Ability to view or select bidder list for RFQ, by all or partial selection	H	Y		CS PS - Strategic Sourcing	
226	Ability to automatically tabulate responses to Request for Quotes (RFQ) and Invitation for Bids (IFB).	M	Y		CS PS - Strategic Sourcing	
227	Ability to allow the online submission of responses to RFQs (Request for Quotes), IFBs (Invitation to Bid) and RFPs (Requests for Proposal) and provide vendor with an automatic receipt of submission.	H	Y		CS PS - Strategic Sourcing	
228	Ability to allow the online distribution of RFQs, IFBs and RFPs including automated notification of addendums to vendors registered for solicitation.	H	Y		CS PS - Strategic Sourcing	
229	Ability to check the status of a bid, proposal or quote, online in the system.	H	Y		CS PS - Strategic Sourcing	
230	Ability to view and report on Contract and bid data information:	-				

231	Expiration dates	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
232	Commodity codes	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
233	Vendors	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
234	Departments	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
235	PO #s	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
236	Insurance expiration dates (by coverage types and insurer/broker)	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
237	Performance bond expiration dates	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
238	Contract number	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
239	Contract expiration date with extensions	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
240	Define time period to receive advance notice prior to contract expiration and automatically notify Departments when contract expiration dates are about to expire	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
241	Ability to automatically assign contract numbers based on a user defined coding scheme	H	N			Contracts are auto-numbered, but a Contract ID field is user-defined.
242	Ability to view/report on contract details including payments made and available balance	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
243	Encumbrance / Purchase Order Processing					
244	Ability to see requisitions from the Purchase Order Screen	H	Y		CS PS - Purchasing	
245	Ability to automatically or individually roll encumbrances forward to subsequent year(s) and be able to identify encumbrances by budget year.	H	Y		CS PS - Purchasing, General Ledger	
246	Ability to increase or decrease the amount of an encumbrance (within the Budget Approval workflow process).	H	Y		CS PS - Purchasing	
247	Ability to maintain an audit trail of P.O./ encumbrance changes.	H	Y		CS PS - Purchasing	
248	Ability to automatically encumber funds in the financial system when purchase order is approved.	H	Y		CS PS - Purchasing	
249	Ability to liquidate the outstanding balance of an encumbrance when the related payment is a final payment or the PO is cancelled/terminated with the ability to track current and prior year purchase order liquidations separately.	H	Y		CS PS - Purchasing	
250	Ability to prohibit when an authorized payment is greater than the outstanding encumbrance balance and require follow-up actions.	H	Y		CS PS - Purchasing, Accounts Payable	
251	Ability to save a purchase order with partial details, before approval and issuance.	H	Y		CS PS - Purchasing	
252	Ability to allocate purchase order line items to multiple General Ledger accounts (e.g., departments and project codes).	H	Y		CS PS - Purchasing	
253	Ability to handle multiple partial receipts of goods/services against specific purchase orders.	H	Y		CS PS - Purchasing	
254	Ability to prohibit duplicate purchase order, request for quote, and contract numbers.	H	Y		CS PS - Purchasing	
255	Allow multi-year PO's and contracts	H	Y		CS PS - Purchasing	
256	Ability to allocate shipping charges to the Purchase Order lines, as required.	H	Y		CS PS - Purchasing	
257	Ability to reference contract number on purchase order.	H	Y		CS PS - Purchasing, Contract Mgmt	

258	Ability to clearly identify PO amendments/change orders (What has changed, what revision number, dates, etc.).	H	Y		CS PS - Purchasing	
259	Ability to view an open purchase order file (with user-defined criteria) which includes summaries of open purchase order amounts and encumbrances.	H	Y		CS PS - Purchasing	
260	Ability to change purchase requisitions/purchase orders and have those changes be reflected in the appropriate encumbrances, even after the fiscal period that the PO relates to has been closed. (Authorized users only)	H	Y		CS PS - Purchasing	
261	Ability to assign a purchase order number, when no requisition exists, for authorized users.	H	Y		CS PS - Purchasing	
262	Ability to suspend further processing if the budget is exceeded when entering a requisition.	H	Y		CS PS - Purchasing	
263	Ability to inform requesting department of any variances from requisition to purchase order and purchase order to payment.	H	Y		CS PS - Purchasing, Infor Process Automation	
264	Ability to automatically close a purchase order and release the encumbrance after all purchase order line items are either canceled or received and paid (When flagged to do so).	H	Y		CS PS - Purchasing	
265	Ability for check cancellation to provide the option of restoring funds back to the appropriate encumbrance	H	Y		CS PS - Accounts Payable	
266	Ability to enter comments and/or special instructions on purchase orders including canned statements and messages.	H	Y		CS PS - Purchasing	
267	Ability to specify comments that are internal reference only.	H	Y		CS PS - Purchasing	
268	Ability to copy repetitive or prior years' purchase orders.	H	Y		CS PS - Purchasing	
269	Ability to enter purchase requisitions and purchase order change orders, and update encumbrances as appropriate.	H	Y		CS PS - Purchasing	
270	Ability to electronically link to vendors' online catalogs and order forms for products ordered and/or invoiced online for contracted suppliers and suppliers offering most favored customer pricing.	H	Y		CS PS - Purchasing, Punchout	
271	Ability to access an approved contract vendor's on-line catalog, select items for the shopping cart and load them into the purchase requisition	H	Y		CS PS - Purchasing, Punchout	
272	Ability to purge and save to off-line storage media closed purchase orders and requisitions within user defined periods pursuant to the County's records retention policy.	H	Y		CS PS - Purchasing	
273	Ability to segregate responsibilities for 3-way matching functions based on user permissions.	H	Y		CS PS - Purchasing, Accounts Payable	
274	Ability to designate certain purchase order types to always require a 3-way match (e.g. standard and blanket purchase orders) and others to only require a 2-way match based on the purchase order type and dollar amount. Ability to route accordingly	H	Y		CS PS - Purchasing, Accounts Payable	
275	Ability for employees to scan, attach, and upload multiple supporting documents to a requisition or PO at the same time in a single batch	H	T		CS PS - Purchasing; MHC Image Express	
276	Ability to include 100 different accounting strings on a PO and have split account coding.	H	Y		CS PS - Purchasing	
277	Blanket Purchase Order					
278	A system with the ability to create blanket PO's with parameters including: approved vendor, total blanket order cost not-to-exceed, time period, and estimated or specific quantities with specific unit prices for each item/unit of measure.	H	Y		CS PS - Purchasing, Contract Mgmt	
279	Ability to easily view blanket purchase order balances at any time.	H	Y		CS PS - Purchasing, Contract Mgmt	
280	System triggers notification to department when a blanket PO is close to reaching its limit; and then again when it reaches its dollar limit or term period.	H	Y		CS PS - Purchasing, Contract Mgmt	

281	System triggers notification to department when commodity is being requisitioned that is included on an existing Blanket Purchase Order	H	Y		CS PS - Purchasing, Contract Mgmt	This is an example of a business rule that can be configured using Infor Process Automation.
282	Ability to have an unlimited number of extensions to a blanket purchase order (not automatic), subject to Purchasing and Contracting policies.	H	Y		CS PS - Purchasing, Contract Mgmt	
283	Ability to automatically check for the correct unit price in a purchase order.	H	Y		CS PS - Purchasing, Contract Mgmt	
284	Ability to "renew" blanket POs each year with minimal re-entry/edits.	H	Y		CS PS - Purchasing, Contract Mgmt	
285	Ability to continue a blanket purchase order from one fiscal year into the next.	H	Y		CS PS - Purchasing, Contract Mgmt	
286	Ability to restrict the creation of a single vendor blanket purchase order exceeding a user-defined dollar amount.	H	Y		CS PS - Purchasing, Contract Mgmt	
287	Ability to encumber or not-encumber a blanket purchase order, based on blanket purchase order type or funding availability.	H	Y		CS PS - Purchasing, Contract Mgmt	
288	Ability to make changes on a blanket purchase order as a change order or amended Blanket Purchase Order pursuant to Purchasing and Contracting policies.	H	Y		CS PS - Purchasing, Contract Mgmt	
289	Ability to have multiple orders on a blanket purchase order.	H	Y		CS PS - Purchasing, Contract Mgmt	
290	Ability to process blanket orders requiring multiple shipping dates for each item ordered.	H	Y		CS PS - Purchasing, Contract Mgmt	
291	Ability to track the following information on a blanket purchase order:	-				
292	Payments made	H	Y		CS PS - Purchasing, Contract Mgmt	
293	UNSPSC Commodity Code	H	Y		CS PS - Purchasing, Contract Mgmt	
294	Number of orders	H	Y		CS PS - Purchasing, Contract Mgmt	
295	Quantities	H	Y		CS PS - Purchasing, Contract Mgmt	
296	Average quantity per order	H	Y		CS PS - Purchasing, Contract Mgmt	
297	By fund/org and account	H	Y		CS PS - Purchasing, Contract Mgmt	
298	Cumulative totals	H	Y		CS PS - Purchasing, Contract Mgmt	
299	Department/Division/User	H	Y		CS PS - Purchasing, Contract Mgmt	
300	Change Order Processing					
301	Ability to allow for change orders to be processed against an existing purchase requisition and purchase order.	H	Y		CS PS - Purchasing	
302	System requires approval for change orders over a system-defined percentage of the original amount.	H	Y		CS PS - Purchasing	
303	Ability to track/see all change orders associated with a purchase order.	H	Y		CS PS - Purchasing	
304	Ability to suspend further processing and required the requisition to be updated after resolving budget issue when a change order is processed that will exceed the budgeted amount available.	H	Y		CS PS - Purchasing, Infor Process Automation	A change can be made to a requisition that would cause an over-budget situation, but it cannot be released for processing until all budget issues are resolved.
305	Vendor Self-Service					
306	Ability to allow vendors to access and maintain their own vendor profile information on-line. This includes the services they provide (UNSPSC commodity codes).	H	Y		CS PS - Supplier Portal	
307	Validate vendor changes such as mergers, vendor name change, dissolution and etc. with appropriate legal supporting documentation (Prevent the altering of payment information once invoices have been linked to PO's or approved payment has been processed)	H	Y		CS PS - Supplier Portal	External verifications can be configured using Infor Process Automation or Configuration Console.
308	Ability to create and maintain vendor registration files with the following information:	-				
309	Name(s) and Address(es) including dba's	H	Y		CS PS - Supplier Portal	
310	Payment Method	H	Y		CS PS - Supplier Portal	
311	Identify Local Preference (Milwaukee County Vendor)	H	Y		CS PS - Supplier Portal	

312	Tax Identification/Social Security Number, Exempt/Non-Exempt	H	Y		CS PS - Supplier Portal	
313	System generated vendor # with validation by Accounts Payable	H	Y		CS PS - Supplier Portal	
314	License Type (Permit, Registration, Contractor, Professional)	H	Y		CS PS - Accounts Payable, Purchasing	
315	License Number (If applicable)	H	Y		CS PS - Supplier Portal	
316	UNSPSC Commodity Code(s)	H	Y		CS PS - Supplier Portal	
317	Duns Number (If available or applicable)	H	Y		CS PS - Supplier Portal	
318	Preferred remittance option and remittance instructions	H	Y		CS PS - Supplier Portal	
319	Website (If available)	H	Y		CS PS - Supplier Portal	
320	Identify if EDI, ACH,EFT Capable	H	Y		CS PS - Supplier Portal	
321	Identify if Workforce Bidder Preference with attached certification	H	Y		CS PS - Supplier Portal	
322	Independent Contractor Status	H	Y		CS PS - Supplier Portal	
323	Request to upload, update catalog with authorization from IST/Purchasing	H	Y		CS PS - Supplier Portal	
324	Allow vendors to self-subscribe to notification of specific commodity code bids/RFPs	H	Y		CS PS - Supplier Portal	
325	Ability to allow vendor to attach electronic documents such as W-9, certificate of liability insurance, additional insured endorsement, licenses, and etc.	H	Y		CS PS - Supplier Portal	
326	Include a field that requires vendor to provide expiration dates on GL, WC, E&O and other insurance as required to do business with the County	H	Y		CS PS - Supplier Portal	
327	Ability to automatically request new certificate of liability insurance and additional insured endorsement when insurance expires, send confirmation of registration and receipt of documents, , send e-mail or letter to vendors, with defined criteria, such as vendor information, commodity codes and other data	H	Y		CS PS - Supplier Portal	
328	Ability to alert vendors that they already registered (e.g. search by TIN, SSN, address, commodity code and other fields) and then suspend further entry.	H	Y		CS PS - Supplier Portal, Infor Process Automation	
329	Ability to restrict addition of a vendor unless the vendor profile/application is complete with all required and applicable information including automated W-9 verification and insurance (as required) documentation.	H	Y		CS PS - Supplier Portal, Infor Process Automation	
330	Ability to track status of vendor's employees (i.e. for health department contracts) and track training, licenses, certifications, background checks of these employees	M	Y		CS PS - Supplier Portal, Infor Process Automation	If each employee is in the system as a separate contact, you can track information on each person separately.
331	Ability to restrict vendors from changing client-specified information.	H	Y		CS PS - Supplier Portal	
332	Ability to check the status of payments on-line.	H	Y		CS PS - Supplier Portal	
333	Ability to view bid tabulation results on-line	H	Y		CS PS - Supplier Portal	
334	Ability to automatically receive via e-mail approved purchased order.	H	Y		CS PS - Supplier Portal	
335	Ability to view, download, print, and submit quotes/bids/proposals and attachments on-line in a secured lock box.	H	Y		CS PS - Supplier Portal	
336	Workflow/Approval Processing					
337	Ability to send purchase requisition and purchase order approval notification to requisitioners and purchasers.	H	Y		CS PS - Supplier Portal, Infor Process Automation	
338	Ability to workflow from purchase requisition approver to 2nd level requisition approver for work orders, and special commodities i.e. computer equipment, office furniture, outside printing and radios before workflowing to Purchasing.	H	Y		CS PS - Requisitions, Infor Process Automation	
339	Ability to use electronic workflow capabilities to approve purchase requisitions, create and approve purchase orders, and apply invoices/payments, including notifications, queues, and electronic signatures. Workflows to route based on amounts and item types (e.g., IT equipment, grant items, etc.).	H	Y		CS PS - Requisitions, Purchase Order, Accounts Payable, Infor Process Automation	
340	Ability to re-assign purchase order approvals to another user, based upon user defined rules (please identify any limitations within the comment field).	H	Y		CS PS - Purchase Order, Infor Process Automation	Re-assignment must be to one of a predefined list of approvers.

341	Ability to use workflow capabilities to manage solicitations, responses, addendums and bid receipts.	H	Y		CS PS - Strategic Sourcing, Contract Mgmt	
342	Ability to use workflow to notify Purchasing of changes needed to a purchase order due to a Change Order or Cancellation with re-route workflow to Requisitioner and PO Approvers	H	Y		CS PS - Purchase Order, Infor Process Automation	
343	Workflow capability for PR and PO approval of unencumbered county-wide contracts	H	Y		CS PS - Purchase Order, Infor Process Automation	
344	Workflow capability for automated Work Orders	H	N			A work order system is not proposed.
345	Ability to send system generated reminder notices based on user-defined criteria including: requisition awaiting approval to requisition approver; items invoiced, but not received and items received but not invoiced to receiver/invoice approver; pending PO approvals exceeding _ # days to PO approvers	H	Y		CS PS - Infor Process Automation	
346	Ability to incorporate hyperlinks notifying approvers of requests to approve	H	Y		CS PS - Purchasing, Infor Process Automation	
347	Ability to view other users' queues, status (open, received, invoiced, paid, partially filled/back ordered, partially paid), and audit trails of workflows (e.g., who approved each step), and drill into components of the workflow (e.g., purchase order and attached electronic documents).	H	Y		CS PS - Purchasing, Infor Process Automation	
348	Procurement Cards					
349	Ability to process procurement card transactions.	H	Y		CS PS - Purchasing	
350	Ability to track P-Card purchases for Low Value Assets or other such purchases	M	Y		CS PS - Purchasing	
351	Ability to interface with multiple third party procurement card providers.	H	Y		CS PS - Purchasing	
352	Ability to initiate an approval workflow for issuing procurement cards.	H	Y		CS PS - Purchasing	
353	Ability to track procurement card system transactions by various criteria such as UNSPSC Codes, vendor and user names, departments and etc.	H	Y		CS PS - Purchasing	
354	On-line Queries					
355	Ability of the system on-line inquiry feature to include the following items (based upon user defined time period - start/end dates):	-				
356	Open purchase orders	H	Y		CS PS - Purchasing	
357	Closed purchase orders	H	Y		CS PS - Purchasing	
358	Partial filled purchase orders	H	Y		CS PS - Purchasing	
359	Blanket purchase orders	H	Y		CS PS - Purchasing, Contract Mgmt	
360	Purchase order history for all items, including inventory	H	Y		CS PS - Purchasing	
361	Open requisitions	H	Y		CS PS - Purchasing	
362	Vendors by class/item	H	Y		CS PS - Purchasing	
363	Contractor/vendor information	H	Y		CS PS - Purchasing	
364	Open contracts/projects	H	Y		CS PS - Purchasing, Contract Mgmt, Project Accounting	
365	Encumbered amounts on each project	H	Y		CS PS - Purchasing, Contract Mgmt, Project Accounting	
366	Amount spent on each project	H	Y		CS PS - Purchasing, Contract Mgmt, Project Accounting	
367	Ability to search files by vendor name.	H	Y		CS PS - Accounts Payable, Purchasing	
368	Ability to search by vendor phonetically.	H	N			
369	Ability to search on vendor name using "starts with" commands.	H	Y		CS PS - Accounts Payable, Purchasing	
370	Ability to search variations of vendor names (e.g., "Intl" or "International", and DBA names), including cross referencing common abbreviations.	H	N			
371	Ability to search and determine if invoice has been paid.	H	Y		CS PS - Accounts Payable, Purchasing	

372	Ability to query by invoice number.	H	Y		CS PS - Accounts Payable	
373	Ability to perform a purchase order/requisition inquiry by the following:	-				
374	Vendor number	H	Y		CS PS - Accounts Payable	
375	Vendor name	H	Y		CS PS - Asset Mgmt	
376	Purchase order number	H	Y		CS PS - Accounts Payable	
377	Requisition number	H	Y		CS PS - Purchasing	
378	Remit to name	H	Y		CS PS - Purchasing	
379	Stock number	H	Y		CS PS - Purchasing	
380	Ordering department, division, and user	H	Y		CS PS - Purchasing	
381	Ability to view all PO, BPO, and Contracts in alpha, chronological, code order.	H	Y		CS PS - Purchasing, Contract Mgmt	
382	Ability to track and report on Bid/RFP by: Awards, Dollar Amounts, Vendor Responses, Buyer, Commodity, Commodity Code.	H	Y		CS PS - Strategic Sourcing	
383	Ability to track vendor bids by: vendor history, past awards, bid responses	H	Y		Infor Purchasing - Strategic Sourcing	
384	Ability to create ad hoc queries and reports in a user-friendly manner i.e. simple navigational tools, tutorials and etc.	H	Y		CS PS - Purchasing, Reporting Tools	
385	Ability to create dashboard reports as defined by user such as spend by commodity category, department etc.	H	Y		CS PS - Purchasing, Supply Chain Analytics	
386	Ability to view requisitions assigned to buyers in real time, or in a user defined time period.	H	Y		CS PS - Purchasing	
387	Ability to view requisitions assigned to buyers in a user defined time period.	H	Y		CS PS - Purchasing	
388	Integrate/Integration					
389	All purchasing related applications provide real time interface/integrate with all related financial modules.	H	Y		CS PS - Purchasing	
390	All purchasing related applications provide real time interface/integrate with credential modules such as human resources and single sign-on software.	H	Y		CS PS - Purchasing	
391	Integration with all purchasing related third party software such as NIGP UNSPC, SIC and NAICS Codes as applicable.	H	Y		CS PS - Purchasing	External verifications can be configured using Infor Process Automation or Configuration Console.
392	Ability to support automatic entry into other modules, such as contract management, inventory, accounts payables and fixed assets.	H	Y		CS PS - Purchasing	
393	Document history and real-time retrieval on-line , linking requisitions to purchase orders, invoices and checks.	H	Y		CS PS - Purchasing, Accounts Payable	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.24 - Recruiting	Infor CloudSuite Public Sector (CS PS) - Talent Acquisition
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Objective: To provide an automated system for efficient management of employee recruitment.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Functional Requirements					
2	Ability to post recruitment advertising and social recruiting outreach through the system	M	Y		CS PS - Talent Acquisition	
3	Ability to track advertising costs for Recruitment per position	H	Y		CS PS - Talent Acquisition	
4	Ability to track recruitment plan tasks and notes of all activities.	H	Y		CS PS - Talent Acquisition	
5	Ability to communicate and assign recruitment plan tasks to authorized users within each recruitment and even outside of the recruitment division of HR(HR staff, hiring managers, etc.)	H	Y		CS PS - Talent Acquisition	
6	Ability to route all application documents electronically to hiring manager.	M	Y		CS PS - Talent Acquisition	
7	Ability to centralize recruitment/examination plan (maintain the entire history of recruitment and exam plans within one central repository, i.e. job posting, applicants, hurdles, written/oral exam questions, physicals, advertisements, notes, etc.).	H	Y		CS PS - Talent Acquisition	
8	Ability to search for recruitment/examination plan elements utilizing a global search functionality	H	Y		CS PS - Talent Acquisition	
9	System enables recruiter/hiring manager to review leading resume banks and locate external candidates.	M	Y		CS PS - Talent Acquisition	
10	System enables recruiter to post requisitions easily to external job boards.	M	Y		CS PS - Talent Acquisition	
11	Capture and maintain candidate's referral source.	H	Y		CS PS - Talent Acquisition	
12	Ability to capture/maintain positions by type, characteristics, etc. In the actual requisition.	H	Y		CS PS - Global HR, Talent Acquisition	
13	Provide a portal access for external recruiters	M	Y		CS PS - Talent Acquisition	Infor Talent Acquisition does not have a separate portal for external recruiters. They are simply given limited access via role to Talent Acquisition.
14	Supports flexible workflow approval process for positions which can be defined by Milwaukee County based on set of criteria (such as reporting hierarchy).	H	Y		CS PS - Global HR, Talent Acquisition	
15	Ability to set notification triggers based on client needs (i.e. status of manager's approval)	H	Y		CS PS - Talent Acquisition	
16	Manager able to track, record job description	H	Y		CS PS - Global HR	
17	Manager able distribute cost/costing as it relates to talent management	H	Y		CS PS - Talent Acquisition	
18	Ability to import table/data from other sources (e.g. job descriptions / specifications)	H	Y		CS PS - Talent Acquisition	

19	Automatic notifications to HR/recruiters for all changes / adds / deletes to a position	H	Y		CS PS - Global HR, Process Automation	Additional workflow configuration may be necessary to meet this requirement.
20	Ability to track progress of recruitment and/or of candidates in the system and the ability to trigger reminders / notifications to stakeholders on status of the pool.	H	Y		CS PS - Talent Acquisition	
21	Integration of recruitment schedules with Outlook calendars	H	N			Infor Talent Acquisition delivers the ability to generate calendar entries for interviews. However, there is not a integrated calendar function.
22	Ability to schedule resources (rooms, catering, etc.) through the recruitment system that are needed for certain recruitment steps	M	N			
23	Space for applicant to capture both relevant work experience and volunteer experience in the application.	H	Y		CS PS - Talent Acquisition	
24	System enables applicants to view qualifications and proficiency levels required for a particular position.	M	Y		CS PS - Talent Acquisition	
25	Ability to archive recruitment results	H	Y		CS PS - Talent Acquisition	
26	"Dashboard" for each user based on authorization level and user preferences that provides recruitment status, analytics, reporting, etc.	H	Y		CS PS - Talent Acquisition	
27	Ability to view and manage applicant information to provide tech support to applicants as needed.	H	Y		CS PS - Talent Acquisition	
28	Ability to establish and maintain Milwaukee County HR/hiring manager/dept. rep accounts as needed (includes various roles/security levels).	H	Y		CS PS - Talent Acquisition	
29	Integration of the system's announcement and application portal with the County's website	H	Y		CS PS - Talent Acquisition	
30	Ability to use the announcement and application portal for specific announcements/notes to applicants	H	Y		CS PS - Talent Acquisition	
31	Ability to distribute post-recruitment surveys with the results data being available for reporting in conjunction with other recruiting metrics as defined by Milwaukee County	H	N			Infor Talent Acquisition can be used to send an email with a link to a third-party survey provider from the candidate profile. We, however, do not deliver survey functionality.
32	Ability for human resources to administer users of the system and limit users by role, department, recruitment, or other criteria as defined by Milwaukee County	H	Y		CS PS - Talent Acquisition	
33	Ability to workflow notification if manager changes requirements	H	Y		CS PS - Talent Acquisition	
34	Applicant Tracking					
35	Ability to flag a particular job that there is a re-employment list.	H	Y		CS PS - Global HR	A user-defined field may be necessary to meet this requirement.
36	Ability to create, post and print job announcements in a customizable format.	H	Y		CS PS - Talent Acquisition	
37	Ability to integrate with the County's classification/compensation system for recruitment functionality such as interest cards, announcement information, etc.	H	Y		CS PS - Talent Acquisition	We assume that the Infor solution will be come the classification and compensation system for the County; thereby, eliminating the need for integration. If integration needs to be performed to an existing solution, it will need to be configured as part of implementation.
38	Ability for announcements to auto-expire after their closing date and automatically be removed from the website.	H	Y		CS PS - Talent Acquisition	

39	Ability to for the County to configure and modify data entry screens/application to capture applicant data for recruitment.	H	Y		CS PS - Talent Acquisition	Infor delivers the Configuration Console that allows organizations to create user-defined fields and make other personalizations and configurations to the solution.
40	Ability to allow an applicant to create their own profile online and provide security such that the applicant can view and modify only their data and check the status of the application.	H	Y		CS PS - Talent Acquisition	
41	Ability to allow applicants to apply online for open positions by filling out online application and attaching additional electronic documents.	H	Y		CS PS - Talent Acquisition	
42	Ability to enter applicant information including referral source, date, position applied for, contact info, rehire, test results, certifications, etc.	H	Y		CS PS - Talent Acquisition	
43	Ability to predetermine and automate testing/screening steps in the system wherein applicant responses to questions are evaluated and scored/screened automatically.	H	Y		CS PS - Talent Acquisition	
44	Ability to parse resume information to evaluate and score training and experience	H	Y		CS PS - Talent Acquisition	
45	Ability for the applicant to complete an online application and later retrieve the application for viewing, modification or conversion to applications for another position.	H	Y		CS PS - Talent Acquisition	
46	Ability to send an automatic notification to the applicant acknowledging receipt of an application both on the screen and by email. If the applicant does not have an email address, the system must have the ability to mail merge and print a hard copy.	H	Y		CS PS - Talent Acquisition	All applicants must provide an email address. There are not hard copy applications produced.
47	Ability to track applicant skills.	H	Y		CS PS - Talent Acquisition	
48	Allow confidential separate posting sites for Internal employee (Intranet) and external candidates (Internet)	H	Y		CS PS - Talent Acquisition	
49	Supports internal posting for defined time period prior to external posting.	M	Y		CS PS - Talent Acquisition	
50	Allow multiple recruitments against one "requisition."	H	Y		CS PS - Talent Acquisition	
51	Allow "announcements" to be placed on hold, released, opened or canceled by users as defined by County and triggers with an audit trail.	H	Y		CS PS - Talent Acquisition	Authorized users update requisition statuses. Status updates can also be updated via configured workflow.
52	Ability to provide access to system from any location (home, mobile, as well as kiosks within County facilities, if appropriate, etc.)	H	Y		CS PS - Talent Acquisition	
53	Ability to provide multiple search criteria for all jobs so that candidates can easily connect with opportunities	H	Y		CS PS - Talent Acquisition	
54	Supports multiple methods of resume submission: upload resume and attach to application, online formatted templates that are configurable by County.	H	Y		CS PS - Talent Acquisition	
55	Allow resubmission of application and resume information in certain circumstances as defined by County.	H	Y		CS PS - Talent Acquisition	
56	Provide automated job search for employees and job seekers to enter and save job search criteria and notify these individuals via email when job posting matches criteria.	H	Y		CS PS - Talent Acquisition	
57	Customizable E-mail alerts to prior candidates: re-apply, new position, qualifications have changed, qualifications match to designated jobs, etc.	H	Y		CS PS - Talent Acquisition	
58	Ability to accept and track requests for application/announcements prior to recruitment (online interest cards)	H	Y		CS PS - Talent Acquisition	

59	Ability for HR/end user to configure email alerts when there are changes in a recruitment such as the ability to reapply, a new position is added, qualifications have changed, an applicant's qualifications match another recruitment, etc. Ability for HR to override user preferences on a recruitment by recruitment basis.	H	Y		CS PS - Talent Acquisition	
60	Ability to "flag" applicants and prevent them from future applications in specific jobs or globally based on applicant's previous experience with County application process (failed background examination, can't pass certain mandated/regulatory testing, etc.)	H	Y		CS PS - Talent Acquisition	
61	Ability to identify candidates for future considerations / matches.	M	Y		CS PS - Talent Acquisition	
62	Ability for recruiters to forward candidates applications/resumes via workflow to hiring/online managers. Able to track history, reviewer notes and comments.	H	Y		CS PS - Talent Acquisition	
63	Provide fully functional workflow interviewing schedule system that interfaces with County's email system.	H	N			
64	System enables recruiter/hiring manager to track, manage, and produce a report on the status of requisitions with the appropriate work flow approvals, workforce planning, position control, and organizational structure.	M	M		CS PS - Talent Acquisition	A new report is necessary to meet this requirement.
65	Ability to do cost analytics for workforce planning.	H	Y		CS PS - Talent Acquisition, HCM Analytics	
66	Provide workflow for tracking a candidate's on-site visits for interviews, testing, etc. Ability to track test results.	H	Y		CS PS - Talent Acquisition	
67	Applicants can easily forward job opportunities to their professional or personal social networks.	H	Y		CS PS - Talent Acquisition	
68	Ability to scan paper applications and their attachments and scan and upload additional attachments such as a resume and/or certificates to populate an existing electronic application	H	Y		CS PS - Talent Acquisition	
69	Ability to enter preference points - re-order scores and retain and see original scores (Civil service)	H	Y		CS PS - Talent Acquisition	
70	Ability to list required forms and indicators of how and when they are to be submitted/delivered	H	Y		CS PS - Talent Acquisition	
71	Ability to design different applications for various purposes or departments throughout the County based on available fields	H	N			Infor Talent Acquisition does not allow for different application formats; however, the experience for each application may be different based on the required questions and submissions necessary for a particular position.
72	Ability to manage the term limits and expiration dates of eligibility lists and certification lists.	H	M		CS PS - Talent Acquisition	Additional user-defined fields and a new report are necessary to meet this requirement.
73	Ability to generate eligibility list in user-defined format	H	Y		CS PS - Talent Acquisition	
74	Ability for hiring managers to review eligibility lists and expiration dates based on classification or department (based on County policy).	H	M		CS PS - Talent Acquisition	Additional user-defined fields are necessary to meet this requirement.
75	Ability to support temporary application pools	H	Y		CS PS - Talent Acquisition	
76	Ability to lock or close out incoming applications based on user-defined criteria (such as number of applications received, specific filing period or an end date), with the ability to override and notify applicants when they apply outside of the parameters.	H	M		CS PS - Talent Acquisition	A new workflow is necessary to meet this requirement.
77	Ability to store and have access to historical recruitment and applicant information for future audit/review purposes (including a single source for viewing the info during an audit/review)	H	Y		CS PS - Talent Acquisition	

78	Ability to duplicate a completed application and related materials from one recruitment to another recruitment	H	Y		CS PS - Talent Acquisition	
79	Integration with HR Core/Talent Management that allows for autofill of applications for current employees when applying for different positions (training since original hire, certs gained, etc.)	M	Y		CS PS - Talent Acquisition	
80	Ability to collect applicant reference information for use during selection/background check	H	Y		CS PS - Talent Acquisition	
81	Ability for recruiters to see applications that are in progress but not submitted	H	N			
82	Ability to make notations regarding applications submitted. Viewing of notations is based on authorization level.	H	Y		CS PS - Talent Acquisition	
83	Ability to provide additional details to applicants regarding the screening of their application (e.g. not enough experience or education, not a eligible employee, etc.)	H	Y		CS PS - Talent Acquisition	
84	Ability for applicant to auto-populate application based on outside source (resume, Linked-In, other Social Media Sources etc.)	H	Y		CS PS - Talent Acquisition	
85	Ability to each applicant to have a unique identifier related to their applications and self service.	H	Y		CS PS - Talent Acquisition	
86	Ability to automatically notify Departments of upcoming expiration of certification and eligible lists.	H	M		CS PS - Talent Acquisition	
87	Ability to proof/test prepared job announcements and related questionnaires, etc. in a simulated environment without public access prior to opening recruitment to the public.	H	Y		CS PS - Talent Acquisition	
88	Testing					
89	Ability to create a database of questions to be drawn from for each requisitions (Min Qualification, "knockout", experience, skills, interviews with competency-based behavioral questions, etc..) and track which questions were used at each particular testing step in a given recruitment.	H	Y		CS PS - Talent Acquisition	
90	Ability to track results of Pre-employment drug testing and background check.	H	Y		CS PS - Talent Acquisition	
91	Ability to perform multiple levels of applicant testing and allow for applicant lookup of status in the recruitment process and any test results as defined by County.	H	Y		CS PS - Talent Acquisition	
92	Ability to denote applicant status based on testing results and ability to create said notations as needed	H	Y		CS PS - Talent Acquisition	
93	Link to and integration with external testing systems / vendors as specified by County	H	Y			
94	Ability for candidates to self schedule for interviews in an interview schedule that is pre-defined by HR and/or hiring manager	H	N			
95	Ability to compute, record and process examination results/scores according to exam plan by definition	H	N			
96	Ability to scan and score written test results (e.g. Scantron)	H	N			
97	Ability to record testing validations and resulting tests for historical purposes and future use and correlate them with a particular recruitment and/or classification as desired.	H	Y		CS PS - Talent Acquisition	
98	Ability to perform pass point analysis on test scores.	H	N			
99	Ability to automatically notify applicants using customizable templates regarding status and next steps in a recruitment process.	H	Y		CS PS - Talent Acquisition	
100	Ability to set up a complete examination for a recruitment, including examination (testing) details, raters for each testing step, panel interview information, scheduling info, and results for each applicant.	H	N			
101	Applicant Hiring Decision Support					

102	Ability to track applicant reference and reference checking results	H	Y		CS PS - Talent Acquisition	
103	Ability to match applications to positions	H	Y		CS PS - Talent Acquisition	
104	Ability to allow multiple hurdles of scoring applicants, such as on minimum qualifications plus desirables.	H	Y		CS PS - Talent Acquisition	
105	Ability to score, rank and refer applicants based on County defined evaluation criteria (please identify any limitations in the comments field).	H	Y		CS PS - Talent Acquisition	Infor Talent Acquisition calculates a qualifications fit score that is based on a comparison of the candidate's profile and the talent profile of the position. As delivered, candidates with the highest score are shown at the top of the list. Additionally, other fields can be used as part of a configured calculation of the candidate rank or the rank can be input by authorized users.
106	Ability to refer (workflow) certified applicants electronically which includes automatic notifications to the hiring manager (refer certified candidates including scanned hardcopy materials to hiring managers online).	H	Y		CS PS - Talent Acquisition	Infor Talent Acquisition does not send candidates via workflow, per se. Hiring managers have access to candidate information when candidates are moved into certain statuses, such as Hiring Manager Review.
107	Ability to integrate with primary 3rd party vendors who provide services such as background checks, testing, etc.	H	Y		CS PS - Talent Acquisition	
108	Ability to generate thank you letters to unsuccessful candidates from a menu of templates and create custom letters as needed (email and/or hard copy)	H	Y		CS PS - Talent Acquisition	
109	Ability to generate hiring offer letters from a menu of templates and create custom letters as needed (email and/or hard copy)	H	Y		CS PS - Talent Acquisition	
110	Ability for official hiring decision to be updated on the applicant's record in the requisite recruitment, which then makes necessary changes to any active eligible lists or related information for the recruitment.	H	Y		CS PS - Talent Acquisition	
111	Ability to track selection process results for each applicant referred to the hiring department.	H	Y		CS PS - Talent Acquisition	
112	Ability for hiring department to view all necessary applicant information in one location/view once applicants are referred for selection.	H	Y		CS PS - Talent Acquisition	
113	Ability to archive completed certification lists for future reference	H	Y		CS PS - Talent Acquisition	
114	Reporting/Querying					
115	Ability to track, analyze and report on key hiring metrics.	H	Y		CS PS - Talent Acquisition, HCM Analytics	
116	Provide a standard report library that can easily be configured and modified by COM.	H	Y		CS PS - Talent Acquisition	Infor Talent Acquisition delivers standard reports and online inquiries that can be accessed by authorized users. Additional reports can be configured as needed.
117	Ability to perform ad hoc reporting and analysis on any data element in the system	H	Y		CS PS - Talent Acquisition	
118	Ability to collect and produce statistical reports on EEO data, underutilization and any additional compliance-related items. (i.e. gender, race, veteran status, disability, etc.)	H	Y		CS PS - Talent Acquisition	
119	Ability to track results and perform statistical analysis of various recruitment efforts by position and across all recruitments, including published print/web ads, internal postings, job fairs, social recruiting efforts, referrals, etc.	H	Y		CS PS - Talent Acquisition	
120	Access to reporting/data/metrics is role/permission-based	H	Y		CS PS - Talent Acquisition	
121	Ability to export reports and data to sources outside of the recruitment system (e.g. MS Excel, MS Word, web, etc.)	H	Y		CS PS - Talent Acquisition	

122	Employee Onboarding					
123	Provide notifications to recruiter/hiring manager/human resources staff related to certification list available, selection made, etc. Number and frequency of notifications is user customizable	H	Y		CS PS - Talent Acquisition, Process Automation	Infor Talent Acquisition delivers several standard workflow notifications based on staffing events. Additional notifications can be configured using Infor Process Automation.
124	Ability to define online pre-hire checklist that include: workflow notification to all stakeholders, links to new-hire forms for the incoming employee, etc.	H	Y		CS PS - Talent Acquisition	
125	Ability to coordinate pre-employment activities and onboarding scheduling through to New Employee Orientation	H	Y		CS PS - Talent Acquisition, Learning Mgmt	
126	Ability to track pre-employment process status (e.g. drug test complete, all forms complete).	H	Y		CS PS - Transition Management, Talent Acquisition	Infor Transition Management tracks all the steps in the onboarding process for completion (forms completed, signed, and acknowledged). Candidate screenings, such as drug tests, can also be captured and tracked within the solution. Drug testing is normally done through an independent lab. The lab usually sends those results back to the organization (via file feed or other mechanism). This feed can update the status of each screening package step.
127	Ability to provide web based (whether cloud or on premise) user interface for new hire prior to actual hiring to allow for onboarding process	H	Y		CS PS - HRSD Onboarding	
128	Ability to create different onboarding workflows based on the new hire's employment classification and/or union	H	Y		CS PS - HRSD Onboarding	
129	Ability to develop and utilize workflows for position requisitions.	L	Y		CS PS - Talent Acquisition, Process Automation	

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.25 - Risk Management

Replace this text with the primary product name(s) which satisfy requirements.

Objective: To improve the process associated with identifying, analyzing and responding to project risk through maximization of positive events and minimizing the consequences of adverse event.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System provides the capability to track details related to identified risks, including:	-				
2	Risk type	H	N			
3	Risk description	H	N			
4	Identified by	M	N			
5	Date identified	M	N			
6	Priority	M	N			
7	Internal vs External Risk	M	N			
8	Area	H	N			
9	Scenario	H	N			
10	Status	H	N			
11	Multiple user defined fields	H	N			
12	System allows the organization to establish and maintain a customized list of risk types to be assigned to each risk	H	N			
13	System provides the capability to track details related to risk quantification, including:	-				
14	Severity rating	H	N			
15	Severity description	M	N			
16	Probability rating	H	N			
17	Probability description	M	N			
18	Ability to Control rating	H	N			
19	Ability to Control description	M	N			
20	Multiple user defined fields	M	N			
21	System provides graphical reporting capabilities to assist with risk prioritization, identifying risks by Severity and Probability	M	N			
22	System provides the capability to track details related to risk response development, including:	-				
23	Response type (e.g. avoidance, mitigation, acceptance)	H	N			
24	Response approach	H	N			
25	Response resource	H	N			
26	Response resource cost estimate	M	N			
27	Responsibility for response	H	N			
28	Response due date	M	N			
29	Response % complete	M	N			
30	Response resource actual cost to date	M	N			
31	System allows the organization to assign multiple risk response activities to each risk	H	N			

32	System provides the ability to export risk response details to external sources (e.g. spreadsheets)	H	N			
33	System provides reports which assist with the selection of risk response activities by identifying activity cost and impact to severity rating	H	N			
34	System maintains an audit based history of risk statuses and response activities for inquiry and reporting	H	N			
35	System either natively provides or integrates to County's document management system for attachment of electronic documents to risks response activities	H	N			
36	Interfaces/Integrations					
37	System integrates to Project module, for capturing costs of projects related to risk responses	H	N			
38	System integrates to Work Order module to provide a highly configurable automated workflow management engine that allows authorized users to establish and assign risk response activities	H	N			
39	System is integrated to Payroll module to use the payroll data (such as name, ss#, compensation classification category, etc.) for risk management purposes.	H	N			
40	System is integrated to Payroll module to update the results from the risk management approvals (which fund will be paying the wage benefits) for payroll purposes.	H	N			
41	System integrates with Human Resources employee information to populate the first notification of injury form (WC) .	H	N			
42	System interfaces with third party administrator RMIS	H	N			
43	System integrates with Learning Management System (LMS) for safety training tracking	H	N			

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.26 - Talent Management	Infor CloudSuite Public Sector (CS PS) - Global HR, Development Planning, Performance Mgmt, Succession Mgmt, Compensation Mgmt
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Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Skills Tracking or Competency Management					
2	Ability to track competencies, skills, and proficiency levels for skills, both imported from popular libraries, and created/input into system	H	Y		CS PS - Global HR	Within Infor Global HR, competencies can be imported from third-parties.
3	Ability to track employee interest in promotional opportunities.	H	Y		CS PS - Development Planning, Succession Mgmt	
4	Ability for employees and supervisors to assess proficiency levels attained on skills	H	Y		CS PS - Global HR	
5	Ability to associate learning opportunities (e.g., on the job experience, or specific courses) to skills development	M	Y		CS PS - Global HR, Development Planning	
6	Certifications / Licenses					
7	Ability to enter, maintain, record, and flag yearly training requirements and certifications, including expiration dates, as needed to keep professional licenses on a "learner" basis.	H	Y		CS PS - Global HR	
8	Ability to track licenses, certifications, and continuing education units.	H	Y		CS PS - Global HR	
9	Performance Management					
10	Ability to perform, track, and store online performance management forms that have the appropriate HR Department approvals - flexible tool with multiple available and approved formats, (i.e.. management vs non-management). Forms include individual development plans, self-assessments, individual performance plans, evaluation forms, work improvement plans.	H	Y		CS PS - Performance Mgmt	Within Infor Performance Mgmt, performance forms are translated and configured into an online form that allows for various formats based on the sections configured for each performance evaluation.
11	Ability to schedule performance evaluations based on hours worked, step or other user defined criteria	H	Y		CS PS - Performance Mgmt	Some configuration may be necessary depending on specific business requirements.
12	Ability to maintain the following data elements:	-				
13	Date of performance and salary review, date completed	H	Y		CS PS - Performance Mgmt, Compensation Mgmt	
14	Last review date and rating	H	Y		CS PS - Performance Mgmt	
15	Date of next performance review, last salary review, and type of review	H	Y		CS PS - Performance Mgmt, Compensation Mgmt	

16	General comments extraneous to the review itself	H	Y		CS PS - Performance Mgmt	Comments can be captured as part of the performance review, based on the configuration of each review type. Managers can also capture employee notes separate from performance activities.
17	Next evaluation due date	H	Y		CS PS - Performance Mgmt	
18	Position at time of review	H	Y		CS PS - Performance Mgmt	
19	Performance Rating	H	Y		CS PS - Performance Mgmt	
20	Type of Review -- annual, probationary (at 30 days, 60 days, 90 days, at end of 6th month or at the end of 12th month depending on position), Work Improvement, and Special Step performance evaluations, Time in Job, etc. (i.e., flexible time period triggers)	H	Y		CS PS - Performance Mgmt	
21	Reviewing supervisor	H	Y		CS PS - Performance Mgmt	
22	Performance evaluations triggered by time in job or hours worked.	H	Y		CS PS - Performance Mgmt	Some configuration may be necessary depending on specific business requirements.
23	Ability to notify managers and employees of upcoming performance evaluation due dates	M	Y		CS PS - Performance Mgmt	
24	Ability to track multiple evaluations and/or multiple dates for an evaluation period.	H	Y		CS PS - Performance Mgmt	
25	Ability to link salary changes to performance ratings.	M	Y		CS PS - Performance Mgmt, Compensation Mgmt	
26	Ability to support 360 degree performance reviews.	H	Y		CS PS - Performance Mgmt	
27	Ability to provide tools to report on or identify departments with potential performance problems.	H	Y		CS PS - Performance Mgmt	
28	Ability to link position attributes to performance evaluations	H	Y		CS PS - Performance Mgmt	
29	Ability to accommodate on-demand appraisals	H	Y		CS PS - Performance Mgmt	
30	Ability to accommodate multiple evaluation types for employees (i.e., bargaining units).	H	Y		CS PS - Performance Mgmt	
31	Ability to capture employee commentary on goals, ratings, rebuttals, etc.	H	Y		CS PS - Performance Mgmt	
32	Ability to capture supervisor narrative that justifies performance ratings	H	Y		CS PS - Performance Mgmt	
33	Ability to capture and purge notes/documents on employee performance throughout the year. (supervisors working file)	M	Y		CS PS - Performance Mgmt	
34	Ability to perform reporting on all data elements - i.e. all evals due during certain period of time, evaluation status including eval status by supervisor to produce stats on elements such as % of evals late, performance ratings.	H	R		CS PS - Performance Mgmt	Infor Performance Mgmt delivers several online inquiries and dashboards related to performance activities. Other user-defined reports and inquiries can be defined as needed.
35	Ability to generate reports and notifications, taking into account any leave status (evals based on hours worked)	H	R		CS PS - Performance Mgmt	Infor Performance Mgmt delivers several online inquiries and dashboards related to performance activities. Other user-defined reports and inquiries can be defined as needed.
36	Ability to support multiple rating scales.	M	Y		CS PS - Performance Mgmt	
37	Security to restrict views by role on employee evaluations.	H	Y		CS PS - Performance Mgmt, Infor Technology Foundation	
38	Career Planning					
39	Ability to maintain career development plans/forms	H	Y		CS PS - Development Planning	
40	Ability to create career profiles.	H	Y		CS PS - Succession Mgmt	
41	Ability to perform replacement planning - domino effect.	H	Y		CS PS - Succession Mgmt	
42	Ability to compare changes over time in regards to transfers, terms, and retirement rates.	H	R		CS PS - Global HR, Succession Mgmt, Infor Reporting Tools	

43	Succession Planning					
44	Ability to flag positions or specific people as "critical" or "pivotal" for succession purposes	H	Y		CS PS - Succession Mgmt	
45	Ability to track "critical" or "pivotal" positions that should be dual filled.	H	Y		CS PS - Succession Mgmt	
46	Ability to support "9 Box" modeling or other forms of succession planning (please identify other forms of succession planning the system can support in the comments field).	H	Y		CS PS - Succession Mgmt	
47	Ability to create development plans to address "Potential" and/or "Performance" needs of a tool like a "9 Box"	H	Y		CS PS - Development Planning	
48	Interfaces					
49	Ability for LMS and Talent Management system to interface or integrate with the County's volunteer/intern/contractor database (e.g., volunteer management software).	H	M		CS PS - Global HR, Learning Mgmt	Infor delivers a robust integration framework that can be used to develop interfaces with third-party solutions. A new interface is necessary to meet this requirement.
50	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.) [Utilize electronic data interface (834 carrier feeds)]	H	Y		CS PS - Benefits	
51	Ability to interface with Compensation in regards to monitoring performance ratings	H	Y		CS PS - Performance Mgmt, Compensation Mgmt	

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.28 - Volunteers, Contractors, Temps, Interns	Infor CloudSuite Public Sector (CS PS) - Global HR, Talent Acquisition
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Objective: To provide an automated system for efficient management of County volunteers, contractors, temps, and interns.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Applicant Tracking					
2	Ability to accept and separately track applications for volunteer and other non-paid positions	H	Y		CS PS - Talent Acquisition	
3	Ability to manage volunteers by groups in cases where individual names are not available.	M	Y		CS PS - Global HR	
4	Ability to accept and separately track applications for contract positions or temporary positions	M	Y		CS PS - Talent Acquisition	
5	Ability for the applicant to submit an application even if there is not a specific vacancy (for volunteer recruitment purposes)	M	Y		CS PS - Talent Acquisition	
6	Ability to track the following on contractors/temps (# of people, # of hours, function, background check, drug screen, etc.)	M	Y		CS PS - Global HR	
7	Personnel Administration					
8	Ability to allow for several types of employee status types, including part time, full, temp part / full time, seasonal, intern, elected, contractor, civil service, etc.	M	Y		CS PS - Global HR	
9	Ability to track the same information for employees, regardless of contractor, commissioner, volunteer, temporary or regular status.	M	Y		CS PS - Global HR	
10	Ability to track internship positions for course credit.	M	Y		CS PS - Global HR	
11	System must allow temporary/contractors/volunteers to be incorporated into position management.	M	Y		CS PS - Global HR	
12	System must track work location for temporary/contractors/volunteers to be incorporated into position management.	M	Y		CS PS - Global HR	
13	System must be able to issue and track badges for temporary/contractors/volunteers.	H	Y		CS PS - Global HR	Infor Global HR does not issue badges. We can, however, track badge numbers as part of the employee profile.
14	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-				
15	Funding source (e.g., grant funded vs. general fund)	H	Y		CS PS - Global HR, Reporting Tools	
16	Hours worked (including for interns paid by county)	H	Y		CS PS - Global HR, Workforce Mgmt	
17	Ability to be able to tie costs associated with volunteers/interns with agency subsidies that offset County expenditures	H	Y		CS PS - Global HR	
18	Ability to coordinate and track liability waivers, service agreements, etc.	H	Y		CS PS - Global HR	

19	Ability to manage assignments and acknowledgement from time as a volunteer as being part of the recruiting application	M	Y		CS PS - Global HR, Talent Acquisition	
20	Training Management & Administration					
21	Ability to list outside (not internal program) courses identified as effective in meeting specific training needs	L	Y		CS PS - Learning Mgmt	
22	Ability to develop a training plan for interns	M	Y		CS PS - Learning Mgmt	
23	Ability to track training for commissioners	M	Y		CS PS - Learning Mgmt	
24	Ability to track training data for temporary employees	M	Y		CS PS - Learning Mgmt	
25	Ability to track training data for volunteers and non-paid staff	M	Y		CS PS - Learning Mgmt	
26	Other Reporting Requirements					
27	Ability to report on volunteers, and paid and unpaid interns by department, division, program, and supervisor	H	Y		CS PS - Global HR	
28	Ability to report on contractors by department	M	Y		CS PS - Global HR	
29	Ability to report on temporary employees by department	M	Y		CS PS - Global HR	
30	Interfaces					
31	Ability to interface or integrate with the County's volunteer/intern database (e.g. volunteer-management software).	H	M		CS PS - Global HR	A new inteface is necessary to meet this requirement.
32	Ability to identify volunteers and interns within any reporting (included or excluded by choice) tool.	M	Y		CS PS - Global HR	
33	Ability to include volunteer and intern information, when requested, within the reporting domain of HCM	M	Y		CS PS - Global HR, Reporting Tools	
34	Ability to capture onboarding documentation (e.g., Security access, ID cards, etc.) from other sources when a volunteer/student intern becomes an employee	H	Y		CS PS - Global HR	Additional intefaces may be necessary to meet this requirement.
35	Ability to interface with Manpower system (Tapfin)	H	M		CS PS - Global HR	A new inteface is necessary to meet this requirement.

Infor	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.27 - Time and Attendance	Infor CloudSuite Public Sector (CS PS) - Workforce Mgmt, Payroll, Absence Mgmt
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Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Scheduling					
2	Ability to enter actual time worked regardless of existing scheduled hours.	H	Y		CS PS - Workforce Mgmt	
3	For employees who should enter actual hours worked, we need to have ability to identify employees who failed to fill out their timesheets for the pay period.	H	Y		CS PS - Workforce Mgmt	
4	Ability to easily identify, via warnings or visual identifiers, when workers are being scheduled for overtime.	H	Y		CS PS - Workforce Mgmt	
5	Ability to integrate leave administration with Time & Attendance.	H	Y		CS PS - Workforce Mgmt	
6	Ability to configure the system to be in compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H	Y		CS PS - Workforce Mgmt	Infor Workforce Mgmt delivers a configurable rules engine that allows configuration of time and attendance rules for compliance for various policies.
7	Ability to allow workers to log into a self-service website, configurable to location, to see their vacation/sick/other balances and request time off or cancel a time off request	H	Y		CS PS - Workforce Mgmt	
8	Provide a "wizard" in the workflow when an employee requests a leave. Assist in understanding the processes, the timing, the dollars to be paid, and the phases of a leave. Include policies, procedures, and legislative content.	H	M		CS PS - Workforce Mgmt	
9	Ability to block out days from Off time request by department. So no one can request the day off. Also limit the request submitted.	M	Y		CS PS - Workforce Mgmt	
10	Ability to support workflow for employees to initiate leave of absence events, route to managers for approval and HR notification	H	Y		CS PS - Absence Mgmt	
11	Ability to alert Payroll, HR and/or Manager for absences that require follow-up	H	Y		CS PS - Absence Mgmt	
12	Track leaves that were granted/revoked.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
13	Ability to not accept leave time in excess of accruals (or, if needed, to provide a warning rather than a hard-stop).	H	Y		CS PS - Workforce Mgmt	
14	Ability to account for pre-scheduled absences in the schedule generation, such as vacations, sick, FMLA, and other time off.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
15	Ability to recommended qualified, available staff members to fill open shifts when unplanned absences occur.	H	Y		CS PS - Workforce Mgmt	

16	Ability to allow workers to receive an email to confirm receipt of their schedule with a link to their work email or personal email allowing access to enter into the system	H	Y		CS PS - Workforce Mgmt	A newly configured schedule acknowledgement workflow is necessary to meet this requirement. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
17	Ability for scheduled workers to log into a self-service website and sign up for or remove activities from their schedule.	H	Y		CS PS - Workforce Mgmt	Employees can use selfservice to pick up additional shifts/activities or swap shifts. Outside of these transactions, employees cannot remove scheduled shifts from their own schedule.
18	Ability to provide a stand by list once the primary list is at full capacity for an activity.	H	Y		CS PS - Workforce Mgmt	
19	Ability to identify employees who are eligible for overtime scheduling based on factors such as last time offered overtime, seniority, rank, and vacation.	H	R		CS PS - Workforce Mgmt	
20	Ability to set up one-time activities and reoccurring activities in the system. This feature would include the number of workers needed for the activity.	H	N		CS PS - Workforce Mgmt	
21	Ability to utilize a past template or activity to create a new activity in the system.	H	Y		CS PS - Workforce Mgmt	
22	Ability to allow vacation requests to be sorted and prioritized by seniority and request date.	H	Y		CS PS - Workforce Mgmt	
23	Ability to allow workers to trade, drop, pick-up shifts, through a posting bulletin board.	H	Y		CS PS - Workforce Mgmt	
24	Ability to allow workers to view published schedules online.	H	Y		CS PS - Workforce Mgmt	
25	Ability to allow a supervisor to view which workers have viewed and confirmed receipt of their schedule.	H	M		CS PS - Workforce Mgmt	As with #16, this requires configuration/extension to build the confirmation workflow, including the views.
26	Ability to create an automatic notification to workers when changes to a schedule occur.	H	Y		CS PS - Workforce Mgmt	
27	Ability to define schedules with varying times and lengths (e.g. 4 hours per day, 8 hours per day, etc.).	H	Y		CS PS - Workforce Mgmt	
28	Ability to allow for scheduling of shift patterns to be automatically repeated, or rolled forward to future weeks automatically.	H	Y		CS PS - Workforce Mgmt	
29	Ability to create schedule patterns that can repeat at any user defined intervals, e.g. 28-day cycles.	H	Y		CS PS - Workforce Mgmt	
30	Ability for a payroll administrator or manager/supervisor to enter or create schedules for employees.	H	Y		CS PS - Workforce Mgmt	
31	Ability to create schedule groups, and assign employees to those schedule groups. Assignment must be made through the user interface, or through integration with employee system of record.	H	Y		CS PS - Workforce Mgmt	
32	Ability to allow for schedules of all employees within a scheduling group to be changed by editing the group schedule.	H	Y		CS PS - Workforce Mgmt	
33	Ability to allow for the schedules of employees within a scheduling group to be individually edited without changing the schedules of other employees in the scheduling group.	H	Y		CS PS - Workforce Mgmt	
34	Ability to accommodate unlimited schedule changes and adjustments on demand.	H	Y		CS PS - Workforce Mgmt	
35	Ability to create an unlimited number of different shifts.	H	Y		CS PS - Workforce Mgmt	
36	Ability to create an unlimited number user-defined schedules.	H	Y		CS PS - Workforce Mgmt	

37	Ability to define shift start and stop times using a 12-hour or 24-hour clock.	H	Y		CS PS - Workforce Mgmt	
38	Ability to accommodate multiple shift start and stop times	H	Y		CS PS - Workforce Mgmt	
39	Ability to define split shift rotations.	H	Y		CS PS - Workforce Mgmt	
40	Ability to assign employees to shifts at any point in the schedule.	H	Y		CS PS - Workforce Mgmt	
41	Ability to schedule shifts that cross multiple days (e.g. start at 6:00 p.m. on day one and complete at 2:00 a.m. on day two).	H	Y		CS PS - Workforce Mgmt	
42	Ability to import employee work-schedule information from an external labor scheduling system.	H	Y		CS PS - Workforce Mgmt	
43	Ability to schedule employees to a particular location and job.	H	Y		CS PS - Workforce Mgmt	
44	Ability to create "templates" of the most commonly used shifts so that these can be assigned easily to employees or groups of employees.	H	Y		CS PS - Workforce Mgmt	
45	Ability to define scheduling policy and flag any schedules that do not comply with County policy.	H	Y		CS PS - Workforce Mgmt	
46	Ability to track employee scheduling preferences and availability.	H	Y		CS PS - Workforce Mgmt	
47	Ability to track employee seniority by job to use in call-in or priority scheduling processes.	H	Y		CS PS - Workforce Mgmt	
48	Ability to include scheduling metrics such as scheduling effectiveness, actual vs. scheduled hours, and coverage percentage, and display these graphically.	H	Y		CS PS - Workforce Mgmt	
49	Ability to highlight open shifts that require coverage.	H	Y		CS PS - Workforce Mgmt	
50	Ability to enforce real-time leave balances and usage rules for scheduling absences.	H	Y		CS PS - Workforce Mgmt	
51	Ability to automatically apply schedule quality rules, such as minimums and maximums per employee, per day, per period.	H	Y		CS PS - Workforce Mgmt	
52	Ability to have a notification for approver that indicates which staff have entered hours short of or over their scheduled hours, based on a defined tolerance level.	H	Y		CS PS - Workforce Mgmt	
53	Ability to schedule workers based on skills, shift, certification, license, etc.	H	Y		CS PS - Workforce Mgmt	
54	Ability to set work schedules by worker, pay group, or job class.	H	Y		CS PS - Workforce Mgmt	
55	Ability to substitute Scheduled/Regular Day Off (RDO) days within a schedule without creating or assigning a new schedule for an employee (i.e., alternative day off).	H	Y		CS PS - Workforce Mgmt	
56	Ability to track budget, usage/actual, and cost related to shift substitutions; i.e. an EE calls in sick and another EE takes the shift at an OT rate - what is the cost? Employee needs to enter time in the appropriate cost center.	H	Y		CS PS - Workforce Mgmt	Reports can be created to view the hours and dollars associated with overtime paid to employees, including substitutes. Comparison reports can also be created.
57	Employee Set-Up					
58	Ability to store Time and Attendance records for employees and volunteers.	H	Y		CS PS - Workforce Mgmt	
59	Ability to setup worker's default time and attendance settings with the following:	-				
60	Standard work week (40.0 hours) divided into 4 or 5 working days (Monday-Friday)	H	Y		CS PS - Workforce Mgmt	
61	Standard work week (37.5 hours) divided into 4 or 5 working days (Monday-Friday)	H	Y		CS PS - Workforce Mgmt	
62	Standard 9/80 schedule (80 or 75 bi-weekly hours worked in 9 days with one day off - RDO)	H	Y		CS PS - Workforce Mgmt	
63	Flexible schedules (HHS nurses often have flex schedules - schedule changes from one bi-weekly period to another)	H	Y		CS PS - Workforce Mgmt	
64	Fire and Sheriff schedules (e.g., rotating 24 or 28 day work periods)	H	Y		CS PS - Workforce Mgmt	
65	Alternate work schedule (other than 8 hours a day)	H	Y		CS PS - Workforce Mgmt	
66	Days worked other than a Monday through Friday work week	H	Y		CS PS - Workforce Mgmt	
67	Standard differential shift	H	Y		CS PS - Workforce Mgmt	

68	Various programmatic cost accounting codes (e.g., grant accounting, cost centers)	H	Y		CS PS - Workforce Mgmt	
69	Multi-site data entry	H	Y		CS PS - Workforce Mgmt	
70	Multi shifts on a work schedule that may include back to back shifts that count as regular scheduled hours, but also qualify for overtime pay	H	Y		CS PS - Workforce Mgmt	
71	Different types of shifts - Swing, Graveyard, and/or Weekend Shifts	H	Y		CS PS - Workforce Mgmt	
72	Ability to establish security rules in the system that prevent employees from viewing time codes that do not apply to them.	H	Y		CS PS - Workforce Mgmt	
73	Ability for the system to have user-configurable work schedules to accommodate many different types of FLSA cycles (Fire 192 hour schedule, Sheriff's schedule, Salary, Salary OT - Contractual OT, Hourly, etc.)	H	Y		CS PS - Workforce Mgmt	
74	Ability to update the status of a worker to separated when the worker has been terminated.	H	Y		CS PS - Global HR, Workforce Mgmt	
75	Ability to update the status of a worker to Inactive when the worker has been put on leave for a indefinite amount of time.	H	Y		CS PS - Global HR, Absence Mgmt, Process Automation	Workflow configuration is necessary to meet this requirement.
76	Ability to automatically change the status of an employee to "terminated" when maximum leave period has been attained.	H	Y		CS PS - Global HR, Workforce Mgmt, Process Automation	Workflow configuration is necessary to meet this requirement.
77	Ability for the system to accommodate when an employee changes FLSA cycles multiple times within a single pay period (e.g., when EE has two jobs, one FLSA, second not FLSA).	H	Y		CS PS - Global HR, Workforce Mgmt, Payroll	
78	Data Collection					
79	Ability to remotely enter timesheet data with immediate editing for errors, through department work stations.	H	Y		CS PS - Workforce Mgmt	
80	Ability to enter time when employee started and finished working into the electronic time keeping system.	H	Y		CS PS - Workforce Mgmt	
81	Ability to support mobile, user-friendly time entry system.	H	Y		CS PS - Workforce Mgmt	
82	Proposed data collection terminals must be supported by the software vendor.	H	Y		CS PS - Workforce Mgmt	
83	Data collection terminals must support barcode, magnetic stripe, proximity readers, and biometric capabilities such as finger scan technology.	H	Y		CS PS - Workforce Mgmt	
84	Ability for data collection terminals to support on-line and offline modes.	H	Y		CS PS - Workforce Mgmt	Infor Workforce Management supports offline data collection with physical clocks. All other methods, such as self-service via a web browser require connectivity.
85	In online mode, transactions must be transmitted from the data collection terminal to the database in real time. Transactions should be available for exception reporting, on premise reporting and pay rule calculation in real time.	H	Y		CS PS - Workforce Mgmt	
86	Ability for data to be stored at the data collection terminal until confirmation of successful transfer is received to prevent data loss.	H	Y		CS PS - Workforce Mgmt	
87	Ability for data at the data collection terminal to be secure and stored in non-volatile memory in off-line mode to prevent data loss in case of power failure.	H	Y		CS PS - Workforce Mgmt	
88	Ability for the proposed terminal to store up to 5,000 transactions in off-line mode.	H	Y		CS PS - Workforce Mgmt	
89	Ability to accommodate rounding of employee transactions, regardless of source. System should accommodate rounding to the nearest tenth hour, quarter hour, or actual time.	H	Y		CS PS - Workforce Mgmt	
90	Ability to provide for the prevention of overlapping or redundant punches.	H	Y		CS PS - Workforce Mgmt	
91	Ability to provide warning and/or prevention of errors, overlapping or redundant time entries (e.g., overlapping overtime and regular hours).	H	Y		CS PS - Workforce Mgmt	

92	Ability to support employee transfers to different accounts, departments, jobs, or work rules that must be validated as valid for that employee at the point of entry.	H	Y		CS PS - Workforce Mgmt	
93	Ability for employee self service transactions, such as approving timecard, leave requests, review schedule, review time entry, and review accruals balances to be available at the data collection terminal.	H	Y		CS PS - Workforce Mgmt	Infor Workforce Management does not support all application features on all devices. For instance, physical clocks do not include the ability to enter time off requests, for example. Mobility and main application do. Since "data collection terminal" isn't identified, we just wanted to make this clear.
94	Ability for employee requests for leave to be validated against their real-time balances at the time of entry.	H	Y		CS PS - Workforce Mgmt	
95	Ability for the proposed data collection terminal to communicate via TCP/IP Ethernet and Wi-Fi connectivity to the server.	H	Y		CS PS - Workforce Mgmt	
96	Ability to allow for unique employee ID /badge ID number (number should be the same for both). The solution must not require SSN.	H	Y		CS PS - Workforce Mgmt	
97	Ability to link multiple ID cards into system.	H	Y		CS PS - Workforce Mgmt	
98	Ability to allow for the inactivation of lost badge numbers and the reassignment of badge numbers without affecting previous employee transactions.	H	Y		CS PS - Workforce Mgmt	
99	Ability to provide employee self service capabilities that must be available on a PC or kiosk through standard web browsers.	H	Y		CS PS - Workforce Mgmt	
100	Ability for a system administrator to control functional access availability to employees groups. Employees should only be presented with those functions to which they have access, according to their role and needs.	H	Y		CS PS - Workforce Mgmt	
101	Ability to create timesheets by pay period, per individual worker (employees and volunteers).	H	Y		CS PS - Workforce Mgmt	
102	Ability to enter text with time and attendance information as needed, with an option to require text entry for particular time codes.	H	Y		CS PS - Workforce Mgmt	
103	Ability to adjust for daylight savings time related to time and attendance reporting.	H	Y		CS PS - Workforce Mgmt	
104	Ability to enter all department time and attendance from single point of entry.	H	Y		CS PS - Workforce Mgmt	
105	Ability to enter time and attendance data for past, current, and future dates.	H	Y		CS PS - Workforce Mgmt	
106	Ability to allow one employee to enter hours for all workers on a specific shift.	H	Y		CS PS - Workforce Mgmt	
107	Ability to adjust time and attendance, accrued balances, and cost accounting with single entry.	H	Y		CS PS - Workforce Mgmt	
108	Ability to enter time of day employee worked.	H	Y		CS PS - Workforce Mgmt	
109	Ability to charge time to multiple accounts, departments, projects, locations, work orders, grants, and pay codes/groups, cost centers, and activities.	H	Y		CS PS - Workforce Mgmt	
110	Ability to support validation functionality (locations, work orders, grants, and pay codes/groups, cost centers, and activities; based on employee transactions, supervisor edits, or scheduled transfers) when used in combination with other GL segments.	H	Y		CS PS - Workforce Mgmt	
111	Ability to add new system edits (validations) as needed.	H	Y		CS PS - Workforce Mgmt	
112	Ability to alert users if less than the workers' standard hours are coded.	H	Y		CS PS - Workforce Mgmt	
113	Ability to provide mechanism for the worker and supervisor to certify time for federal grant reporting.	H	R		CS PS - Workforce Mgmt	
114	Ability to record and store daily time and attendance data including programmatic cost accounting codes.	H	Y		CS PS - Workforce Mgmt	
115	Ability to record multiple pay types for each hour and/or shift.	H	Y		CS PS - Workforce Mgmt	

116	Ability to record and accumulate a time entry as unpaid work time. (i.e. Leave w/out Pay)	H	Y		CS PS - Workforce Mgmt	
117	Ability to utilize a field for tracking end dates for limited term positions.	H	Y		CS PS - Workforce Mgmt	
118	A system that has all time entry inputs on one screen, and sorts employees by last name.	H	Y		CS PS - Workforce Mgmt	
119	Calculation Rules Enforcement and Time Evaluation					
120	Ability to track holidays and accrued OT earned and notify employees when they will expire.	H	Y		CS PS - Workforce Mgmt	
121	Ability to Accrue Holiday and OT on Timesheets for both FLSA Exempt and Non Exempt employees.	H	Y		CS PS - Workforce Mgmt	
122	Ability to support time and attendance calculation rules that must be completely parameter driven and easy to set-up, change, and track without needing special programming or other technical skills.	H	Y		CS PS - Workforce Mgmt	
123	Ability to track which pay period OT and Holiday are accrued and then expire and payout a set # of pay period later.	H	Y		CS PS - Workforce Mgmt	Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
124	Ability to accurately calculate total hours including Regular hire and Temporary (Extra Hire) hours by job classification	H	Y		CS PS - Workforce Mgmt	
125	Ability to enter various pay rates for shifts or partial shifts.	H	Y		CS PS - Workforce Mgmt	
126	Ability to provide for the configuration of an unlimited number of time and attendance calculation rules.	H	Y		CS PS - Workforce Mgmt	
127	Ability to update user-defined rules and have the changes reflected immediately for time entry and processing.	H	Y		CS PS - Workforce Mgmt	
128	Ability for time and attendance calculation rules and other system settings to be effective dated where required.	H	Y		CS PS - Workforce Mgmt	
129	Ability to define time and attendance calculation rules at the employee, or group level.	H	Y		CS PS - Workforce Mgmt	
130	Ability to apply scheduling rules in accordance with child labor laws	H	Y		CS PS - Workforce Mgmt	Infor assumes this is referring to scheduling of minors such as lifeguards where you can cap how many hours they can work per week or pay period.
131	Ability to apply time and attendance calculation rules (overtime, break rules, etc.) in accordance with federal, state, local laws, and MOUs to reduce FLSA compliance risk.	H	Y		CS PS - Workforce Mgmt	
132	Ability to code or report OT to specific cost center which may not follow specific or define time and attendance rules.	H	Y		CS PS - Workforce Mgmt	
133	Ability to alert user that they are not eligible for OT based upon pre-determined rules (i.e. such as not having actually worked enough hours to earn OT)	H	Y		CS PS - Workforce Mgmt	
134	Ability to notify an employee when they become eligible for benefits because of the hours worked over a specific period of time.	H	Y		CS PS - Workforce Mgmt	
135	Ability to track reason for use of OT (i.e. due to sick coverage, vacation, worker's comp, etc.)	H	Y		CS PS - Workforce Mgmt	

136	Ability to accommodate multiple FLSA cycles	H	Y		CS PS - Workforce Mgmt	Overtime hours can be calculated based on rules for employee groups based on different evaluation periods, pay period ranges and daily rules. Our delivered FLSA rule has two options, however: daily and weekly. If an employee is only going to be paid at a single rate for the duration of the period, then we can meet this requirement. However, additional development may be necessary to ensure FLSA compliance in terms of ensuring that the employee receives total compensation based on their RROP for alternative periods. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
137	Ability to automatically calculate multiple overtime and other premiums (e.g., shift differential) based on actual worked hours outside the employees' scheduled hours or time of day (schedule deviation) and rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed.	H	Y		CS PS - Workforce Mgmt	
138	Ability to support configurable pay periods for weekly, bi-weekly, semi-monthly and monthly periods. Multiple pay periods for different employee classes must be seamlessly supported in a single database.	H	Y		CS PS - Workforce Mgmt	
139	Ability to include configurable periods by shift for meal and breaks in accordance with state and federal law as well as defined by MOUs.	H	Y		CS PS - Workforce Mgmt	
140	Ability to maintain a calendar of holidays. Separate and distinct holiday calendars can be maintained for different groups of employees, based on policy and MOUs.	H	Y		CS PS - Workforce Mgmt	
141	Ability to manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday. Ability to designate first day back as a Holiday (in lieu). Eligibility rules for holiday pay (work scheduled day before and after, for example) must be automatically enforced.	H	Y		CS PS - Workforce Mgmt	
142	Ability for system to apply holiday pay to employees based on their FTE amount (e.g., .5 FTE is paid 50% of the holiday hours).	H	Y		CS PS - Workforce Mgmt	Infor Workforce Management is very configurable to meet an organization's business rules and processes, including pay rules. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be configured. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
143	Ability to report on the number of total pay periods worked for seasonal / part time / intermittent employees who do not have consecutive pay periods.	H	Y		CS PS - Workforce Mgmt	

144	Ability to report on the number of total pay periods worked for seasonal / part time / intermittent employees since their last pay increase date, who do not have consecutive pay periods.	H	Y		CS PS - Workforce Mgmt	
145	Ability to provide for real time alerts to timekeeping exceptions, such as approaching overtime, comp time, and absences.	H	Y		CS PS - Workforce Mgmt	
146	Ability to pay half day holiday pay on a holiday; including regular, holiday and overtime for those who continue to work.	H	Y		CS PS - Workforce Mgmt	
147	Ability to pay meal penalties for missed meal breaks as determined by MOUs.	H	Y		CS PS - Workforce Mgmt	
148	Ability to calculate premium pay and OT for those in a FLSA work period (7K exemption).	H	Y		CS PS - Workforce Mgmt	Overtime hours can be calculated based on rules for employee groups based on different evaluation periods, pay period ranges and daily rules. Our delivered FLSA rule has two options, however: daily and weekly. If an employee is only going to be paid at a single rate for the duration of the period, then we can meet this requirement. However, additional development may be necessary to ensure FLSA compliance in terms of ensuring that the employee receives total compensation based on their RROP for alternative periods. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
149	Approvals					
150	Ability to electronically route and approve time and attendance data for at least six levels: (employee, supervisor, department payroll clerk, department director, Personnel, Fiscal/Payroll).	H	Y		CS PS - Workforce Mgmt	Time approvers default to the supervisor(s) associated with each team to which an employee is assigned. If an employee is working on multiple teams, they can have multiple time approvers. Any other time approval rules, such as multiple levels of approval, would require additional configuration. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
151	Ability to route time and attendance data to multiple department approvers if an employee works for multiple departments.	H	Y		CS PS - Workforce Mgmt	Time approvers default to the supervisor(s) associated with each team to which an employee is assigned. If an employee is working on multiple teams, they can have multiple time approvers. Any other time approval rules, such as multiple levels of approval, would require additional configuration.
152	System prevents employees from entering absences exceeding their scheduled hours.	H	Y		CS PS - Workforce Mgmt	

153	Ability to support a user configurable approval process based on the County's org structure	H	Y		CS PS - Workforce Mgmt	Time approvers default to the supervisor(s) associated with each team to which an employee is assigned. If an employee is working on multiple teams, they can have multiple time approvers. Any other time approval rules, such as multiple levels of approval, would require additional configuration.
154	Ability for employees to approve their timesheets. This approval must be available within employee self service and the data collection terminals. The attestation language must be configurable.	H	Y		CS PS - Workforce Mgmt	
155	Ability for Managers/Supervisors to view employee timesheets that require approval (both summary and detailed level).	H	Y		CS PS - Workforce Mgmt	
156	Ability for Managers/Supervisors to update the employees time when approving, for instance for missed punches, missing leave, etc.	H	Y		CS PS - Workforce Mgmt	
157	Ability to define a set of comments used to annotate manual changes and other edits of employee records (i.e. duplicate, missed punch, etc.).	H	Y		CS PS - Workforce Mgmt	
158	Ability to provide comments as part of exception reporting capability within the solution.	H	Y		CS PS - Workforce Mgmt	
159	Ability for a Manager to submit modified time cards without the employee's acknowledgement.	H	Y		CS PS - Workforce Mgmt	
160	Ability to provide for a pay period lock function for use by payroll to prevent further timecard edits by supervisors or employees.	H	Y		CS PS - Workforce Mgmt	
161	Ability to prohibit employee from making updates to record after department level of approval.	H	Y		CS PS - Workforce Mgmt	
162	Ability of multiple users to access timesheet prior to approval.	H	Y		CS PS - Workforce Mgmt	
163	Ability to route back through approval workflow if changes are made to the timesheet.	H	Y		CS PS - Workforce Mgmt	Time approvers default to the supervisor(s) associated with each team to which an employee is assigned. If an employee is working on multiple teams, they can have multiple time approvers. Any other time approval rules, such as multiple levels of approval, would require additional configuration. Since this requirement references/depends on multiple levels of approval (Requirement #150), additional configuration will be necessary. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.

164	Ability to limit updates to system based on level of approval authorization.	H	Y		CS PS - Workforce Mgmt	Time approvers default to the supervisor(s) associated with each team to which an employee is assigned. If an employee is working on multiple teams, they can have multiple time approvers. Any other time approval rules, such as multiple levels of approval, would require additional configuration. Since this requirement references/depends on multiple levels of approval (Requirement #150), additional configuration will be necessary. Support for this requirement may necessitate an extension developed using a delivered WFM extensible area. Delivery would not impact the ability to upgrade.
165	Ability to automatically default to the next "interim" supervisor if an employee's supervisor "Out of Office" or position is vacant.	H	Y		CS PS - Global HR, Workforce Mgmt	When an employee who is a supervisor is terminated, and someone else is placed into that supervisor position, they will have automatically have access to the time and attendance for employees that are assigned/associated to their teams. For employees who are out of the office, they can designate a proxy for their approvals.
166	Ability to notify approver (including payroll dept.), via report or other, if a timesheet has not been submitted by the deadline.	H	Y		CS PS - Workforce Mgmt	
167	Ability to create different time sheets for different groups or departments.	H	Y		CS PS - Workforce Mgmt	
168	Timecard Edits					
169	Ability to adjust or correct time entries captured in the current period, but not yet paid.	H	Y		CS PS - Workforce Mgmt	
170	Ability to adjust or correct time entries paid in previous pay periods.	H	Y		CS PS - Workforce Mgmt	
171	Ability to easily navigate from the error report to the timecard to make edits.	H	Y		CS PS - Workforce Mgmt	
172	Ability to define default time entries for earnings, hours, holiday data, and labor distributions and the ability to override and make changes to this default information.	H	Y		CS PS - Workforce Mgmt	
173	Ability to recalculate all totals immediately after a value is changed.	H	Y		CS PS - Workforce Mgmt	
174	Ability for all historical employee time and attendance information, including any adjustments, to be available online for audit or review purposes.	H	Y		CS PS - Workforce Mgmt	
175	Ability for the manager to make mass edits to selected employees.	H	Y		CS PS - Workforce Mgmt	
176	Ability to provide user access to update current time and attendance data at any time.	H	Y		CS PS - Workforce Mgmt	
177	Ability for employees, supervisors and payroll to view the employee master data characteristics (job, schedule, location, job hours, FTE%, different positions, etc.) on the time entry or correction screen.	H	Y		CS PS - Workforce Mgmt	
178	Volunteer/Contractor Management					
179	Ability for the system to track hours for paid/unpaid employees who are volunteering/contractors services.	M	Y		CS PS - Workforce Mgmt	
180	Ability to add a description/event associated with the volunteer/contractor hours	M	Y		CS PS - Workforce Mgmt	

181	Ability to report on volunteer/contractor hours, types of services provided by department etc.	M	Y		CS PS - Workforce Mgmt	
182	Interactive Views and Navigation					
183	Ability to provide interactive exception and summary views for common tasks or processes with the capability to drill down on specific employees records.	H	Y		CS PS - Workforce Mgmt	
184	Ability for employee selection queries to be public, available to all users, or private, available to individual users. Based upon security.	H	Y		CS PS - Workforce Mgmt	
185	Ability for employee selection queries to select employees by status, exceptions, pay codes used, and other criteria.	H	Y		CS PS - Workforce Mgmt	
186	Ability for employee selection queries to be assigned to a particular interactive view by default. Any employee selection query can be selected to override the default assignment.	H	Y		CS PS - Workforce Mgmt	
187	Ability for the user to configure the interactive views with user-defined columns.	H	Y		CS PS - Workforce Mgmt	
188	Ability to provide a primary and secondary sort capability within the interactive views.	H	Y		CS PS - Workforce Mgmt	
189	Ability to multi-select employees within the interactive view and perform group edits.	H	Y		CS PS - Workforce Mgmt	
190	Ability to schedule group edits on a specific date/time.	H	Y		CS PS - Workforce Mgmt	
191	Ability to configure interactive views by manager and assign a default view based on manager role.	H	Y		CS PS - Workforce Mgmt	
192	Leave Accruals Calculations and Enforcement					
193	Ability to configure multiple (at least 100) categories of leave accumulators (including vacation, leave, sick, FMLA, and comp adjustments) and formulas in the system, without needing special programming or technical skills.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
194	Ability to define method of PTO/Sick leave benefit accrual (banked, accrued) including eligibility rules, rate, plan year, allowed, rollover rules and caps)	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
195	Ability to identify which funds are to be used for accrual of vacation, sick time, etc., for those staff who are allocated to multiple funds.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
196	Ability to limit leave accruals based on maximum for defined plan, job class, department, status, etc. and record the time lost as a result of the limits.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Infor Workforce Management is very configurable to meet an organization's business rules and processes, including leave accrual, pay, and payout rules. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be developed. Meeting the specifics of this requirement may require additional configuration.
197	Ability to alert user at entry of exceeding accrued balances.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
198	Ability to override entry of exceeding accrual balance with proper authority.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
199	Ability to override the system warning to let an employee take leave before becoming entitled to it.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
200	Ability to correctly default time recording for employees in a leave status.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
201	Ability to alert user if they have exceeded their holiday, personal holiday, or sick hours.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	

202	Ability to record leave time and accruals per pay period and annually based on combination of employee type, years of service (based on hours), and employee group for several types of leave plans (according to County policies)	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
203	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
204	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
205	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance; Must have the ability to configure which balances to payout based on termination reason and length of service.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Infor Workforce Management is very configurable to meet an organization's business rules and processes, including leave accrual, pay, and payout rules. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be developed. Meeting the specifics of this requirement may require additional configuration.
206	Ability to control Leave payouts based upon status (probationary) and BU/FG (Bargaining Units / Fringe Groups).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Infor Workforce Management is very configurable to meet an organization's business rules and processes, including leave accrual, pay, and payout rules. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be developed. Meeting the specifics of this requirement may require additional configuration.
207	Ability to allow employees to cash out holidays based upon rules determined by MOU.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
208	Ability to determine the dollar amount of accrued leave liability.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
209	Ability to create an automatic notification to the employee when an employee's vacation/sick time balance is running above / below a user defined maximum / minimum level.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
210	Ability for comp in lieu of overtime balances to be calculated, reported, and enforced according to our policy.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Infor Workforce Management is very configurable to meet an organization's business rules and processes, including leave accrual, pay, and payout rules. Typically, our solution can meet a customer's needs using standard configuration of business rules. However, if rules are particularly complex, additional business logic/rules may need to be developed. Meeting the specifics of this requirement may require additional configuration.

211	Ability for probationary periods to be defined within which PTO balances are accrued, but not available for taking.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
212	Ability for a requesting employee and the approving manager to be able to record comments associated with the PTO request.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
213	Ability for PTO workflow tasks to be preconfigured and delivered as part of standard solution. Workflows can be modified easily to support different approval chains, etc.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
214	Allow for proxy (manager, supervisor, peer, HR) of approvals in workflow	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
215	Ability to provide a complete audit trail of all PTO requests, denials, approvals, or manual entries that must be kept and easily reported.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
216	Ability to provide "graphical dashboard" at the manager and HR level of PTO metrics (set by HR). Examples are excessive PTO requests, high PTO balance/costs , patterns (Mondays, Fridays, before/after holidays), PTO requests waiting for approval, PTO denials.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Business Intelligence & Analytics	
217	Ability for leave takings rules to be defined to enforce a minimum number of hours taken. For instance, FIRE vacation.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Infor Workforce management has parameters around the time-off request to enforce a maximum number of days that can be submitted per request as well as limiting requests to be full days (no partial days). We can do a fairly simple configuration to validate a minimum number of hours/days that a time-off request can be submitted for.
218	Absence Management - Protected Leaves and Leaves due to internal policy/procedure					
219	Ability to support the management of all leave policies (protected by regulation or provided by County policy/procedure).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	Configuration of the solution is necessary to meet your leave policies.
220	Integrate with FML vendor	H	M		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	A new interface is necessary to meet this requirement.
221	Ability to reset accumulators at year end by leave type.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
222	Ability to track hours worked and tenure to determine eligibility for FMLA, State mandated leaves and organizational leave of absence policies.	H	Y		CS PS - Absence Mgmt	
223	Ability to determine eligibility for concurrent leave polices, for instance, FMLA in concurrence with state mandated medical leave.	H	Y		CS PS - Absence Mgmt	
224	Ability to determine leave eligibility for FMLA based on amount of time already taken	H	Y		CS PS - Absence Mgmt	
225	Ability to determine leave eligibility based on amount of time already taken.	H	Y		CS PS - Absence Mgmt	
226	Ability to alert leave administrators when there is a potential qualifying absence for a protected leave (ex: FMLA, CFRA, PDL).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Additional configuration of leave rules and workflow is necessary to meet this requirement.
227	Ability to support leave administration functionality such as storing return from leave date and sending alerts when return from leave date is approaching.	H	Y		CS PS - Absence Mgmt	
228	Ability to allow flexibility in defining the parameters by which Federal, State and organizational policies are managed.	H	Y		CS PS - Absence Mgmt	
229	Ability to determine a users availability based upon their parameters and FMLA parameters determined by the County (rolling calendar etc.)	H	Y		CS PS - Absence Mgmt	
230	Ability to have Federal and State Family leave preconfigured templates built into in the system.	H	M		CS PS - Absence Mgmt	

231	Ability to track hours and cost of time off, either with or without pay (e.g., military leave, jury duty, FMLA leave, etc.).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
232	Ability to track protected leave used, either in pay of non-pay status, for user defined period (rolling calendar).	H	Y		CS PS - Absence Mgmt	
233	Ability to restrict use of family leave time if employee has reached maximum.	H	Y		CS PS - Absence Mgmt	
234	Ability to record and accumulate unpaid leave time.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
235	Ability for all required letters and forms to be automatically generated to support leave processes.	H	M		CS PS - Absence Mgmt	
236	Ability to integrate with Third Party Vendors for Disability, Workers Compensation, and FMLA administration.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	Infor delivers a robust interface framework that supports the importing and exporting of data to and from other systems. How fully our solution can integrate with other systems depends not only on our solution but also on the technology of your third-party systems, and the desired integration specifics. These integrations can be configured as part of implementation.
237	Ability to provide free form note fields for documentation of specific information associated with the leave cases.	H	M		CS PS - Absence Mgmt	
238	Ability to provide notification when documentation such as medical certification or fit for duty forms have not been returned by the specified timeframe.	H	M		CS PS - Absence Mgmt	
239	Ability to define how the paid time should be used with unpaid time. For example if the employee is out for their own serious health condition and they should be paid Short Term Disability concurrently with FMLA, the solution must manage the time as defined by the organization.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
240	Ability for cascading pay to be defined to happen automatically. For example, in an FMLA case Sick must be drawn down to 8 hours, then Personal Days drawn down to zero, then Vacation drawn down to zero as needed to fill the leave period.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
241	Ability to provide real time visibility to everyone who is on a leave of absence, time taken and time available.	H	Y		CS PS - Absence Mgmt	
242	Ability to provide protected calculations for time available for part time employees for all protected leaves.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
243	Ability to provide visibility to managers when an employee is expected to return from a leave of absence so that over scheduling does not occur.	H	Y		CS PS - Absence Mgmt	
244	Ability to generate alerts if an employee enters time in while on a leave of absence.	H	Y		CS PS - Global HR, Workforce Mgmt	
245	Ability to coordinate disability pay with vacation or other PTO pay to ensure a full paycheck for the employee.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
246	Ability to attach disability documentation to employee record.	H	Y		CS PS - Absence Mgmt	
247	Ability to report on employees that are missing appropriate documentation.	H	Y		CS PS - Absence Mgmt	
248	Ability to record if appropriate documentation was received.	H	Y		CS PS - Absence Mgmt	
249	Ability to record administrative comments.	H	Y		CS PS - Absence Mgmt	
250	Ability to report and calculate hours for state disability insurance.	H	Y		CS PS - Absence Mgmt	
251	Ability to alert Payroll & HR if short term disability is reported.	H	Y		CS PS - Absence Mgmt	Additional configuration of workflow is necessary to meet this requirement.
252	Ability to provide a report for all employees on disability, status of disability, expected return to work date, follow ups required.	H	R		CS PS - Absence Mgmt	

253	Ability to provide easy to understand leave information in calendar format for employee and manager review.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
254	Ability to validate future paid and unpaid leave time against projected balances.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
255	Ability for approved leave time, including all paid and unpaid codes, to be put into employee schedule and time card in real time.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
256	Ability to provide employee availability for scheduling, and open shifts created in response to approved leave time.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
257	Ability to handle leave without pay including stopping autopay, stopping accruals and tracking arrears.	H	Y		CS PS - Global HR, Absence Mgmt, Payroll	
258	Ability to track leave duration, and trigger a change in leave status when appropriate.	H	Y		CS PS - Absence Mgmt	Additional configuration of workflow may be necessary to meet this requirement.
259	Ability to identify an unlimited number of pay and leave type codes and descriptions (e.g., workers compensation, recovered pay, 5% training instructor).	H	Y		CS PS - Workforce Mgmt, Absence Mgmt, Payroll	
260	Ability to alert user for further action if employee's unpaid leave status has expired.	H	M		CS PS - Workforce Mgmt, Absence Mgmt	
261	Ability to track leave status (e.g., STD, LTD, paid versus unpaid, military) and billing for participants no longer on payroll.	H	Y		CS PS - Global HR, Benefits, Payroll, Billing	"Infor provides the ability to establish benefit plans and employer contributions for benefit plans based on an eligibility group. For employees that are in a 'leave' status, Infor Payroll can calculate the necessary amounts in 'arrears' that should be billed to the employee, which can then be integrated into Infor Billing for invoicing. Integration for Billing can be configured as part of implementation. Some workflow configuration may also be necessary. "
262	Ability to initiate billing to employee when a leave changes from paid leave to an unpaid leave.	H	Y		CS PS - Global HR, Benefits, Payroll, Billing	Infor provides the ability to establish benefit plans and employer contributions for benefit plans based on an eligibility group. For employees that are in a 'leave' status, Infor Payroll can calculate the necessary amounts in 'arrears' that should be billed to the employee, which can then be integrated into Infor Billing for invoicing. Integration for Billing can be configured as part of implementation. Some workflow configuration may also be necessary.

263	Ability to determine billing amount, process billing and determine amounts due to deduct from payroll when employees return to work (i.e., direct pay benefits).	H	Y		CS PS - Global HR, Benefits, Payroll	<p>Infor provides the ability to establish benefit plans and employer contributions for benefit plans based on an eligibility group. For employees that are in a 'leave' status, Infor Payroll can calculate the necessary amounts in 'arrears'. Once the employee returns to work, the arrears amounts can be applied against employee payroll amounts. Some workflow configuration may also be necessary.</p>
264	Ability to pool hours for catastrophic leave, allowing workers to donate vacation time to the pool from their accrued balances (participation restricted by leave plan).	H	M		CS PS - Workforce Mgmt, Absence Mgmt, Case Mgmt	<p>Infor Absence Management can be configured with a catastrophic leave plan or sick pool. As delivered, we do not have the ability for employees to donate leave to this plan via self-service, but a request can be made within Infor Case Management or through a configured page and an authorized administrator can manually make the adjustments/transfers. Employees can also request leave from the pool via Case Management or through a configured page, and again, an authorized administrator can manually make the adjustments/transfers. Once the manual adjustments are made, employees can view and use granted leave. Once the manual adjustments are made, employees can view and use granted leave. Additional configuration is necessary to meet the requirement and implement the proposed approach. The custom solution would not affect upgrades; however, it may require more complex configuration than is outlined as part of the definition of the County's 'Y' response code.</p>

265	Ability to track, maintain, calculate, and transfer hours in a donor program.	H	M		CS PS - Workforce Mgmt, Absence Mgmt, Case Mgmt	Infor Absence Management can be configured with a catastrophic leave plan or sick pool. As delivered, we do not have the ability for employees to donate leave to this plan via self-service, but a request can be made within Infor Case Management or through a configured page and an authorized administrator can manually make the adjustments/transfers. Employees can also request leave from the pool via Case Management or through a configured page, and again, an authorized administrator can manually make the adjustments/transfers. Once the manual adjustments are made, employees can view and use granted leave. Once the manual adjustments are made, employees can view and use granted leave. Additional configuration is necessary to meet the requirement and implement the proposed approach. The custom solution would not affect upgrades; however, it may require more complex configuration than is outlined as part of the definition of the County's 'Y' response code.
266	Ability to notify donator when the donor leave accepted.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	Additional workflow configuration is necessary to meet this requirement.
267	Ability to track multiple leaves (FLMA, PDL, etc.)	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
268	Absence Management - Attendance Policy Management					
269	Ability to define absence types	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
270	Ability to distinguish between holiday, vacation, and other non-work absence types	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
271	Ability to automate the administration and enforcement of attendance or absence control programs to reduce variability of workforce.	H	Y		CS PS - Workforce Mgmt, Absence Mgmt	
272	Ability to calculate absence points, occurrences, percentages or time missed as well as perfect attendance.	H	R		CS PS - Workforce Mgmt, Absence Mgmt	
273	Ability to provide for the manual entry of occurrences (e.g., late, leave early, unapproved absence) by supervisors.	H	Y		CS PS - Workforce Mgmt	
274	Ability to automatically generate letters and forms associated with disciplinary or perfect attendance policies.	H	M		CS PS - Employee Relations	Infor delivers document templates that can be used to generate letters/forms. Using workflow, these can be created based on another system event. This workflow would need to be configured as part of implementation.
275	Ability to identify patterns of absenteeism, for instance, Friday or Monday absences.	H	Y		CS PS - Workforce Mgmt	
276	Ability to audit "patterns" of time-off, by individual and unit/job (e.g., to track regulatory requirements regarding the number of consecutive days off taken over the course of a year).	H	Y		CS PS - Workforce Mgmt	

277	Ability to track reasons for absences. For example, vacation taken for a reason of SDI or worker's comp integration.	H	Y		CS PS - Workforce Mgmt	
278	Ability to alert supervisors or managers of necessary actions associated with attendance violations. For example (more than three days, doctor's note needed; unauthorized leave exceeding three days, etc.)	H	Y		CS PS - Workforce Mgmt	
279	Ability to generate graphical reports displaying absence information.	H	Y		CS PS - Workforce Mgmt	
280	Ability to create a leave activity report.	H	R		CS PS - Workforce Mgmt	
281	Ability to create a leave balance report.	H	R		CS PS - Workforce Mgmt	
282	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H	R		CS PS - Workforce Mgmt	
283	Ability to track hours and accrual for Leave Accrual balances.	H	Y		CS PS - Workforce Mgmt	
284	Ability to track hours for Time in Job (RIF or seniority) analysis.	H	Y		CS PS - Workforce Mgmt	
285	Ability to adjust Leave accrual hour balances.	H	Y		CS PS - Workforce Mgmt	
286	As an employee changes from 37.5 to 40.0 hours weekly and visa versa, ability to automatically adjust Leave accrual hour balances to determine new leave accrual rate.	H	Y		CS PS - Workforce Mgmt	If an employee changes positions or gains an additional work assignment, their leave plan eligibility and accrual rates may change. Infor Workforce Management can automatically make these changes, such that from that point forward, the eligible plans and rates are updated. Retroactive balance adjustments would need to be performed manually.
287	Ability to automatically reset the Leave Accrual Valuation Balance when an employee separates.	H	Y		CS PS - Workforce Mgmt	
288	Ability to automatically adjust Leave Accrual Valuation balances as an employee changes from 37.5 to 40.0 job hours and visa versa.	H	Y		CS PS - Workforce Mgmt	If an employee changes positions or gains an additional work assignment, their leave plan eligibility and accrual rates may change. Infor Workforce Management can automatically make these changes, such that from that point forward, the eligible plans and rates are updated. Retroactive balance adjustments would need to be performed manually.
289	Ability to interface with other Labor Reporting or Job Costing Software specifically to send regular rate and a loaded fringe rate to CityWorks.	H	M		CS PS - Workforce Mgmt	Additional integration configuration is necessary to meet this requirement.
290	Ability to see Cost of Labor within time and attendance module not only in the payroll modules; Ability to see OT costs as they occur or project OT costs if shifts are added. For example who will cost the most.	H	R		CS PS - Workforce Mgmt	

291	An exception report to identify variances between Payroll system and CityWorks for State billing purposes. The following fields would be needed from Payroll System for the - Total hours paid Total hours worked Straight time Temporary Assignment to Higher Classification (TAHC) (e.g., driving hours v riding hours) worked - Overtime hours worked Overtime TAHC hours worked - Employee Base pay rate Employee TAHC pay rate - Prem Hours Worked Prem Paid Total wages paid - Total wages for worked time. The hours and wage information would be needed as soon as payroll processing is completed for the pay period. (Information on pay rate changes would be needed prior to the effective date of the change so information could be available for use in CityWorks system.)	H	R		CS PS - Global HR, Workforce Mgmt, Payroll	
292	Ability to distinguish between holiday, vacation, work trades, and other non-work absence types (Firefighters can trade work shifts in accordance with FLSA and MOU)	H	Y		CS PS - Workforce Mgmt, Payroll	
293	Ability to document the reason for work shift changes, such as an MOU	H	Y		CS PS - Workforce Mgmt	
294	Ability to manage time-off requests for rotating schedules on a 7-day service week	H	Y		CS PS - Workforce Mgmt	
295	Ability to manage time-off requests for rotating schedules on a 7-day week	H	Y		CS PS - Workforce Mgmt	
296	Ability to create area work groups and assign employees to specific work groups.	H	Y		CS PS - Workforce Mgmt	
297	Ability to generate daily report of assigned work area groups	H	Y		CS PS - Workforce Mgmt	
298	Ability to have some employees not permanently assigned to a work group and be able to assign them to a work group as needed (for seasonal staff)	H	Y		CS PS - Workforce Mgmt	
299	Ability to restrict reports by user/group (Security)	H	Y		CS PS - Workforce Mgmt	
300	Ability for reports to not only include payroll data, but low org, title, and job description	H	R		CS PS - Workforce Mgmt	
301	Ability to print schedules for workgroup or other type of groupings and also download into excel	H	R		CS PS - Workforce Mgmt	
302	Ability to electronically route and approve time and attendance data for multiple levels (employee, supervisor, department payroll clerk, department director, Personnel, Fiscal/Payroll).	L	N			As delivered, time and attendance approvals are performed at a single level.
303	Ability for departmental request of supplemental pay with appropriate workflow.	H	Y		CS PS - Global HR	Additional workflow configuraiton is necessary to meet this requirement.

**EXHIBIT 10
INFOR DISASTER RECOVERY PLAN**

[attached]



Business Continuity Plan for Infor Multi-Tenant Cloud Services

Revision: 3.1



Business Continuity Plan for Infor Multi-Tenant Cloud Services

Revision: 3.1

Approvals

Name (Title)	Approval Date	Active Date
QMS Approvers, Ann Doscher (Compliance & Governance Analyst, Senior), Grayson Marpes (Manager, Compliance & Governance), Jim Hoover (VP, ISO), Laurie Tanton-White (Manager, ISO)	12-01-2017	12-01-2017

Change History

Date	Author	Revision	Change Reference
01-Oct-2011	Dan Turner	1.0	New document
01-Dec-2012	Jim Hoover	1.1	Formatting change and updates for new datacenter
01-Jan-2014	Dale Bullard	2.0	Content Updates
28-Mar-2014	Dale Bullard	2.1	Logo Updated
22-Oct-2015	Grayson Marpes	2.2	Added AWS overview
10-Jan-2017	Dale Bullard	3.0	Updated Document to reflect AWS Environment
12-Jan-2017	Dale Bullard	3.1	Made several suggested updates and revisions

Initial Implementation

Date	Business Area	Notes
01-Oct-2011	Multi-Tenant	

Periodic Document Reviews

Last Periodic Review Date	Next Periodic Review Date
12-01-2017	12-01-2018

1.0 Purpose

This document describes the Business Continuity Plan (BCP) for Infor SaaS cloud operations (CloudOps). It describes the criticality and category of systems, response team structure and steps to ensure the continuation of Infor's SaaS critical applications in the event of a disaster.

2.0 Scope

This BCP applies only to the Infor SaaS solutions hosted by the MT Infor SaaS CloudOps Team.

3.0 Overview

Infor has partnered with Amazon Web Services (AWS) to provide data center and cloud hosting services. AWS provides multiple Regions around the globe for deploying solutions. Each Region is made up of multiple geographically dispersed Availability Zones (AZ), and each AZ is made up of 1 to many datacenters.

Infor application and database servers are installed across multiple AZ's to provide the highest availability possible. If a data center or AZ partially or completely fails, the work load is automatically redistributed across the other AZ's within the region by the AWS Elastic Load Balancers (ELB) and Auto Scaling services. Relational database servers employ synchronous or near-synchronous replication to duplicate data in multiple AZ's to minimize or eliminate any transaction loss due to a system, data center, or AZ failure.

The automated controls are intrinsic in our cloud architecture, i.e. rapid elasticity, auto-scaling, etc. that constitute the self-healing aspects of AWS Elastic Compute Cloud (EC2). EC2 will automatically scale-up if there is an issue, possibly even before Cloud Ops is alerted to the issue. The deployments also provide the ability for our support teams to work from any geographical area that has access to the Internet. With these capabilities, there is no longer a need for a secondary physical standby recovery facility and personnel. Instead, automated disaster recovery capabilities are built into the production deployment

All cloud systems have been assessed based upon their impact to the applications hosted and the cloud business. As a result, all cloud systems have been designated as follows:

Category I

Critical functions required for applications to be functional.

Restoration Objective: as soon as possible.

4.0 Responsibilities

4.1 Vice President, Software as a Service (SaaS)

Responsible for the recovery of all data.

4.2 Vice President, Infor Information Security Officer

- Co-coordinator of the BCMT
- Provides liaison between operational and management teams in affected areas
- Ongoing maintenance, training and testing of the Business Continuity Plan.
- Coordinates the Business Support Teams under the guidance of the BCMT

4.3 Director(s) of Cloud Operations (CloudOps)

- Co-Coordinator of the BCMT
- Provides liaison between operational and management teams in affected areas
- Ongoing maintenance, training and testing of the Business Continuity Plan
- Coordinates with the Business Support Teams under the guidance of the BCMT

4.4 CloudOps Staff

- Perform recovery and validation.

5.0 BCP Distribution

As the written record of the Business Continuity Plan, this document must be distributed:

- All members of the Business Continuity Management Team (BCMT)
- All members of the Infor SaaS Support Teams
- All members of the Executive IT Management Team
- Information Systems Directors
- Others not primarily involved with the direct recovery effort.

6.0 Disaster Response

This section describes required responses to a disaster, or to a problem that could evolve into a disaster:

- Detect and determine a disaster condition
- Notify persons responsible for recovery
- Initiate Infor SaaS Business Continuity Plan
- Initial Response
- Backup Verification
- Recovery

6.1 AWS Disaster Detection and Notification

- AWS sends alert notifications to Infor Cloud Operations if an outage has occurred
- Automatic monitoring alerts notify the Infor Cloud Operations team members
- Infor Cloud Operations contacts the VP of SaaS for escalation

6.2 Initiation of the Company's Business Continuity Plan

Infor's SaaS Cloud hosting architecture is physically and logically segmented from Infor Corporate IT environment. Only certain components e.g. VPN, under Infor Corporate IT could be impacted in the event Infor Corporate IT were to suffer a disaster.

Note: Infor SaaS' primary method to preserve continuous operations is to utilize AWS' top-tier data centers with multiple-redundancy systems for every piece of infrastructure, including data centers. Infor SaaS CloudOps will continue to monitor the performance and responsiveness of the AZ's to insure operational levels.

Failure of a data center, multiple data centers in an AZ, or even all data centers in an AZ would have minimal impact due to there being active servers running across two or more AZ's within the AWS Region. A failure of *all* geographically disperse AZ's with their *many* data centers across an entire AWS Region, as a result a major wide spread regional catastrophe, is not covered.

Initiation of this Plan is the responsibility of the VP, SaaS. BCMT Coordinator will assist in the efforts to invoke the plan.

6.3 Initial Response

The Cloud Operations person on duty is alerted by phone or email of an emergency and monitors the situation to ensure that a data center or AZ failure is not causing any ill effects. Any ill effects will be alerted and handled by those teams responsible for the affected solutions.

If the emergency situation appears to affect the entire AWS Region, the person on duty will closely monitor the event and notify personnel as needed, as well as affected customers.

6.4 Backup Verification

Infor SaaS solutions are continuously monitored throughout an event and still maintain their high availability capabilities within the unaffected AZ's.

6.5 Recovery

Once an AZ comes back online and is stable, loads will be rebalanced across all of the AZ's that are in use for the region.

6.5.1 Verify Full Functionality after Disaster Recovery has ended

Systems are continuously monitored throughout the recovery cycle as servers and applications are restored to full functionality and loads are rebalanced to pre-disaster states across AZs.

7.0 Testing

7.1 Comprehensive Testing

Infor's business continuity disaster recovery exercise process for the Multi-Tenant applications environment is performed annually. Exercise scopes include but are not limited to plan walk-throughs, scenario simulations and testing of backups and recovery.

Appendix A

Contact Information

Group	P/A	Name	Email	Phone (w)	Phone (c)
IT (Alerts)	P	IT Help Desk	ithelpdesk@infor.com	(800) 242-8552	None
ISO	P	Ask for Security	askinforsecurity@infor.com	None	None
Multi-Tenant Hosting	P	Laurie White	Laurie.White@infor.com	(407) 916-4842	(954) 551-6783

Executive IT Management Team

Group	P/A	Name	Email	Phone (w)	Phone (c)
MT VP SaaS	P	Jim Plourde	Jim.Plourde@infor.com	(864) 546-5089	(864) 270-7677
MT VP ISO SaaS	P	Jim Hoover	Jim.Hoover@infor.com	(469) 420-3429	(210) 365-0634
MT Director	P	Michael Padgett	Michael.Padgett@infor.com	(864) 454-5179	(864) 630-0705
MT Director	P	Dan Turner	Dan.Turner@infor.com	(469) 420-3404	(469) 420-3499
MT Director	P	Eduardo Crea	Eduardo.Crea@infor.com	(864) 422-5564	(864) 905-7517
MT Director	P	Mike Windham	Mike.Windham@infor.com	(469) 420-3501	(214) 264-3759
MT Director	P	Randy Young	Randy.Young@infor.com	(864) 454-5174	(864) 363-3534
MT Director	P	Richard Sharpe	Richard.Sharpe@infor.com	(864) 422-5493	(864) 630-3475
ISO Manager	P	Laurie White	Laurie.White@infor.com	(407) 916-4842	(954) 551-6783

Other Multi-Tenant Team members

Group	P/A	Name	Email	Phone (w)	Phone (c)
BCM/DR	P	Dale Bullard	Dale.Bullard@infor.com	(864) 422-5221	(864) 238-3172

Subcontractor Contact(s)

Group	P/A	Name	Email	Phone (w)	Phone (c)
AWS	P	Lenore Michaels	lenorem@amazon.com	(646) 927-6892	(917) 734-8701
	P	Bill Baldwin	bbaldwin@amazon.com	(770) 778-1553	

EXHIBIT 11 INFOR CLOUD SUPPORT PLAN SUMMARY

A general explanation of the Infor Cloud Support Plans are located at <http://www.infor.com/support/support-plan-features/>. This exhibit provides a more comprehensive description of Infor Support and supplements the explanation set forth in the link above. These descriptions are subject to change at Infor's discretion; however, changes to these descriptions will not cause any material decrease in the Support provided to you during the Subscription Term for which you have paid the applicable subscription fees. These descriptions do not replace any rights or obligations set forth in the Agreement with Infor, but in the event of a conflict between the Agreement and this exhibit, this exhibit shall govern and control. Capitalized terms not defined herein shall have the meaning(s) set forth in the Agreement.

1. SUPPORT SERVICES

1.1 Telephone Technical Support

Generally, Infor will provide telephone support Monday through Friday, 8:00 a.m. to 5:00 p.m., local time, in the Licensee's time zone, excluding holidays observed by Infor, which fall within the applicable coverage window. Support hours may vary based on the applicable Subscription Software product, in which case applicable Support hours are noted in specific knowledge base articles, on the Infor Support Portal, located at www.inforxtreme.com

1.2 Electronic Support

Infor will provide 24x7x365 online access to the Infor Support Portal which contains services such as online incident logging, tracking and management, knowledge base articles, latest Subscription Software release information, and Subscription Software Documentation.

1.3 Critical Incident Support

System Availability issues are considered Severity 1 incidents. If the Subscription Software is not accessible, then you are entitled to access Infor Support 24x7x365. Critical Incident Support for System Availability is included in every Cloud subscription. When a licensee calls for technical assistance regarding a Severity 1 System Availability issues outside of Infor Support Services coverage hours or during locally observed holidays, the call will be routed to an open Infor Support Center or to the on-call resource.

"Critical Incident Application Support" is defined as the delivery of support via telephone for Severity 1 (production down) situations, as defined in Section 2.2 below.

1.4 24 x7 Critical Incident Support Option

Should Licensee purchase an Infor Support plan with 24x7 Critical Incident Application Support (e.g. Premium or Elite Support), Infor will respond to Severity 1 support incidents 365 days a year and 24 hours per day. This service will also be available during holidays observed by Infor. When Licensee calls for assistance regarding a Severity 1 issue outside of Infor Support Services coverage hours or during locally observed holidays, the call will be routed to an open Infor Support center or to the on-call resource. Severity 1 incidents will be worked within the applicable Support plan terms, until the Subscription Software is operational, a commercially reasonable workaround is in place, or the incident severity can be lowered to Severity 2 or below.

1.5 Critical Solution Notification

The Infor Support Portal enables each Designated Contact to develop a unique profile. "Designated Contact(s)" means a Licensee's contact(s) that has a thorough understanding of the specific Subscription Software, along with applicable technical knowledge, required to assist in troubleshooting and the timely resolution of incidents. Each Designated Contact may also choose to sign up for knowledge base articles that may be of particular interest. When Infor develops a knowledge base article for a critical incident, the Designated Contact can receive notifications about its availability and how to access it.

1.6 Recorded Briefings

Infor provides Licensee with access to recorded Support briefings (videos), which are recorded webinars, lasting an average of 5 – 15 minutes, designed to help Licensee become familiar with the latest Subscription Software functions and features.

2. Resolution of Support Incidents

2.1 Initiation of an Incident

The Designated Contact may contact Infor Support Services via telephone or may log an incident online via the Infor Support Portal to initiate a Support request referred to as an "incident".

The general definition of a Support incident is a single, reproducible issue, problem, or symptom, a request for assistance, or a question fully and accurately logged with the Infor Support Portal that is related to the Subscription Software or information requests about our Cloud Support Plans, and options.

To help ensure a timely response to a Support incident, the Designated Contact shall provide the following information: (a) the Infor Customer Number and contact details, (b) applicable Subscription Software name, (c) severity level of the Support incident, (d) details of the Support incident, including error messages and error reproduction steps if any, and applicable screen shots and output examples if logging online, and (e) description of the incident impact and frequency.

2.2 Severity Levels

The Designated Contact will use reasonable business judgment to identify the severity of the Support incident according to the following severity level descriptions:

- (a) **Severity 1 – Production Down/Critical.** The production instance of the Subscription Software is not available, or the Subscription Software is available but a critical application failure has occurred and business processes are halted. There are no workarounds available. Severity 1 issues that occur after standard Support Services hours must be reported by telephone.
- (b) **Severity 2 – High.** The operation of the Subscription Software or a critical business process or is impaired, causing a serious disruption of a major business function, a serious impact on daily functions or processing, and there is no acceptable workaround.
- (c) **Severity 3 – Medium.** Non-critical issues with the Subscription Software. You are able to access and use the Subscription Software, and there is an acceptable workaround for the issue.
- (d) **Severity 4 – Low.** An inquiry and/or low impact issue that does not require immediate attention. This includes cosmetic issues on screens, errors in documentation, or a request regarding the use of the Subscription Software.

2.3 Response

Infor shall use commercially reasonable efforts to meet the Response Targets set forth below. Infor calculates Response Targets as the difference between the time an incident is appropriately logged into the Infor support system and the time of Infor's first value-added communication.

For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours; for Severity levels 2-4, Infor will make commercially reasonable efforts to respond within two (2) hours during scheduled business hours.

For Licensees that have purchased the Infor Elite Support plan, Infor will make commercially reasonable efforts to respond to Severity 1 incidents within thirty (30) minutes during scheduled business hours; for Severity levels 2-4, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours.

2.4 Resolution

A resolution can be, without limitation, an answer that resolves a Support incident; a code fix; a software patch release; a change in an operational process; a commercially reasonable workaround; or the provision of steps that, upon completion, will lower the criticality of the Support incident. Support incident resolution is often an iterative process that is dependent upon many variables. At times determination of root cause and resolution of an incident requires collaboration and troubleshooting by various teams within Infor and the Licensee. The nature of this process makes providing specific target resolution times difficult. As Infor progresses through the troubleshooting process in an effort to resolve the issue, Infor works to provide regular updates and strives to allow Licensee to continue doing business.

2.5 Escalation

Most Support incidents are best resolved through Infor's standard operating procedures. If you believe that a particular Support incident requires a higher level of attention, Licensee should contact the regional Infor Support Center and request that a Support Manager become involved. Escalation or routing of Support incidents outside of standard procedures is reserved for issues that warrant a higher degree of attention, and such escalation is not appropriate for all Support incidents. If escalation is requested, Infor will notify the appropriate Support Manager. The Support Manager will act promptly to assess the situation, contact Licensee to discuss a resolution plan, identify required resources, and implement the agreed upon resolution plan.

EXHIBIT 12
MILWAUKEE COUNTY'S DIRECTIVE ON REMOTE ACCESS

[attached]



Information Management Services Division

Department of Administrative Services

Title: Administrative Directive on Remote Network Access for Vendors **Issue Date:** 05/23/2017

Approval: Chief Information Officer

Supersedes: Based on Administrative Directive on Remote Network Access 09/17/2015

<p>Definitions:</p>	<ul style="list-style-type: none"> • County: Milwaukee County Government • Directive: This Administrative Directive on Remote Network Access for Vendors • Remote Access: a secure connection to the County network in order to access resources that are not otherwise publicly available, from a computer that is not directly connected to the Milwaukee County network. • Vendor: a party in the supply chain that provides goods and services to the County; a third party or independent business partner • User: Any person using Information System, including a Vendor employee, consultant, contractor, and agent who is authorized to use County Information System • IMSD Service Desk: Information Management Services Division Contact the Service Desk regarding requests, incidents, and approvals. Email imsdhelp@milwaukeecountywi.gov Phone 414-278-7888
<p>Purpose:</p>	<p>Directive defining the Vendor requirements for remote access to County networks and systems from outside networks, computers, and agencies, when not using Microsoft DirectAccess. Microsoft DirectAccess is a technology that is used to provide a transparent tunnel to the County network for IMSD managed computing devices, and is the County standard solution for remote access.</p> <p>Access to publicly available web services is not considered “remote access” for the purposes of this directive.</p>
<p>Requesting Remote Access:</p>	<p>All remote access must be justified by a business need. Requests that do not clearly specify the business need will be rejected. Remote access is granted on a least-privilege basis. That means that a valid request must also include the exact County resources that the requestor needs remote access to. Access will be granted to these resources only, and all change requests must go through the same procedure.</p>



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	<p>A request for remote access must be sent to the IMSD Service Desk and must include the following information for each individual person who will need access:</p> <p>Name, email address, contact phone number, company or agency, County resources to be accessed remotely, contract expiration date (if this need is based on a support or other contract with a defined end date)</p> <p>Each request will be reviewed by IMSD business analysts to validate the business need, and ensure that the collected information is complete and accurate. After this review is complete, and the business analyst approves the request, the IMSD Service Desk will send the County remote access agreement to be signed by all requestors. This will be placed on file prior to user accounts being created.</p>
<p>Security Requirements:</p>	<p>All user accounts for non-County users requesting remote access will be configured to be disabled at all times, unless an approved business need exists. When a User requires remote access for any purpose, they will need to contact the IMSD Service Desk (see Definitions section) and provide the reason they are accessing the network. This will be reviewed, and if valid, the user account will be enabled for the appropriate amount of time based on the need.</p> <p>In cases where an approved business need exists for the account to be kept enabled, an expiration date will still be applied for no more than a one year duration. After each year the account shall be reviewed to ensure that the business need is still valid, and contact information is still accurate.</p> <p>A virus protection product must be installed on all remote devices running Microsoft Windows as the operating system. This product must be receiving virus definition updates at an interval no longer than every day.</p> <p>Split tunneling (allowing access to the County network and to the remote user's local network simultaneously) will be disabled for all remote users unless an approved business need exists. Convenience in more efficiently accessing documents or data on the remote network is not an approved business need for the purposes of this section.</p> <p>All remote user accounts will be configured for password expiration.</p> <p>Remote Users are not permitted to share their login credentials, nor write them down or keep them in an electronic file in any unencrypted form.</p>



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	<p>Remote Users are required to notify the IMSD Service Desk (see Definitions section) immediately when leaving their company or agency, changing roles that no longer requires remote access, contract expiration, loss or theft of a device that has been configured for remote access to the County network, or suspected loss or theft of user credentials and passwords. Vendors should also notify the IMSD Service Desk of any employee changes.</p>
<p>Web or Client Based Remote Access Tools:</p>	<p>Web or client based remote access tools (examples: LogMeIn, Teamviewer, GoToMyPC) are not allowed to be used on the Milwaukee County network without express written permission from IMSD. Permission will generally be granted for isolated, vendor-supported systems. Permission will generally be denied for general Milwaukee County PCs. To apply for permission to use a web or client based remote access tool please submit your request and business need to the IMSD Service Desk.</p>
<p>Change Management:</p>	<p>Milwaukee County enforces a change management process for all IMSD managed systems. Any change to production environments requires approval by this process prior to proceeding. Users are responsible for following this process when connecting to Milwaukee County systems. If a User is unfamiliar with this process, the User should work with the IMSD business analyst for the department for which they are working, prior to making any changes to systems. If the IMSD business analyst is not known, please contact the IMSD Service Desk (see Definitions section).</p> <p>All exceptions made to the user account disabled rule will require the remote access requestor to read, understand, and comply with on the Milwaukee County change management process.</p>
<p>Approved Business Need:</p>	<p>All exceptions to this directive, or any subsections that require an “approved business need”, will be approved by the following process: 1) exception submitted to IMSD business analyst for the requesting department/division; 2) if business analyst agrees, request will then be submitted to Connectivity manager and reviewed; 3) if manager agrees, request will be submitted to CTO for final approval.</p>
<p>Contact:</p>	<p>IMSD Service Desk at imsdhelp@milwaukeecountywi.gov or call 414-278-7888. Urgent requests or security incidents should be reported via phone call for the fastest response.</p>



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MILWAUKEE COUNTY
ADMINISTRATIVE DIRECTIVE ON REMOTE NETWORK ACCESS FOR VENDORS

2017

VENDOR STATEMENT

_____ (Vendor name) acknowledges to be in receipt of the Milwaukee County Remote Network Access Directive for Vendors, and that this Directive applies to all Vendor employees, consultants, contractors, and agents who will be part of the Milwaukee County engagement. Violations of these obligations to adhere to this Directive may result in Milwaukee County taking action that will deny Vendor access or rights to any of Milwaukee County's technology resources. Progressive steps of corrective action may include termination of the Milwaukee County engagement.

My signature on this Directive shows that I have read and received a copy of this directive from the Milwaukee County representative.

* * *

Signature of Company representative

Printed name of Company representative

Date

EXHIBIT 13
MILWAUKEE COUNTY'S DIRECTIVE ON USE OF COUNTY SYSTEMS

[attached]



Information Management Services Division

Department of Administrative Services

Title: Administrative Directive on Acceptable Use for Vendors **Issue Date:** 05/23/17
Approval: Chief Information Officer **Supersedes:** *Based on*
 Acceptable Use Directive 05/01/2015

<p>Definitions:</p>	<ul style="list-style-type: none"> • County: Milwaukee County Government • Directive: This Administrative Directive on Acceptable Use for Vendors • Information System: Hardware, Software, Data, Networks, Portable Devices and any other County data processing infrastructure, equipment, technology, components, information or material of any sort. <ul style="list-style-type: none"> ○ Hardware: Physical data processing components, goods or equipment of any sort owned or controlled by the County. Hardware includes Portable Devices. ○ Software: Data processing programs on or associated with Hardware, irrespective of where software resides or executes. ○ Data: Information, communication, material or graphics of any sort stored or transmitted electronically via the Information System. ○ Networks – Connecting systems that allow the Information System to communicate. This includes wireless networks. ○ Portable Devices – County portable Hardware, including cellphones, tablets and laptops. • Vendor: a party in the supply chain that provides goods and services to the County; a third party or independent business partner • User: Any person using Information System, including a Vendor employee, consultant, contractor, and agent who is authorized to use County Information System • IMSD Service Desk: Information Management Services Division Contact the Service Desk regarding requests, incidents, and approvals. Email imsdhelp@milwaukeecountywi.gov Phone 414-278-7888
<p>Purpose:</p>	<p>This Directive sets out acceptable uses of the County’s Information System for Vendors and Vendor-specific Users.</p>



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IMSD Principles:	<p>Everything on the Information System, whether job-related or personal, belongs to the County. The County is the sole owner of the Information System and all Data.</p> <p>The Information System is owned and controlled by the County and is provided to further the efficient operation of the County's business. The Information System is not provided for inappropriate uses or for the personal convenience of Users.</p> <p>Users have no expectation of privacy when using the County Information System. The County Information System is subject to search at any time by the County or its agents, without notice to or permission of Users.</p> <p>All Data, whether or not "personal," is subject to the County's monitoring, review, deletion or collection at any time, without notice or permission, to ensure compliance with this Directive, to comply with law enforcement requests, to complete an investigation, to defend the County in legal proceedings, to comply with open records requests or for any other reason consistent with the law. This includes documents, emails, texts, instant messages, graphics, photos or any other items.</p> <p>Any Data or Software created by a User in the scope of or related to the User's engagement or work for the County becomes the property of the County upon creation and must not be copied or shared except to assist the User in the performance of his or her County work.</p>
Accountability and Enforcement:	<p>All Vendors will be required to acknowledge and sign this Directive. Vendors may sign collectively for all Users under their management and oversight. Vendors must use due diligence to ensure these Users who are providing County support or services are trained in and are continuously compliant with this Directive.</p> <p>Failure to comply with this Directive will constitute action outside the scope of the Vendor's County engagement or obligations and may result in denial of access to the Information System. Failure to comply may also result in County actions up to and including termination of the Vendor's engagement.</p> <p>Federal law may also apply when the crime is committed on a computer or communications device that communicates to another device outside of the state.</p>



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User Procedures and Conduct:

1. The Information System

a. Access

- i.* Only authorized Users may use the County Information System, and only through their own usernames, passwords and other means made available by the County.
- ii.* Users must not knowingly share or allow the use of usernames and passwords with anyone, whether or not another User.
- iii.* Users may access, use or share Data only to the extent authorized and necessary to fulfill assigned job duties.
- iv.* Users are accountable for all work, transactions and communications under their usernames and passwords.
- v.* Users are expressly prohibited from pursuing unauthorized access to restricted areas of the Information System and from accessing or trying to access, copy, alter or delete the Data of any other User without authorization.
- vi.* Users requiring job access to material or sites otherwise prohibited under this Directive may submit a specific written request, approved by management, to IMSD for consideration.

b. Inappropriate Activity

- i.* Users are expressly prohibited from accessing, displaying, downloading or distributing any Data or material of any sort that could be deemed pornographic, racist, sexist, defamatory, discriminatory, harassing or otherwise offensive or in violation of County policies, resolutions or ordinances, state or federal law, or any other applicable law
- ii.* Users are expressly prohibited from using the County Information System to attempt to probe, scan, disable, overload or breach the security or authentication measures of any system or Network, either internally or externally.
- iii.* Users are expressly prohibited from knowingly introducing or propagating any computer virus or other harmful feature in the Information System. Users must use extreme caution when clicking on links or opening e-mail attachments received from unknown senders, which may contain malicious content. A User who becomes aware of a virus or other harmful feature must immediately disconnect from all Networks, cease using the Information System and immediately report the discovery to the IMSD Service Desk (see Definitions section).



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c. Software

- i.* Only Software owned, licensed or authorized by the County may be installed or used on the Information System. Users are expressly prohibited from installing or attempting to install unauthorized Software.
- ii.* Users must not download Software from the Internet unless specifically authorized to do so by IMSD. Users must not download or distribute pirated Software or Data.

d. Data and Physical Security

- i.* Users must store all County-related Data in County designated storage locations where it can be backed up. No personal, non-County Data is to be stored on the Information System nor should the Information System be used to collect, store, transmit or transfer any type of personal data and information.
- ii.* Any theft, loss or unauthorized disclosure of Data must be reported immediately to the IMSD Service Desk (see Definitions section).
- iii.* Any Data or material, including personal material, that is stored on the Information System is not private and is subject to County access and disclosure at any time, including to comply with law enforcement requests, to complete an investigation, or to defend the County in legal proceedings.
- iv.* Users must take adequate steps to protect the physical security of the Information System by ensuring Portable Devices are securely stored when not in use and workstations are locked when left unattended. Any theft or loss of Hardware must be reported immediately to the IMSD Service Desk (see Definitions section).
- v.* Users must preserve all Data required to be retained under applicable law, resolution or policy. This includes emails, texts and, where possible, instant messaging where applicable.
- vi.* Users who maintain “isolated” Data such as safe combinations, alarm codes, domain name registry passwords, administrative passwords, off-site storage access codes, etc., must contact the IMSD Service Desk (see Definitions section) to ensure that duplicate copies of the information are securely maintained.



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e. Portable or mobile Hardware

- i.* Users who have been issued County Portable Hardware (such as BlackBerrys, smartphones, tablets, or network access devices) or access the County Information System remotely through any other personally owned Hardware that is approved by IMSD must ensure they are protected with a password or a passcode, and must secure the equipment when left unattended.
- ii.* The theft or loss of any County- or personally-owned portable or mobile Hardware (such as BlackBerrys, smartphones, or tablets) that accesses the County Information System remotely must be reported immediately to IMSD Service Desk (see Definitions section).
- iii.* Users using County Portable Hardware must comply with applicable laws and ordinances restricting mobile device usage while driving.
- iv.* Users are not allowed to use mobile devices while operating a vehicle even where it is legal to do so.

2. Email and Texting, Instant Messaging, Social Media and Internet

a. General

- i.* Users must not send sensitive or confidential Data over the Internet or via email without adequate protection securing the Data. Examples include credit card numbers, telephone calling card numbers, fixed passwords, health information or customer account numbers which relate to personal identification information or personal health information.
- ii.* The Information System, including email, texting, etc., is not to be used to convey non-work-related information other than described in the section on ***Incidental Personal Use***.



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b. Email and Texting

- i.* Users must take particular care when using email or texting as a means of communication because, although often informal in nature, email communications may be subject to production in a legal action or Public Records request.
- ii.* Users must not knowingly distribute or forward hoax virus warnings, chain letters, jokes, political commentaries, or similar unsolicited email or texts of any kind.
- iii.* Users must not access any other User's email or texts without explicit authorization from that User (e.g. through Outlook delegates) or proper management permission.
- iv.* Users must not send any email or text purporting to come from another User without explicit authorization from that User (e.g., through Outlook delegates).
- v.* Due to their disruptive effect, system-wide or "all user" messages or blasts are prohibited, except as part of the County's authorized emergency response efforts. Please note the County intranet may provide a suitable location for information of interest to all employees.

c. Instant Messaging

- i.* Users may access approved instant messaging services only for informal business communication similar to a quick phone call or quick in-person verbal communication, unless the content of the messages is subject to an instruction to preserve records and electronically stored information.
- ii.* Users may not send or receive file attachments via instant messaging services.
- iii.* Users must communicate only with known and trusted correspondents via instant messaging
- iv.* Instant messages should not be used to transfer or record any substantive government information, because instant messages are not normally stored or saved.



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	<p>3. Internet and Intranet</p> <p>a. Business Internet Access</p> <ul style="list-style-type: none"><i>i.</i> When visiting an Internet site, information identifying a User's PC may be logged (i.e. cookies, temp files). Therefore, Users must assume they are identified as County employees or contractors and act appropriately at all times.<i>ii.</i> Users must not access websites, blogs, discussion forums, chat rooms or other locations that are in appropriate or have any content that could be construed as defamatory, harassing or otherwise offensive (e.g. pornography, bullying) or in violation of County policies.<i>iii.</i> Users must always exercise caution when using a County e-mail address to join networking sites. While such use may be appropriate as part of job duties for some (e.g. LinkedIn), for others this may not be the case.<i>iv.</i> Users accessing a web site must comply with its terms and conditions. Users may not infringe copyrights or other protections.<i>v.</i> Users may not use the Information System to download, play or store personal photographs, music or video files (e.g. MP3, MP4) due to capacity, copyright and legal issues. Personal photographs, music and video files will be deleted from County servers when found. Users may not stream video or audio (e.g., Internet radio, Pandora, sports video) whose content is not directly related to the business of Milwaukee County Government.<i>vi.</i> The County routinely blocks access to Internet sites that are deemed to be inappropriate or to pose an information security threat to the County. Access is prohibited. Any attempts to access blocked Internet sites are monitored and recorded. Persistent attempts to access blocked sites may result in discipline or termination.<i>vii.</i> The County may monitor and disclose User's Internet activity to ensure compliance with this Directive or for any other purpose permitted or required by law. <p>b. Social Media or Networking Sites</p> <ul style="list-style-type: none"><i>i.</i> Users must be mindful of, and clear about, the capacity in which they are participating. Only authorized County spokespersons
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	<p>should make statements on social media sites on behalf of the County.</p> <ul style="list-style-type: none"><i>ii.</i> Social media or networking sites may be accessed only as needed for the User's job. Personal use of social media on the Information System is prohibited.<i>iii.</i> Interactions on social media or networking sites must comply with all County policies. <p>4. Incidental Personal Use</p> <ul style="list-style-type: none"><i>i.</i> Incidental Personal Use of the Information System consists of occasional, brief use of the Information System (including email or Internet) for short, routine, non-sensitive, non-confidential communications. For illustration, this might include: an email to check on a child's arrival home from school, an email to meet someone for lunch, a <u>quick</u> check of the Internet for weather or news.<i>ii.</i> Incidental Personal Use is permitted. This use is at the absolute discretion of the County and no User may expect or claim such personal use as a right or expect such use to be private. Excessive use or other abuse may result in discipline or termination.<i>iii.</i> Incidental Personal Use is not allowed if it interferes with the performance of the User's duties, exposes the County to expense or liability, or is unlawful for the County. <p>5. Prohibited Uses</p> <p>In addition to prohibited activity set out elsewhere, the following are also expressly prohibited:</p> <ul style="list-style-type: none"><i>i.</i> Users are prohibited from using the Information System for solicitations for outside organizations, political or religious causes, or with the operation or management of any business other than that of the County.<i>ii.</i> Users are prohibited from using the Information System for personal online shopping, personal online sales, or other online transactions. Users <u>may</u> use the Information System for occasional, <u>brief</u> access of online services such as online banking, using the User's personal email and account information.<i>iii.</i> Users are strictly prohibited from using County email addresses for non-County business. For example, a County email address may <u>not</u> be used for personal online shopping or financial transactions, personal blog or bulletin board memberships, personal email alerts
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	<p>from merchants or teams, etc., or as part of a payment such as PayPal.</p> <ul style="list-style-type: none"> <i>iv.</i> A County email address may <u>not</u> be used as a User’s personal address for: Facebook, social media, Twitter or similar services, online subscriptions, game systems, online gaming or gambling, couponing, or contests and sweepstakes. <i>v.</i> Use of the Information System for gambling of any sort (including “social” gambling or office pools), games of chance or games of skill, online video games, lotteries, or sweepstakes is strictly prohibited. <i>vi.</i> Personal, offensive or inappropriate use of webcams, video conferencing equipment, recording devices or microphones is prohibited.
<p>Reporting Violations:</p>	<p>Users are required to report violations, or suspected violations of the Acceptable Use directives. Violations may expose the County to a host of legal and information security risks. Activities that should immediately be reported to the IMSD Service Desk include, but are not limited to:</p> <ul style="list-style-type: none"> ○ attempts to circumvent established computer security systems ○ use or suspected use of virus, Trojan horse hacker programs or any other intrusive program ○ obtaining or trying to obtain another User's password ○ using the computer to make harassing or defamatory comments or to violate Milwaukee County's Harassment Policy or Milwaukee County Civil Service Rules ○ illegal conduct of any kind. <p>Reported violations will be investigated. Failure to adhere to this reporting policy may result in discipline, up to and including discharge.</p> <p>Users who, in good faith, report violations or suspected violations will be protected from retaliation. However, Users who falsely accuse another of violations without a good faith basis for such accusation are also subject to discipline, up to and including removal from Vendor engagement.</p>
<p>Contact:</p>	<p>IMSD Service Desk at imsdhelp@milwaukeecountywi.gov or call 414-278-7888</p>



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MILWAUKEE COUNTY
ADMINISTRATIVE DIRECTIVE ON ACCEPTABLE USE FOR VENDORS

2017

VENDOR STATEMENT

_____ (Vendor name) acknowledges to be in receipt of the Milwaukee County Administrative Directive on Acceptable Use for Vendors, and that this Directive applies to all Vendor employees, consultants, contractors, and agents who will be part of the Milwaukee County engagement. Violations of these obligations to adhere to this Directive may result in Milwaukee County taking action that will deny Vendor access or rights to any of Milwaukee County's technology resources. Progressive steps of corrective action may include termination of the Milwaukee County engagement.

My signature on this Directive shows that I have read and received a copy of this directive from the Milwaukee County representative.

* * *

Signature of Company representative

Printed name of Company representative

Date