NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed documents for qualifications until:

10:30 AM – OCTOBER 28, 2008
at which time all responses will be publicly opened

FOR:

ENTERPRISE RESOURCE PLANNING SYSTEM

Prospective bidders may secure further information and specifications at
2602 South Belt Line Road, Grand Prairie, TX 75052 OR
http://www.gpisd.org/departments/business/purchasing/current_bids.html
The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

BID ENVELOPE MUST BE ADDRESSED TO:

Grand Prairie ISD
Purchasing Department
2602 South Belt Line Road
Grand Prairie, TX 75052

and

PLAINLY MARKED:

CSP: 09-06

Bids may be submitted on any/or all items, unless stated otherwise.

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. If you cannot bid at this time and desire to remain on the bid list, please submit a **NO BID** on the bid form and return.

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

PROCEDURES FOR SEALED BID OR PROPOSALS

1.0.0 GENERAL CONDITIONS

1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract, and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.

1.2.0 WITHDRAWAL OF BIDS - Any bid or proposal may be withdrawn by the contractor prior to the scheduled time for opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening bids. Any bid that is received after the time specified shall not be considered and may be returned unopened to the bidder.

1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included in the bid.

1.4.0 CONTRACTORS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so will result in their being deleted from our contractor list.

1.5.0 GPISD reserves the right to waive any or all bid irregularities, formalities, or other technicalities, to be the sole and independent judge of quality and suitability of any products offered, and may accept or reject any bid in its entirety, or may reject any part of any bid without affecting the remainder of that bid, and may award the individual items on this bid in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.

1.6.0 GPISD will enter into contractual relationships only with those contractors who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority contractors are encouraged to compete in providing goods and services to the District. GPISD does not operate under a set-aside program.

2.0.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured equipment.

2.1.0 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.

3.0.0 EVALUATION OF BIDS/PROPOSALS, in accordance with Article 2368a.3, Section 5, Reviews of bids/proposals are subject to the evaluation of the user department and subsequent recommendation. The following <u>AWARD CRITERIA</u> will be used.

3.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

3.2.0 IDENTICAL BIDS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the District shall be selected by the governing body. If two or more bidders submitting the lowest and best bids are residents of the District, one of the resident bidders shall be selected by the casting of lots.

3.3.0 AWARD of BID; BID SUMMARY: The GPISD reserves the right to award a separate contract to more than one contractor for each item/group/service or to award on contract for the entire bid. All contractors will receive a statement of bid award. Contractors desiring a copy of the bid summary may request such by enclosing a self-addressed stamped envelope to the Purchasing Office.

4.0.0 CONTRACTS

4.1.0 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department or the User Department after awards have been made.

4.2.0 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

4.3.0 The District's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for the Buyer will return goods to the Seller. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

5.0.0 DISCLOSURES

5.1.0 Non-Collusion

5.2.0 Felony Conviction

5.3.0 Conflict of Interest. A list of board members is available at
<u>http://www.gpisd.org/departments/business/purchasing/bids_proposals.htm</u>

6.0.0 CONDUCT WHILE ON DISTRICT PREMISES - All personnel that conduct work of any nature on District premises, including but not limited to successful contractor(s), sub-contractors, service technicians, etc. will be required to comply with the same standards applicable to the employees of the GPISD as referenced in the Auxiliary Services Handbook.
http://www.gpisd.org/departments/business/maintenance/documents/08-09AuxEmployeesHandbook.pdf

7.0.0 STATEMENT OF QUALIFICATIONS, shown in specifications below.

8.0.0 SECURITY – Not Required with this request

9.0.0 INSURANCE shall be provided by the successful offerer, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Contractor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Contractor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The contractor shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection.

9.1.0 Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Contractor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

9.2.0 Self-Insurance: A contractor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Contractor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

9.3.0 The Certificate of Insurance must be presented prior to start of service. The policy must reflect Grand Prairie I.S.D. as "additional insured" or "co-insured". The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

The District requires ten (10) days WRITTEN NOTICE prior to cancellation of ANY INSURANCE.

10.0.1 PRESENTATION OF BIDS: All bids/proposals must be received at the Purchasing Office in a sealed document. No oral, telegraphic, telephonic, or facsimile bids will be accepted.

10.0.2 INTERLOCAL AGREEMENT CLAUSE

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT) There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

http://www.epcnt.com/Current_members.htm

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity's debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.

MUST RETURN THIS PAGE

OFFERER'S CERTIFICATE

FIRM'S NAME	
ADDRESS	
CITY & STATE	ZIP CODE
EMAIL	
TELEPHONE	FAX
AUTHORIZED SIGNATURE	DATE
POSITION WITH COMPANY	

INTERLOCAL AGREEMENT
Should the governmental, referenced above, elect to participate in this contract, would you, (the contractor) agree that all terms, conditions, specifications, and pricing would apply? ☐ Yes ☐ No

SCOPE OF WORK

The Grand Prairie Independent School District is requesting competitive sealed proposals (CSP) for an Enterprise Resource Planning System (ERP). GPISD wishes to establish a partnership with a progressive company or companies to supply the District with computer software programs to facilitate all district administrative computing solutions including the following general areas: Financial Data Management, Human Resources/Payroll Data Management, and Financial/PEIMS Management.

This proposal should include the software, maintenance, support, data conversion, project management, training and implementation, including all costs related to the implementation of a complete turn-key ERP.

The Grand Prairie Independent School District is composed of part of the City of Grand Prairie, Texas Grand Prairie ISD has two high schools, two ninth grade centers, seven (7) middle schools, twenty-five (25) elementary schools, one special campus for high school students, an Alternative Education Placement Center, and four (4) other facilities for a total of 42 facilities.

SPECIFIC TERMS AND CONDITIONS

1. This contract will be awarded by section as determined to be the best value to Grand Prairie Independent School District. Grand Prairie Independent School District reserves the right to negotiate with any or all respondents and accept or reject any and/or all proposals, to waive any formalities and/or irregularities and to award in the best interest of the School District. Please note, each committee will be making separate recommendations for their section.

2. **Length of Contract**: All responses to this CSP shall cover installation of hardware and software, along with sufficient provisions for training, service, and upgrades for the life of the system. Any changes to the scope of services provided under this contract that may result in changes to the terms, conditions, and fees can be redefined and negotiated. In that event, any negotiated items must be placed in writing and provided as an amendment to the contract. All proposers must agree to fully warrant and guarantee all information in its response.

3. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract.

4. **Timetable:**

Release CSP	October 15, 2008
Deadline for Questions	October 21, 2008 - 12:00 PM (Noon)
Respond to Questions by	October 24, 2008 – 5:00 PM
Deadline for Submittal of Proposal	October 28, 2008, 10:30 AM
Recommendation to Board	November 13, 2008

6. **Communications:** All questions received and the corresponding answers will be distributed to all bidders. **No verbal responses will be provided.** The deadline for questions about this proposal will be 12:00 p.m. (noon), October 21, 2008. Question should be submitted to Julie.spears@gpisd.org The District will not respond to questions after this time and date. Although every effort has been made to provide accurate and up-to-date information, companies supplying quotations should email all questions. Response to questions will be posted in the form of an addendum to this CSP on the GPISD Purchasing website **http://www.GPISD.net/purchasing/bidspecs.htm** by 5:00 PM October 24, 2008. **The vendors will be responsible for checking the website for any posted addenda.**

All vendor communications must be directed in writing to:

Education Center
Purchasing Department
2602 South Beltline Road
Grand Prairie, TX 75052
Telephone: (972) 237-5592

7. **Deadline for Submittal**: We must receive your response to this CSP by 10:30 AM on October 28, 2008,
Education Center
Purchasing Department
2602 South Beltline Road
Grand Prairie, TX 75052

The District is not responsible for unmarked or improperly marked proposals. The District is not responsible for proposals delivered after the scheduled deadline due to the external or internal mail system. The time and date recorded in the Purchasing Office shall be the official time of receipt. **The District will not accept fax proposals.**

8. **Proposal Submittal:** One original and five (5) copies of the proposal must be sealed in an envelope clearly marked on the outside with **CSP #09-06 – Enterprise Resource Planning System.**

Vendors are required to submit proposals in the following order:
Section 1 – Bid document. All forms signed
Section 2 – All contracts required
Section 3 – Software detail forms
Section 4 – Implementation proposal
Section 5 – Specifications
Section 6 – Pricing sheet

It is important that the proposal documents are returned in the required format for ease in comparative/evaluations and vendor's reputation on following instructions.

9. **Acceptance:** GPISD reserves the right to accept or reject any or all of the proposals submitted, waive minor technicalities, and accept the offer most advantageous to the District. Contract, to awarded vendor, will be based on the determined "Best Value for the District."

10. **Contract**: Submit a copy of ALL contracts required for each section.

12. If the District fails to appropriate funds to provide for the annual renewal of a contract, the District may cancel without termination charge. This is provided that the Contractor receives at least 30 days written notice of the termination stating the lack of funding as the reason for the termination.

13. Final evaluation of this CSP will be based on the Texas Educational Code 44.031 (b) per item #14 of the General Conditions. Each committee's selection criteria will be as follows:

A. Extent to which the proposal meets functional and technical specifications with modifications and implementations – 25%
B. Total cost over three (3) years – 50%
C. Reputation of firm's goods and services as a proven provider/references – 20%
D. Extent vendor meets compliance with Texas State law and regulations regarding finance/human resources-payroll – 5%

14. Transfer of contract by vendor is prohibited.

15. All invoices must be submitted to GPISD's Billing address:

Grand Prairie ISD
Attn: Accounts Payable
P O Box 531170
Grand Prairie, TX 75052

If your company uses any other billing address, Grand Prairie ISD will not be responsible for late payments, service charges, etc. GPISD's purchase order number must be referenced on the invoice.

16. The Grand Prairie Independent School District reserves the right to use and duplicate as often as necessary any material that is submitted by the awarded vendor.

17. **References:** Please provide five (5) references, preferably from school districts in the state of Texas, who have used your services within the last three years. Additional references may be required.

A. ______________________________
School District Contact Name

____
Address Telephone Number

B. ______________________________
School District Contact Name

____
Address Telephone Number

C. ______________________________
School District Contact Name

____
Address Telephone Number

D. ______________________________
School District Contact Name

____
Address Telephone Number

E. ______________________________
School District Contact Name

____
Address Telephone Number

18. **INSURANCE:** Copies of the successful contractor's liability insurance and workman's compensation certificates will be required. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Insurance Requirements:	**Limits**:	
A. General Liability	General Aggregate	$1,000,000
	Products - Comp/or Agg	$1,000,000
Commercial General Liability	Personal & Adv. Injury	$1,000,000
Claims Made Occur.	Each Occurrence	$1,000,000
Owner's Contractor's Prot.	Fire Damage (Any one fire)	$ 50,000
	Med. Expense (Any one person)	$ 5,000
B. Automobile liability	Combined Single Limit	$1,000,000
Any Auto	Bodily Injury	
All Owned Autos	(per person)	
Scheduled Autos	Bodily Injury	
Hired Autos	(per accident)	
Non-Owned Autos	Property Damage	
Garage Liability		

C. Umbrella form - Excess liability
State the limits that your company carries. _____________.

D. Worker's Compensation	Statutory	
and	Each Accident	$500,000
Employer's Liability	Disease-Policy Limit	$500,000
	Disease-Each employee	$500,000

The insurance requirements, as listed above also apply to any sub-contractor(s) in the event that any work is sublet. The contractor is responsible to insure that the sub-contractor(s) meets the minimum insurance requirement limits as by law.

1. Should any of the above describe policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder, Grand Prairie I.S.D.

2. The Contractor shall agree to waive all right of subrogation against the District, its officials, employees and volunteers for losses arising from work performed by contractor for the District.

3. The contractor shall hold the District harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work or any obligation of Contractor or failure of Contractor to perform any work or obligation provided for in this Agreement.

4. The select vendor will be required to supply an insurance certificate naming Grand Prairie Independent School District as an additional insured.

You are required to submit a certificate of insurance for the above insurance requirements with your response.
NOTE: Items #2, #3, and #4 shall be required of the successful vendor(s).

PROPOSAL SOFTWARE DETAIL FORM

The Vendor should list, in detail, the software being offered to the District. All individual modules should be listed separately, under the appropriate heading. The version(s) specified below should be the one(s) used to respond to the Specifications section of this CSP. The District is only interested in software that is currently operational in a Texas Public school. If the Vendor is proposing a software package or version that is not currently operational in a Texas Public school, this should be clearly noted in the Proposal Summary and the Deviation/Exception forms. The Vendor should clearly illustrate why they are offering a software version that is not fully operational in a Texas Public school.

SECTION 1 – Finance and Human Resources/Payroll

Software Type	Name of Software	Version of Software	Date Version Released for Use by Texas Schools
Finance Software			
Human Resources Software – including TRS – Texas Specific			

Please indicate how you plan to integrate with the following Third Party Softwares.

Third Party Application Currently Used in GPISD	Vendor	Version	Integration Type: B-Batch, R-Real Time
Time & Attendance: Kronos	Kronos	5.9	
Substitute Management: AESPO	Eschool	1.0 RC4	

Third Party Application Currently Used in GPISD	Vendor	Version	Integration Type: B-Batch, R-Real Time
Child Nutrition: WebSmarttinSnap	SL-Tech	2.61.1032	
Directory Services: eDirectory	Novell	8.8.3.9 Serve2Pack	

IMPLEMENTATION PROPOSAL

The Vendor should outline their proposal for implementing each section ERP system in Grand Prairie ISD below. The implementation proposal should include detailed conversion activities, training activities, and all "go live" dates for all software modules in each section. Include all appropriate dates and milestones. The implementation proposal should be inclusive of all tasks and should be descriptive enough that all can understand steps involved in implementing the Vendor's software. Include all training recommended. (Attach additional sheets as necessary.)

SECTION 1 – Finance and Human Resources/Payroll

Vendor Qualification Profile

Company Name:____

Local Address: ____

____

Headquarters address: ____

____

Telephone Numbers; Main: ____

To place orders: ____

To check on orders: ____

FAX: ____

If there is no toll free number, does the company accept collect calls? ____________________

Company Website Address: ____

Contacts:
Corporate contact for this proposal:
Name:____

Address: ____

City, State, Zip: ____

Phone:________________________Fax: ________________________

E-mail:____

Contact Title: ____

Local contact for this proposal:

Name:____

Address: ____

City, State, Zip: ____

Phone:________________________Fax: ________________________

E-mail:____

Contact Title: ____

Number of years company has been in business under this name: ____________________

Other company names used with dates, from/to:____________________________

____

How many years has the office, which will serve the District, been operational? ____________________

How many employees/consultants does the company have?

Total number of employees ____

Consultants/Support Staff in Texas ________________________________

Consultants/Support Staff in education division ____________________________

Consultants/Support Staff in the office serving our District ________________________

Company Operations/Services

What are the hours of operation for your customer support help desk (CST)? ______________________________

____

If a GPISD staff member called the help desk, would it be answered by someone located in Texas? ___________

____

How many support staff are available to assist users with problems?______________________________________

How many Staff are assigned to the Help Desk? ____

How many Staff are available for on-site consulting? ____

If the Vendor guarantees a return response on all help desk calls placed by the District, what is the return phone call turn around guarantee time? ____

If the Vendor offers extended phone support during certain times of the year, indicate when the extended phone support is offered and if there is an additional cost for the support. ____

____

Executive Summary – Include a brief narrative, which summarizes your proposed administrative software package. Clearly identify how your software solution meets the vision and goals of our District.

Please provide any additional information pertaining to your company that would be important to the Grand Prairie ISD administrative system software evaluation process:

SPECIFICATIONS

1.0 Goals and Objectives: The District is in the environment of needing to maximize every budgetary dollar to the fullest extent. It is crucial that the District have dependable, efficient, cost effective, and flexible information systems to enable it to meet its goals. The District is seeking to improve the effectiveness of its management information systems through the implementation of a new administrative software system. The implementation of this system should significantly reduce the costs and resource requirements associated with maintaining the District's numerous and customized information systems while improving the delivery of administrative services and increasing the availability of decision-making data.

- 1.1 The District wishes to purchase and implement a management software solution that takes advantage of all available technologies.
- 1.2 Provide a Human Resources Administrative System that facilitates effective and efficient decision-making regarding staffing of the District.
- 1.3 Provide intuitive and flexible administrative software that is easy to use and provides efficient access to decision-making data.
- 1.4 Increase the amount of time staff spends engaged in instructional and community-related activities by decreasing the time necessary for administrative tasks.
- 1.5 Implement modern business tools and practices so that more resources can be channeled directly into classrooms and instruction.
- 1.6 Provide a flexible enterprise software solution that will integrate the District's business processes and eliminate or minimize redundancy.
- 1.7 Provide access to the most efficient and accurate real time information to users to support data driven decision processes.
- 1.8 Implement a flexible administrative system that will accommodate future needs and requirements as well as take advantage of future technology.
- 1.9 Implement a system that provides a long-term data management solution that is structured to take advantage of future technology development, including web interfaces/services, new hardware platforms, etc.

2.0 Current Environment Wide and Local area network: **Wide and Local Area Network**— The Grand Prairie Independent School District operates and maintains a series of switched FastEthernet Local Area Network (LANs) interconnected by Fiber-Optic cabling. All connections are point-to-point connecting each building to the district's

Network Data Center utilizing the star topology. The district refers to this as the Wide Area Network (WAN). The primary protocol carried on this network is TCP/IP.

2.1 The network infrastructure is composed of Cisco routers with a Cisco Firewall Core and Cisco switches. Dell servers run the Novell and Windows 2000 and 2003 servers.

2.2 The school district operates a predominately Novell and Windows network and Intel based workstations running Windows XP.There are currently approximately 7,000 workstations throughout the district, each Pentium III or higher running Windows XP SP1 and SP2 with current patches. Each workstation runs current versions of Internet Explorer.

2.3 Each workstation receives it IP address via DHCP.

2.4 Workstations print via IP and NDPS printing using a mix of printers from Hewlett Packard and Lexmark.

2.5 The district currently connects to the internet via partial DS3. The district is committed to expanding bandwidth as needed.

3.0 Administrative Systems Environment: the district currently uses Region 10's mainframe system for Finance, HR, and Payroll. The District's general accounting, human resources, TRS system, payroll, procurement, warehousing, accounts payable, and revenue collection are maintained through the Region 10 data services software system.

NOTE: IT IS THE RESPONSIBILITY OF THE SUCCESSFUL VENDER TO INVESTIGATE ALL DISTRICT SOFTWARE THAT SHOULD INTERGRATE WITH THE PROPOSED ADMINISTRATIVE SOFTWARE AND TO PROVIDE AN INTERFACE BETWEEN THE TWO SYSTEMS.

4.0 Data Conversion Services: The District requires data conversion assistance for many of its existing applications. The vendor will assist the District in identifying all files to be converted. Data conversion must be coordinated between the district and the successful Vendor.

5.0 Historical Data The District requires capability to access existing historical files stored electronically. The proposer should describe the approach to processing historical data from electronic storage. Proposals must include a recommended data conversion strategy in the section Implementation Proposal, and all costs associated with data conversion in the section Cost Proposal.

Grand Prairie ISD requires that current operational and historical data be available and accessible from the new administrative software system. The vendor would be required to convert current data to their file formats in order for the District to have access to the historical and operational data.

Includes, but is not limited to the below areas:

Section 1 – Financial and Human Resources/Payroll

A. Financial Systems
- General Ledger Account Balances
- Detail Transactions for past 5 years
- Vendor File (current and inactive)

B. Human Resources
- Basic Staff Files (current and inactive)
- Staff Employment History
- Staff Payroll History

Vendor will convert all past history available from Region X and from District sources.

PRICING SHEET

The Vendor's proposal should be a complete turn-key solution and should include all known, expected, proposed or optional costs, including all software, hardware, conversion, implementation, training and modification costs. The Vendor will be responsible for all additional costs to implement the turn-key solution if the cost is not identified on the Cost Proposal form. The Vendor can, when identifying the costs associated with the software implementation, indicate those costs that are optional or variable but a cost must be submitted for each item that will be required for a successful implementation of the administrative system.

		SECTION 1 – Finance and Human Resources/Payroll
Initial Software Cost	**$**	
Conversion Cost	**$**	
Training Cost	**$**	
Annual Maintenance Cost	**$**	
TOTAL 5 YEAR COST	**$**	

COMPANY NAME:____

SUBMITTED BY: ____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

____

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

______________________________ ______________

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

Note: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME

NAME OF AUTHORIZED INDIVIDUAL (printed or typed)

AUTHORIZED SIGNATURE	DATE

POSITION WITH COMPANY

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract."

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME:

Check the appropriate box and sign the form.

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:____________________________________

☐ My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:____________________________________

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: ____

Details of Conviction(s):

AUTHORIZED SIGNATURE:____________________________________

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

FUNCTIONAL RESPONSE SUMMARY			
Module	**YES**	**NO**	**COMMENTS**
Fund Accounting			
Encumbrance / Accounts Payable			
Financial Reporting			
Project Accounting			
Budget Preparations			
Accounts Receivable			
Cash Receipts			
Purchasing			
Vendor Bidding			
Warehouse Inventory			
Fixed Assets			
Human Resources			
Payroll			
Personnel			
Applicant Tracking			
Position Control			
Salary Projection			
Personnel Budgeting			
Employee Benefits			
Web Employment Application			
Employee Service Center			
Executive Information Center			
Totals			

	FUND ACCOUNTING			
		YES	**NO**	**COMMENTS**
1	Maintains a fully integrated financial accounting system including general ledger, purchasing, accounts payable, budgeting, and project accounting, which updates all ledgers upon a single entry.			
2	Interfaces with Human Resources.			
3	Interfaces with Personnel Budgeting, Fixed Assets, and Warehouse Inventory.			
4	Supports a flexible account structure with user-defined alphanumeric account codes as defined by TEA..			
5	Complies with GAAP, GAAFR accounting and reporting standards.			
6	Complies with Texas/TEA FASRG standard.			
7	Provides a financial statement generator.			
8	Supports a fund-based general ledger which permits an unlimited number of funds.			
9	Provides for the establishment of a user-defined, organizational hierarchy, including the fund level.			
10	Provides for the establishment of user-defined object codes with “roll-up” capability for reporting.			
11	Uses subsidiary ledgers to provide appropriate detailed expenditure and revenue budgetary requirements.			
12	Links subsidiary ledgers to general ledger.			
13	Provides for interactive editing and updating of the general ledger by all transactions entered in the Fund Accounting System.			
14	Provides on-line journal entry posting with multiple debits and/or credits with double entry balancing and verifies funds are in balance.			
15	Provides on-line remote entry of vendors, purchase orders, manual checks, accounts payable, accounts receivable, and receipts.			
16	Provides batch entry of vendors, purchase orders, manual checks, accounts payable, accounts receivable, and receipts.			
17	Provides the ability to establish user-defined budgetary controls.			
18	Provides the following budget balance control options by account number:			
	a. Full Control (reject transaction)			
	b. Warning (warn operator of budget balance)			
	c. No Control (do not check budget balance)			
19	Provides the ability to check budgets for expenditures at one level and post expenses at another level.			
20	Provides the ability to establish revenue budgets.			
21	Provides for annual and monthly budget control for expenditures.			
22	Provides for the following cash balance control options by fund:			

	a. Full Control (reject transaction)			
	b. Warning (warn operator of cash balance)			
	c. No Control (do not check cash balance)			
23	Provides the ability to enter and edit receipts.			
24	Provides on-line inquiry of a balance sheet for each fund.			
25	Provides the ability to record and access balances and transactions by fiscal period as well as year-to-date.			
26	Provides the capability to record transactions with multiple year end closes for auditing adjustments for previous year while working in current year.			
27	Provides the ability to maintain two or more open months concurrently which can be controlled via security.			
28	Displays an account description to verify the account number.			

29	Provides a recurring journal entry feature.			
30	Allows journal entries to be made to either subsidiary and general ledger accounts.			
31	Supports modified accrual accounting as defined by TEA.			
32	Provides for multi-line budget transfers and journal entries with double entry balancing.			
33	Provides for the ability to inactivate by account and by levels.			
34	Provides accounting by object classification.			
35	Supports reporting by each level of the chart of accounts with both an interim and final close feature.			
36	Provides the capability to carry forward year-end fund balances.			
	a. Automatically calculates fund balance that will be rolled forward.			
37	Allows audit adjustments to be posted in the correct accounting year unless year closed.			
38	Provides the ability to generate automatic reversal of journal entries.			
39	Provides the ability to automatically balance and track inter-fund journal entries.			
40	Provides the ability to generate journal entries with percentage distributions or dollar amounts.			
41	Provides the ability to enter and review notes for on-line journal entries, manual checks, receivables, and payment transactions.			
42	Provides the ability to print notes added through the online transaction note functionality on the Expenditure, Revenue, General Ledger, and Project Audit Trail reports.			
43	Provides the ability to access balances and transactions by a date range.			
44	Provides the ability to duplicate journal entries.			
45	Provides for control accounting/parent account.			
46	Provides for approval process for budget transfers and budget amendments (#32)			
47	PEIMS Compliant			
48	Ability to upload journal entries from EXCEL spreadsheet.			
49	Ability to create custom down loadable files to EXCEL spreadsheet.			
50	Ability to have multiple cash accounts down to the sub-object / org level within a fund			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	ENCUMBRANCE, ACCOUNTS PAYABLE			
		YES	**NO**	**COMMENTS**
1	Fully integrated into the Fund Accounting Module and integrated with the Purchasing Module.			
2	Provides a recurring Accounts Payable entry feature.			
3	Provides the ability to record payables and to establish a scheduled payment date, as defined by the user.			
4	Provides the ability to reference a purchase order in a payable transaction and to automatically generate an encumbrance liquidation transaction.			
5	Provides the ability to establish a vendor clearing fund.			
6	Provides for payment of a vendor by accumulating multiple payments in a single check.			
7	Provides the ability to maintain a minimum check amount for each vendor and issue checks for a vendor only when the payable records reach the specified amount.			
8	Provides the ability to generate a separate check for a selected accounts payable transaction.			
9	Provides a "bill list" and preliminary check register prior to check generation.			
10	Provides the ability to hold payments from check generation.			
11	Maintains a user-defined vendor file with alphanumeric vendor codes.			
12	Provides for quick entry of an employee as a vendor.			
13	Provides the ability to create and maintain user-defined screens for vendors which can be accessed and reported on via the report writer.			
14	Provides the ability to place payments to a vendor on hold.			
15	Generates checks in payment of approved invoices with both preprinted checks or laser check option.			
16	Provides for printing and recording checks online and allows for separation of duties..			
17	Allows check amounts to be printed on checks using numbers and words.			
18	Enables the printing of detail lines on the AP check stub summarized by invoice number, purchase order number, budget unit and account, or summarized by invoice number only.			
19	Supports the recording of voided checks.			
20	Generates check registers, supports numerous formats.			
21	Provides the ability to roll outstanding encumbrances forward at the year's end by Fund.			
22	Provides the ability to encumber accounts when entering purchase orders.			

	ENCUMBRANCE, ACCOUNTS PAYABLE			
23	Checks the amount of an encumbrance against the remaining budget and if transaction is over the budgeted amount will issue a warning or prevent entry of the transaction, as defined by the organization.			
24	Automatically liquidates remaining encumbrances when a purchase order is paid in full or closed.			
25	Provides an open encumbrance report listing the current status of all outstanding encumbrances.			
26	Automatically transfers all information from a purchase order onto the Accounts Payable screen, including vendor, item description, and accounts.			
27	Provides a No PO option in Accounts Payable for entry of invoices without a purchase order.			
28	Provides warnings of duplicate invoice payments.			
29	Provides the ability to enter debit and credit memos.			
30	Provides the ability to maintain recurring invoice payments for fixed periodic amounts such as for debt service, rentals, maintenance contracts.			
31	Provides a report of items to be paid by due date, department, or vendor.			
32	Provides the ability to release an invoice for payment which was previously put on hold.			
33	Provides a pre-check list showing all invoice numbers, descriptions, and amounts being paid.			
34	Provides the ability to have automatic generation of check numbers based on user-entered starting numbers.			
35	Ability to check for duplicate check numbers and edit before starting check run.			
36	Provides the ability to print checks by fund.			
37	Provides the ability to print checks based on a variety of user-defined criteria.			
38	Provides a check register showing all checks issued, vendor, and total check amount by vendor and check number.			
39	Provides on-line check reconciliation.			
40	Provides the ability to correct a check cleared in error.			
41	Provides a simple procedure for voiding checks.			
42	Maintains vendor records containing identification code, vendor name, purchasing address, remittance address, contact, phone number, Email and fax number.			
43	Identifies the commodity classes provided by the vendor.			
44	Produces 1099-MISC, 1099-INT, and 1099-G forms on electronic media.			
45	Provides two user-defined status codes on vendor file to identify type of vendor.			
46	Provides inquiry on all information stored in the vendor record, including but not limited to Vendor Number, and full or partial Vendor Name.			

	ENCUMBRANCE, ACCOUNTS PAYABLE			
47	Provides payment history, including invoice number, amount, and date paid.			
48	Optionally require items to be fully received before allowing a final payment be made for the item.			
49	Provides for an adjustment on purchase order line items.			
50	Provides pre-encumbrance for requisitions			
51	Automatic year-end accruals based on purchase orders and/or accounts payable.			
52	Ability to post wire transfers in lieu of checks.			
53	Ability to print or generate 1099's based on certain criteria.			
54	Provides for 3-way matching.			
55	Provides for miscellaneous check request with approval process.			
56	Provides manual check entry online for exception checks.			
57	Provides for bank file submission for positive pay file to bank.			
58	Ability to provide audit trail for cancelled purchase order.			
59	Ability to provide payment for services rendered that do not require a purchase order.			
	TOTALS			

	FINANCIAL REPORTING			
		YES	**NO**	**COMMENTS**
1	Allows reporting to any level of the chart of accounts hierarchy with summaries at all higher levels.			
2	Provides audit reports in accordance with the Governmental Accounting Standards Board (GASB) and TEA Guidelines.			
3	Allows the user to designate sort order, page break and subtotal fields from pieces of the account code for several key financial reports.			
4	Provides a financial statement generator with ability to download reports to a Word/Excel/Access document.			
5	Provides a balance sheet.			
6	Generates comparison revenue and expenditure reports for all funds.			
7	Provides trial balances.			
8	Generates a monthly report of revenue analysis with actual and budget revenues listed by revenue source.			
9	Provides a monthly report of expenditure analysis with actual and budget expenditures listed and summarized by account code structure.			
10	Provides the ability to produce reports on request with full transaction detail and summary level for selected accounts, for a selected period of time.			
11	Provides the ability to prepare reports with detail based on any level of the chart of accounts with summary information on higher levels.			
12	Provides ad hoc inquiry and report generation capability on all systems.			
13	Provides the ability to produce Comprehensive Annual Financial Reports (CAFR), including the new GASB reporting model.			
14	Reports are viewable both on-line and hard copy.			
	TOTALS			

COMPANY NAME: ____________

	PROJECT ACCOUNTING			
		YES	**NO**	**COMMENTS**
1	Integrates fully with General Ledger, Accounts Payable and Budgeting.			
2	Provides the ability to track project data on multiple levels of detail.			
3	Provides on-line entry and editing of transactions.			
4	Provides the ability to track and accumulate budgeted and actual costs at the lowest level within each project.			
5	Provides the ability to allow costing by any one of the following means:			
	a. Project			
	b. Grant			
	c. Department			
	d. Account Number			
	e. Cost Centers			
	f. Sub-Object			
6	Provides the ability to identify direct costs for each cost center by object of expenditure.			
7	Provides detailed management information according to cost center by comparing budgeted and actual expenditures for various periods, and expenditures in total according to fiscal year.			
8	Allows organizations to identify and report on cost centers.			
9	Provides the ability to roll up grant, project, and work authorization costs to higher levels for internal and external reporting.			
10	Provides reporting over fiscal year boundaries, including appropriations and expenditures.			
11	Provides the ability to track several revenue sources within a single object.			
12	Provides the ability to print detailed management information according to cost center by comparing budgeted and actual expenditures for various periods.			
13	Provides the ability to create and maintain user-defined screens for projects.			
14	Provides the ability to link organization chart records to a particular project which are accessible via the report writer for customized reports using this information.			
	TOTALS			

	BUDGET PREPARATION			
		YES	**NO**	**COMMENTS**
1	Interfaces with the General Ledger, Project Ledger and Human Resources through the Fund Accounting and Human Resource Systems.			
2	Provides for initialization of a budget file as a separate work file.			
3	Provides the ability to prepare budget worksheets.			
4	Provides the ability to roll budgets and account balances into the Budget Preparation System from the current year budgetary account codes.			
5	Provides a roll forward capability to initiate subsequent phases of budget preparation.			
6	Provides the ability to enter budget requests on-line.			
7	Provides the ability to revise the budget preparation module chart of accounts without affecting the current year account structure.			
8	Provides the ability to perform "what if" calculations by increasing or decreasing specific account codes by a user-defined percentage.			
9	Supports multiple iterations, or “what-if” scenarios.			
10	Allows budgets or budget items to be frozen at a certain level of approval to prevent further change by projection calculations during the revision process.			
11	Provides the ability to make mass adjustments to budget organizations or line items.			
12	Allows monthly budget figures to be established, if desired.			
13	Provides the ability to post expenditures by accounting period (month) and track current year-to-date actual (through the end of the year) against projections.			
14	Maintains minimum of five prior year's budget and actual figures.			
15	Provides the ability to roll the adopted budget into the new year ledgers of the Fund Accounting System.			
16	Produces reports in formal budget document user defined format.			
17	Allows budget preparation reporting at any level of the Chart of Accounts with detail accumulated.			
18	Provides the ability to model for future projections - "what if" scenarios.			
19	Provides the following standard Budget Preparation Reports:			
	a. Expenditure Budget Report			
	b. Detail Expenditure Budget Report			
	c. Summary Expenditure Budget Report			
	d. Expenditure iteration and multi-year budget Report			
	e. Revenue Budget Report			
	f. Detail Revenue Budget Report			
	g. Summary Revenue Budget Report			

	h. Revenue iteration and multi-year budget Report			
	i. Task Budget Report			
	j. Project Budget Report			
	k. Task Budget Summary Report			
	l. Project iteration and multi-year budget Report			
	m. 5 Year Expenditure Budget Projection Report			
	n. 5 Year Detail Expenditure Budget Projection Report			
	o. 5 Year Summary Expenditure Budget Projection Report			
	p. 5 Year Revenue Budget Projection Report			
	q. 5 Year Detail Revenue Budget Projection Report			
	r. 5 Year Summary Revenue Budget Projection Report			
	s. 5 Year Task Projection Report			
	t. 5 Year Project Projection Report			
	u. 5 Year Summary Task Projection Report			
20	v. Revenue iteration and multi-year Reporting			
21	Provides ad hoc query to the Budget Preparation System.			
	Ability of campuses to enter budgets online as defined by district.			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	ACCOUNTS RECEIVABLE			
		YES	**NO**	**COMMENTS**
1	Integrates with the Fund Accounting System.			
2	Records and prints invoices.			
3	Records receipt of payments against invoices.			
4	Prints statements and overdue notices.			
5	Ages customer accounts and posts penalties and interest.			
6	Issues credits or adjustments to accounts.			
7	Tracks and manages customer accounts.			
8	Provides a variety of management reports for Accounts Receivable data, such as:			
	a. Customer Information			
	b. Invoices			
	c. Adjustments			
	d. Refunds			
	e. Taxes			
	f. Billing			
	g. Audit Trails			
	h. Aged Report			
	TOTALS			

COMPANY NAME: ____________

	CASH RECEIPTS			
		YES	**NO**	**COMMENTS**
1	Provides for revenue posting by source and by full account structure.			
2	Provides the ability to handle short or overpayments.			
3	Provides receipting function to facilitate posting and reconciliation of cash payments for all types of revenue i.e. cash, check, credit card, cashiers check.			
4	Provides automated interface to the Fund Accounting module by batch update.			
5	If receipt is to be printed for an invoice issued by another module, provides the capability to search that module's database to determine an account number by entering a customer's name.			
6	Provides the option of printing a receipt for at the counter payments or updating the records without a receipt in the case of a mail payment.			
7	Maintains a user definable table of revenue codes to facilitate uniform data entry and classify the transaction for posting.			
8	Provides reconciliation reports including a detailed receipt listing, receipt summary by revenue code, and receipt summary by account to provide totals to assist in cash and checking balancing.			
9	The centralized receipting function can be used to search other databases for outstanding balances.			
10	Provides on-line deposit reconciliation.			
	TOTALS			

 COMPANY NAME: ____________

	PURCHASING SPECIFICAITONS			
		YES	**NO**	**COMMENTS**
1	Provides the ability to interface with the Warehouse Inventory System.			
2	Provides the ability to interface with the Fund Accounting System.			
3	Provides the ability to interface with the Fixed Assets System.			
4	Provides the ability to interface with the Vendor Bidding System.			
5	Provides a Query feature to search for records to display using any field or combination of fields on the query screen.			
6	Allows restriction of user access to specific menu options, using an extensive security system to grant or deny privileges on a user by user basis.			
7	Provides a user-defined commodity code table which can accommodate up to the 11-digit NIGP code.			
8	Maintains the last three prices paid for an item, the date the item was purchased, and the vendor the item was purchased from.			
9	Provides the ability to link specific commodity classes to specific vendors and to use this linkage to produce qualified vendors for bid lists.			
10	Provides the ability to enter inventory stock numbers in the commodity table in order to update the quantity received amount in the warehouse.			
11	Provides a free text area for entering additional information about each commodity.			
12	Provides a user-defined Vendor code table.			
13	Provides the ability to enter new vendors into the vendor table from the Requisition and Purchase Order screens if the user has been given the proper security.			
14	Maintains separate vendor purchasing and accounts payable addresses including alternate remit to address via an alternate vendor table.			
15	Provides for discounts by line item or total and alerts user for "prompt pay" to maximize discounts.			
16	Ability to flag vendors for 1099-MISC, 1099-INT, and 1099-G reporting.			
17	Provides for multiple vendor contacts and phone numbers.			
18	Provides a user-defined table with ship-to locations and addresses.			
19	Provides a user-defined Approval code table for requisitions, purchase orders, and vendor bidding requisitions.			
20	Supports multiple levels of on-line requisition approval, per location, and multiple individuals who can approve a requisition at each level.			

	PURCHASING SPECIFICAITONS			
21	Also supports optional additional account code range approvals.			
22	Provides for on-line Requisitions to be entered from remote sites for processing by the central office.			
23	Allows for Requisitions to be converted to bids through the Vendor Bidding System.			
24	Provides an optional pre-encumber feature for requisition processing.			
25	Provides the ability to assign requisition numbers automatically.			
26	Allows requisitions to be approved or denied in mass.			
27	Supports the ability to review the entire requisition and mark the line items for approval or denial.			
28	Allows multiple line items per requisition as defined by district.			
29	Allows each line item of a requisition to be charged to multiple accounts as defined by district.			
30	Displays the grand total of a requisition when data entry is completed.			
31	Provides for on-line budget checking during requisition entry.			
32	Provides a free text area for entering additional information about a requisition.			
33	Provides the ability to enter a commodity code on each line item.			
34	Provides the following standard Requisition Reports:			
	a. Requisition Status Report			
	b. Requisition Status Detail Report			
	c. Requisition By Buyer Report			
	d. Requisition By Location			
	e. Aged Requisitions Listing			
	f. Pending Requisitions Report			
35	Creates purchase orders from requisitions without reentering information on purchase order.			

	PURCHASING SPECIFICAITONS			
36	Provides the ability to mass convert approved requisitions to purchase orders.			
37	Provides the ability to convert an approved requisition to a purchase order individually.			
38	Provides the ability to enter purchase orders and record encumbrances without a requisition.			
39	Prints purchase orders.			
	a. Allows purchase order to be sent to vendor via Email.			
	b. Allows purchase order to be sent to vendor via Fax.			
	c. Allows purchase order to be saved to a user defined file.			
	d. Allows purchase order to be sent to vendor via PDF.			
40	Allows for reprints of purchase orders.			
41	Provides the ability to assign purchase order numbers automatically.			
42	Allows multiple line items per purchase order.			
43	Allows each line item of a purchase order to be charged to as many as 30 accounts.			
44	Provides for on-line budget checking during purchase order entry.			
45	Provides a free text area for entering additional information about a purchase order.			
46	Allows for purchase orders to be entered into future fiscal months without disrupting current month activity.			
47	Provides the ability to charge against multiple budget accounts and programs/projects on a single purchase order.			
48	Provides the following standard Purchase Order Reports:			
	a. Purchase Orders By Organization			
	b. Purchase Orders By Vendor			
	c. Purchase Orders By Date Required			
	d. Aged Purchase Order Listing			
	e. Purchase Order By Buyer			
	f. Purchase Order Status Summary			
	g. Price History Reports			
	h. Pending PO Report (PO's not printed)			
	I. Purchase Orders by Commodity Code.			
49	Allows change orders to be created with associated changed encumbrances integrated with Fund Accounting.			
50	Provides printing of change orders.			
51	Provides on-line query by purchase order number, vendor, requisition, account code and department by time span.			
52	Limits remote site inquiries to purchase orders related to their location.			
53	Provides the ability to cross-reference purchase orders, vendors, check numbers, and invoice numbers.			
54	Provides requisition reports in text, charts, and graphs.			

COMPANY NAME: ____________

	PURCHASING SPECIFICAITONS			
55	Generates a listing of purchase orders showing all transactions associated with each purchase order.			
56	Provides for fully paid or closed purchase orders to be purged and/or archived from the system according to the District record retention schedule.			
57	Ability to combine approved requisitions with the same vendor onto a single purchase order.			
58	Provides the ability to create next year's requisitions and purchase orders while in the old year and auto assign numbers with a separate series for each year.			
59	Supports multiple order and remittance addresses for vendors.			
60	Provides facility to record vendor quotes on a requisition line item.			
61	Allows the entry of distribution charges to a line item by amount, percentages or quantities.			
62	Provides for a simple easy-to-use entry of an employee as a vendor.			
63	Allows outstanding encumbrances to be closed.			
64	Allows outstanding encumbrances to rolled over to the new year.			
65	Creates a fixed assets record for items purchased based on user-defined criteria.			
66	Ability to duplicate and split requisitions.			
67	Provides for standardized messages (comments).			
68	Ability to prioritize requisitions/purchase orders.			
69	Supports supplier performance statistics and notes.			
70	Provides for one-time only vendors.			
71	Provides for shipping to be charged by line item or total.			
72	Provides for duplication process for requisitions and purchase orders.			
73	Allows for Open purchase order processing			
74	Allows for interface with vendor catalogs.			
	TOTALS			

	VENDOR BIDDING			
		YES	**NO**	**COMMENTS**
1	Uses a single integrated database for Fund Accounting, Purchasing, and Vendor Bidding to ensure integrity of records.			
2	The Vendor Bidding System interfaces with the Purchasing System. This eliminates the need to maintain redundant information and helps ensure data accuracy.			
3	Allows restriction of user access to specific menu options, using an extensive security system to grant or deny privileges on a user by user basis.			
4	Allows for requested quantities for each commodity to be entered through requisitions in the Purchasing System.			
5	Supports automatic conversion of requisitions to bids in the Vendor Bidding System.			
6	Provides for bid numbers to be manually assigned or system assigned.			
7	Supports pre-encumbering of requisitions.			
8	Supports multiple levels of approval for converting requisitions to bids.			
9	Provides for bid lists to be generated for sending to vendors.			
10	Provides for mailing labels to be generated for vendors.			
11	Allows for vendor prices for commodities to be entered when bids are received.			
12	Allows for alternate bids to be recorded and considered when awarding.			
13	Provides a bid award recommendation which can be overridden by the user and an automatic award process.			
14	Supports automatic conversion of awarded bids to purchase orders.			
15	Provides a powerful query feature which allows the user to search for records to update, delete, or display using any field or combination of fields on the first data entry screen in a record, assuming the user has security to perform the function.			
16	Provides the following standard Vendor Bidding Reports:			
	a. Bid List Report			
	b. Bid List Mailing Labels Report			
	c. Bid Number Log Report			
	d. Bid Status Report			
	e. Bid Award Recommendation Report			
	f. Purchase Order Multi Shipping Code Report			
17	Provides electronic method for vendor to receive bids. i.e. Email, Fax, Web site.			
18	Electronic registration of vendor information on line via district web site.			
	TOTALS			

COMPANY NAME: ____________

	WAREHOUSE INVENTORY			
		YES	**NO**	**COMMENTS**
1	Provides the ability to interface with the Fund Accounting System.			
2	Provides the ability to interface with the Purchasing System.			
3	Provides a user-defined stock item table.			
4	Provides for multiple warehouses.			
5	Shares shipping table with Purchasing to eliminate duplicate data entry.			
6	Maintains in-house inventory of "central warehouse" items.			
7	Provides an on-line stock catalog.			
8	Provides interface with Purchasing for updates to quantities on order.			
9	Provides a free form area for input of stock item descriptions.			
10	Maintains vendor and pricing data.			
11	Permits on-line requisition entry at buildings or remote locations with optional approval process.			
12	Permits the entry of next year or current year requisitions online.			
13	Allows next year requisitions entered in batch to be filled in the current year.			
14	Supports pre-encumbrance of charges at requisition entry level.			
15	Provides the following Warehouse Inventory reports:			
	a. Inventory Catalog Report			
	b. Inventory Transactions Report			
	c. Reorder Recommendations Report			
	d. Stock Item Labels			
	e. Departmental Charge Summary Report			
	f. Back Order Items Report			
	g. Usage Report			
	h. Unfilled Requisitions Report			
	i. Inventory Count Report			
	j. Inventory Status Report			
	k. Inventory Obsolescence Report			
16	Maintains management information such as cumulative purchases and usage for the fiscal year.			
17	Maintains management information such as cumulative purchases and usage for previous year.			
18	Maintains detailed history and summary reports sequenced by stock number.			
19	Provides inventory detail and summary reports sequenced by location.			
20	Maintains inventory detail reports including stock number, description, date of last order, unit cost, PO number, vendor number, number in stock, and usage for current year, previous years, and annual totals.			

21	Provides online reorder listing of inventory items when stock is below a user-defined re-order point.			
22	a. Provides online reorder screen with automatic generation of PO's upon user approval.			
23	Provides for orders to be automatically filled or filled by exception.			
24	Allows for back orders.			
25	System verifies account balances.			
26	Provides the ability to verify the account balance prior to filling requests.			
27	Provides the ability to print system-generated pick-pack slips.			
28	Calculates moving weighted average unit cost based on actual prices of items in inventory, which may be used when allocating charges as supplies are withdrawn from your inventory.			
29	Supports automatic and manual adjustments to quantity on hand with additions to inventory, withdrawals, and adjustments.			
30	Provides charge allocation data for items withdrawn from inventory based on the organization cost center and object associated with the stock item.			
31	Provides an audit trail of transactions that are charged in summary to the General Ledger.			
32	Provides the ability to purge and archive filled/canceled requests.			
33	Provides ad hoc query to the Warehouse Inventory System.			
34	Ability to automatically recalculate the price of an item including markup when items are received or inventory adjusted.			
35	Distributes markup profit of warehouse items to a revenue account.			
36	Supports barcode processing i.e. inventory, receiving.			
	TOTALS			

COMPANY NAME: ____________

	FIXED ASSETS			
		YES	NO	COMMENTS
1	Provides a system to maintain an inventory of fixed assets with unique identifying numbers via barcode.			
2	Supports interface with Fund Accounting software for depreciation expense.			
3	Interfaces with Purchasing to create a potential fixed asset record.			
4	Provides a financial statement generator with the ability to produce the basic GASB 34 financial statement requirements.			
5	Supports user-defined tables for asset locations, categories, class code, departments, activities, and funding sources.			
6	Provides the ability for on-line inquiry of asset records.			
7	Provides the ability to maintain individual asset records.			
8	Provides for editing interactively entry and correction of fixed asset records for additions, deletions, and trade-ins.			
9	Provides the ability to group asset records.			
10	Allows for the transfer of fixed assets from one location to another and from storage to a location.			
11	Allows for user-defined disposition codes.			
12	Maintains purchase information, including vendor, PO number, original cost, and check number, for each asset.			
13	Supports descriptive information including both serial and model numbers and manufacturer.			
14	Supports the recording of insurance, replacement, and salvage values.			
15	Maintains insurer name.			
16	Allows for mass updates of insurer names.			
17	Maintains asset condition and status codes.			
18	Allows for the assignments of fixed assets into categories such as furniture, vehicles, and equipment.			
19	Tracks improvements made to the fixed asset.			
20	Maintains depreciation data, including depreciable life, salvage value, depreciation method, accumulated depreciation, and depreciation cost center and account, for each asset.			
21	Ability to depreciate by multiple fund / functions			
22	Supports multiple Straight-line methods, Double Declining Balance method, or 150 method of asset depreciation.			
23	Allows depreciation to be posted up to a full year in advance.			
24	Provides the following standard Fixed Assets Reports:			
	a. Detail Listing of Fixed Assets Report			
	b. Fixed Asset by Fund Source Report (CAFR footnote disclosure)			
	c. Physical Inventory Worksheet Report			
	d. Schedule by Function and Activity (CAFR footnote disclosure)			
	e. Changes in General Fixed Assets Report (CAFR footnote disclosure)			

	FIXED ASSETS			
		YES	**NO**	**COMMENTS**
	f. Fixed Asset by Location Report			
	g. Depreciation Report - Detail			
	h. Depreciation Report - Summary			
	i. Depreciation Projection Report - Detail			
	j. Depreciation Projection Report - Summary			
	k. Transfer Register Listing Report			
	l. Transaction History Report			
	m. Summary Listing of Fixed Assets			
	n. GASB Edit List			
	o. Depreciation Audit List			
	p. Asset Summary by Major Class			
	q. Note 1 Capital Assets Activity			
	r. Depreciation Expense by Function			
	s. Depreciation Expense Posting Reconciliation			
25	Generates standard reports of depreciation, reports of assets by location, category, funding source, tag number and insurer, and trial balance.			
26	Provides detailed listing of assets by location, asset type, category, funding source, tag number, or insurance carrier.			
27	Provides ad hoc query to the Fixed Asset System.			
28	Provides the ability to retire a fixed asset, then purge or archive retired assets.			
29	Maintains a complete transaction history record each time an asset or improvement is added, changed, deleted, or purged.			
30	Provides multiple user-defined fields to maintain additional data.			
31	Provides the ability to create user-defined screens, fields, and tables to customize the fixed asset data to unique needs, which are accessible by the report writer in order to create customized asset reports.			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	HUMAN RESOURCES			
		YES	**NO**	**COMMENTS**
1	Provides an integrated database for payroll/personnel that ensures integrity of records.			
2	Allows restriction of user access to specific menu options, using an extensive security system to grant or deny privileges on a user by user basis.			
3	Prints a wide variety of user-selectable reports to the screen or as a hardcopy.			
4	Provides the ability to query employee record change history by operator or employee.			
5	Provides the ability, with proper security, to query on any field, or combination of fields, on any screen of the employee record.			
6	Ensures the accuracy of data through the use of table-verified codes that can be defined according to your organization's needs.			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	PAYROLL			
		YES	**NO**	**COMMENTS**
1	Provides an interface to the General Ledger system by distributing the payroll salary, deductions and fringe benefits to both the General Ledger and the Project Ledger.			
2	Provides on-line validation of the account numbers as they are entered.			
	a. Provides override as determined by district.			
3	Provides payroll procedures that control the flow through the options, insuring that no steps are omitted or repeated.			
	a. Provides override as determined by district.			
4	Allows employee history to be captured on a user-defined schedule.			
5	Allows periodic clearing of field information from the employee records, i.e. clearing quarterly balances.			
6	Supports hourly, salary, special pays and salary schedule, range, pay grade, and step pay processing.			
7	Provides on-line inquiry for current pay period data, year-to-date earnings and deductions, as well as employee check history.			
8	Supports a minimum of 6 direct deposit banks and bank accounts for each employee, and includes Pre-notes on regular Direct Deposit tapes and an addition option for a separate pre-note tape if requested.			
9	Provides the ability to electronically transfer data or create a transportable file for direct deposits and positive pay.			
10	Maintains employee demographic, payroll, position, leave, and deduction information on-line for review.			
11	Allows the input of changes to employee data and reference tables with a future effective date.			
12	Provides a payroll journal which will print after check generation and show hours, earnings, deductions, withholdings, and check number by department, check location or employee.			
13	Provides a “what if” procedure to calculate and display net for an individual paycheck. This can be used if an employee asks what the net pay would be if deductions or exemptions are changed. - (Employee Self Serve?)			
14	Provides on-line select by query and display information for the following: employee information, employee deductions, earnings by pay code, check history, and attendance tracking.			
15	Provides on-line employee for all insurance premium information for reporting purposes.			
16	Provides annual statement of benefits for employees.			
17	Accommodates weekly, bi-weekly, semi-monthly, monthly, annual, special, and user-defined payrolls.			
18	Allows defaults by job class to minimize entry when adding employee data.			

	PAYROLL			
19	Provides the ability to generate an edit report for review after payroll time entry.			
20	Provides a pre-payroll calculation, which generates gross to net for each employee plus a report indicating employees with errors.			
21	Provides a system calculated contract payoff amount based on the employee’s calendar when an employee leaves prior to the end of his contract.			
22	Supports multiple pay rates per employee, which includes one (1) primary rate and multiple secondary rates.			
23	Supports non-cash payments.			
24	Supports multiple pay codes.			
25	Supports tax-deferred compensation.			
26	Provides the means of handling non-taxed, non-cash allowances (uniform allowances and others as required).			
27	Provides a check voiding option that automatically updates the employees' earnings, deductions, and all to-date figures. Updates the Fund Accounting System as a by-product of this transaction.			
28	Provides the ability to automatically or scheduled printing a payroll journal after each manual or voided check.			
29	Provides the ability to refund deductions, taxes, TRS and FICA in a manual check.			

	PAYROLL			
30	Provides the ability for the user to indicate the accruals to be affected by a void or manual check.			
31	Prints payroll checks sorted by location or employee name.			
32	Supports multiple paychecks for an employee in a single check run.			
33	Provides the ability to restart paychecks.			
34	Provides on-line payroll bank reconciliation.			
35	Provides the ability to inquire into pay history for more than one year.			
36	Provides for the entry of manual payroll checks, which automatically updates the employee's earnings, deductions, and all to-date figures. Updates the Fund Accounting System as a by-product of this transaction.			
37	Provides the ability to report all types of pay by employee.			
	a. Period-to-date			
	b. Quarter-to-date			
	c. Year-to-date			
	d. Fiscal-to-date			
	e. School year to date			
	f. Date begin to date end			
38	Provides the ability to calculate pay period rate for salaried employees based on annual pay and number of pay periods per year.			
39	Supports advance pay, such as vacation pays that will be paid in advance, in the same cycle as regular pay, with the employee receiving one check and the taxes calculated as if multiple checks had been issued.			
40	Provides a payroll job stream process that prints pay checks and automatically processes the following in the background if desired:			
	a. Direct Deposit Register			
	b. Check Register			
	c. Payroll Journal			
	d. Deduction Registers			
	e. Fund Accounting Interface			
	f. Organization Charge Summary			
	g. Benefits Charge Summary			
	h. Project Charge Summary			
	i. Payroll Encumbrance			
	j. Transaction Journal			
	k. No Pay List			
	l. Direct Deposit Exception and Error Processing			
41	Provides the ability to spread pay over the full year for employees working a portion of the year but paid over the entire year.			
42	Provides the option to automatically generate summer payoff checks including all deductions such as withholding, TRS.			

	PAYROLL			
43	Provides the ability to charge an employee's salary to multiple project/grant accounts which may be overridden via timecard entry.			
44	Allows timecard entry by automatically cycling through the employees by location.			
45	Automatically updates the pay period amount of employees by codes/pay type/leave type who are on a salary schedule.			
46	Ability to automatically approve or manually approve by aging.			
47	Provides the ability to calculate federal, state, and local taxes from standard tables, flat amounts, or additional amounts.			
48	Provides the ability to facilitate additional withholding amounts for both state and federal taxes (with state and federal being different).			
49	Supports Texas state and local tax tables.			
50	Supports both TRS, FICA and Medicare deductions and provides separate reporting.			
51	Provides table-based, user-maintained federal, state, and local tax tables.			
52	Provides a process for entering TRS, FICA and Medicare ceilings without program modifications.			
53	Supports unlimited table records for deductions/benefits.			

	PAYROLL			
54	Maintains deduction amounts and/or rates (%), start and stop dates, and maximum ceiling amounts in the employee's record.			
55	Provides the ability to base deductions and fringe benefits on a flat dollar amount, or percentage of gross pay.			
56	Provides the ability to handle flexible benefits aka. Cafeteria Plan.			
57	Supports the tracking of savings bond purchases.			
58	Provides for savings bond electronic reporting.			
59	Allows the user to prioritize deductions.			
60	Provides the ability to process more than one tax sheltered annuity per employee.			
61	Prints a deduction register sorted by deduction type or sorted by vendor.			
62	Allows unlimited deductions/benefits per employee in flat amounts or percentages, organization-wide or employee-specific, including either or both employee and employer contribution.			
63	Allows voluntary deductions to be deducted on a user defined frequency.			
64	Provides benefit information including description, employee and District share amount, and total amount for each benefit per employee.			
65	Provides for employee calendars that defines start and stop dates, holidays, non-work weekdays, and weekend workdays.			
66	Calculates the number of workdays and annual salary based on the employees start date.			
67	Provides the ability to accumulate compensatory leave earned at a user-defined rate.			
68	Supports positive and exception hours reporting.			
69	Supports security by location for attendance entry.			
70	Supports the automatic accrual and "banking" of multiple leave types per employee.			
71	Provides for pay period, monthly, fiscal, or annual anniversary date leave accrual.			
72	Prints leave information on employee pay checks.			
73	Allows multiple leave types to be defined.			
74	Permits the accrual of compensatory time multiplied by a table driven factor.			
75	Provides automatic upgrade of leave accrual based on employee’s years of service.			
76	Provides option of handling excess leave usage by maintaining a negative leave balance, deducting pay, or applying the leave time to another user-defined leave bank.			
77	Provides a report for employee absenteeism by date and the reason for the missed workday.			
78	Provides leave information reports which include the beginning balance for each leave type, the leave taken for each type, the date the leave was taken, and the ending leave balance.			

	PAYROLL			
79	Provides automatic pay docking if an employee uses all assigned leave.			
80	Supports the recording of fringe benefit expenses and liabilities.			
81	Provides a labor and fringe benefit distribution interface to the Fund Accounting System.			
82	Provides for automatic labor distribution to both organizations and projects.			
83	Permits the redistribution of salary and benefits charges by recalculating the charges and creating the interface to the Fund Accounting system.			
84	Supports up to thirty (30) distribution default accounts per employee rate which may be overridden via timecard entry.			
85	Maintains current and prior state of residence and/or locality to permit accurate reporting of wages for employees whose residences have changed to a different state and/or locality during the tax year.			
86	Provides the ability to produce W-2's and provide electronic data reporting to also include the TRAQS System.			
87	Provides reports required by the Texas Teacher Retirement System calculation and reporting.			
88	Produces all Texas state reports.			
89	Provides the ability to calculate overtime compensation under the Fair Labor Standards Act (FLSA).			

	PAYROLL			
90	Provides the ability to calculate retroactive pays.			
91	Provides the ability to produce 1099R’s and provide magnetic media reporting.			
92	Provides an audit trail record which reports all changes to an employee's record. This report includes the name of the user who made the change, as well as, the date, new data, and previous data.			
93	Provide for garnishments for child support, IRS, bankruptcy and student loans.			
94	Provide warnings at time of user input for overuse of leave balances.			
95	Provide for varying rates of substitute pay based on staff development class taken.			
96	Ability to interface with payroll records to account for classes to proper program code.			
97	System is PEIMS compliant.			
98	Ability to accrue payroll.			
	TOTALS			

COMPANY NAME: ____________

	PERSONNEL			
		YES	**NO**	**COMMENTS**
1	Provides on-line inquiry with a comprehensive, table-based personnel information file for each employee. The file is integrated with the payroll database with ability to retrieve all common data such as name, position, salary, deductions, type, code ,etc.			
2	Provides table-driven Degree and Certification screens.			
3	Provides for user-defined tables and codes.			
4	Produces the EEO4 or the EEO5 reports for EEO reporting.			
5	Provides the ability to maintain, inquire, and report skills inventory by employee.			
6	Provides on-line employee job history maintenance, inquiry, and reporting.			
7	Provides the ability to track user-defined employee status codes.			
8	Provides on-line employee education history maintenance, inquiry, and reporting.			
9	Provides the ability to track seniority information by job class.			
10	Provides unlimited user-defined screens to maintain data such as licenses, permits, citizenship, parking space, supervisor, and reference check information which are accessible by the Report Writer for customized report.			
11	Provides ability to track job assignments.			
12	System is PEIMS compliant.			
13	Provides 4 experience fields.			
14	Provides ability to track contract information.			
15	Provides termination history information and reporting.			
16	Provides NCLB information for reporting.			
17	Provides service record information for TEA reporting.			
18	Provides certification record tracking for professional development, program certification, etc.			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	APPLICANT TRACKING			
		YES	**NO**	**COMMENTS**
1	Maintains applicant information:			
	a. Applicant Name			
	b. Address			
	c. City/State/Zip			
	d. Birth date			
	e. Current employer name			
	f. Current employer address			
	g. Current employer City/State/Zip			
	h. How long with the current employer			
	i. Application date			
	j. Social Security Number			
	k. Ethnic code			
	l. Sex (Gender)			
	m. Bi-lingual Information			
	n. Home phone			
	o. Marital Status			
	p. Work phone			
	q. Available date			
	r. Job(s) applied for (max. of 30)			
	s. Educational degrees			
	t. Certification Information			
	u. Interviewed by			
	v. Interview date			
	w. Interview Score			
	x. Tracking Status			
	y. Reference Information			
	z. Gallup Score			
	aa. Comments			
	ab. Job skills			
	ac. Other interests			
	ad. Generate random ID number for use within system and by user for ID purposes			
2	Provides the ability to produce a list of all applicants applying for a particular position.			
3	Provides the ability to mass delete applicants by date range, or individual applicant.			
4	Provides the ability to transfer applicants from applicant files into live personnel files.			
5	Standard Reports Include:			
	a. Hired Applicant Report			
	b. Applicant Status Report			
	c. Position Vacancy Report			
	d. Applicant Mailing Labels			
	e. Processed Applicant Report			
	f. New Applicant Report			
6	Ad-Hoc Reports can be created by using the Report Writer or Standard Query Language (SQL).			
7	Provides for user defined fields and tables			

	APPLICANT TRACKING			
		YES	**NO**	**COMMENTS**
8	Provides for user defined screens for additional information as needed. These screens are accessible by the report writer to generate any customized reports from this information.			
9	Provides all information entered through the Web Employment Application available in the Applicant Tracking System and reports.			
10	Provides all information entered through the Web Employment Application available in the Applicant Tracking System and reports.			
	TOTALS			

COMPANY NAME: ____________

	POSITION CONTROL			
		YES	**NO**	**COMMENTS**
1	Integrates with the Personnel, Payroll, Applicant Tracking, Fund Accounting and Personnel Budgeting modules.			
2	Supports position control through an authorized inventory of positions by job class and step.			
3	Integrates with Personnel Budgeting to provide "what-if" salary projections by position.			
4	Provides standard reports for:			
	a. Position Status Report - Detail			
	b. Position Status Report - Summary			
	c. Vacant Position Report			
	d. Budget versus Actual per Position			
5	Creates a Position History record whenever an employee is assigned to or removed from a position.			
6	Automatically defaults the assigned distribution accounts for the position to the employees filling the position.			
7	Provides provisions for overfilled positions.			
8	Provides the ability to vacate and fill positions.			
9	Tracks budgeted, projected, and actual amounts per position.			
10	Provides for multi-year tracking.			
11	Provides job sharing i.e. one person on multiple campuses.			
12	Provides for more than one person in same position.			
13	Provides Position Control reports:			
	a. Cost Efficiency Report			
	b. True Cost Report			
14	Position Control - option to require a valid position prior to adding an employee to file.			
	TOTALS			

COMPANY NAME: ____________

	SALARY PROJECTIONS			
		YES	**NO**	**COMMENTS**
1	Provides the ability to define multiple salary projections with pay using pay tables for either hourly or salaried employees.			
2	Utilizes relevant data from the Payroll database.			
3	Provides detail reports reflecting multiple years of projections.			
4	Provides the ability to simulate next year's scheduled salary step without affecting the current year Payroll database.			
5	Provides the ability to update the Payroll database with the new year's salaries for both scheduled and non-scheduled employees.			
6	Allows for percent increases and/or hourly amount increases for non-scheduled employees.			
7	Allows for flat amount and/or percent increases for scheduled employees.			
8	Supports verification tables to ensure accurate entry of data.			
9	Allows restriction of user access to specific menu options, using an extensive security system to grant or deny privileges on a user by user basis.			
10	Supports Auto-Step calculation, both simulated and actual.			
11	Supports a minimum 99 x 99 matrix for salary schedules.			
12	Provides a mass add feature for entering percentage and/or amount increases.			
13	Projects up to 10 future years.			
14	Rounds to the nearest dollar or cent.			
15	Allows for salary increases based on a minimum/maximum, midpoint, step salary schedule.			
16	Allows manual calculations and manual input definition.			
	TOTALS			

COMPANY NAME: ____________

	PERSONNEL BUDGETING			
		YES	**NO**	**COMMENTS**
1	The Personnel Budgeting System is integrated with the Budget Preparation System and Human Resource System.			
2	Permits budgeting for personnel expenses.			
3	Moves payroll information into the Budgeting System "work area" where salary and benefit rates can be altered for the new fiscal year. What-if scenarios can be played out in this work area without affecting current year operations.			
4	Supports multiple iterations, or “what-if” scenarios.			
5	Calculates salaries and fringe benefits and distributes them to their proper budget expenditure ledger account.			
6	Allows restriction of user access to specific menu options, using an extensive security system to grant or deny privileges on a user by user basis.			
7	Automatically loads the salary and fringe benefit information for each active employee from the Human Resources System.			
8	If using the Position Control System, position information is automatically loaded.			
9	Allows budgeting for vacant positions.			
10	Allows for Personnel Budgeting Tables to be adjusted as necessary for the new year without affecting live Human Resource tables.			
11	Allows for changes to be made to salary and fringe benefits distribution accounts.			
12	Provides for employees on schedules to be auto-stepped.			
13	Percent or amount increases may be applied by class or by employee for non-scheduled rates.			
14	After approval of the personnel budget, salaries and benefits are summed into distribution tables which are posted to the Budget Preparation System.			
15	Allows for non-scheduled job classes (temporary personnel) to be increased for the full year or for part of a year.			
16	Supports Departmental, Recommended, and Approved Budget levels.			
17	Standard Reports include:			
	a. Employee/Position Report			
	b. Employee/Position Increase Report			
	c. Distribution Detail Report			
	d. Detail Expenditure Budget Report			
	e. Personnel Budgeting Status Report			
18	Provides flexible Ad-Hoc Reporting through on-line Report Writer tool.			

	PERSONNEL BUDGETING			
		YES	**NO**	**COMMENTS**
19	Supports COLA or merit increases on the employee's anniversary date in addition to full year increases.			
20	Allows merit increases by last increase date or hire date.			
21	Supports two midyear increases on employee/position rate file.			
	TOTALS			

COMPANY NAME: ____________

	EMPLOYEE BENEFITS			
		YES	**NO**	**COMMENTS**
1	Allows the tracking of employee benefit information.			
2	Allows fringe benefit information on each employee to entered by user groups with authority to update and/or change and applicable modules updated.			
3	Dependents, beneficiaries, and other insurance coverage can be maintained.			
4	The benefit cost is calculated automatically based on flat rate, age, or percentage of salary amount.			
5	The system includes a Birthday Report which allows you to track dependents ending coverage due to age.			
6	An Insurance Census report lists the number of employees and dependents covered for each benefit along with the coverage amount.			
7	COBRA accounts can be set up for employees or dependents when necessary.			
8	The system allows for monthly COBRA billing and payment entry, and for current and delinquent account tracking.			
9	The tracking of employees and/or dependents enrolled in COBRA follows Federal Government standards.			
10	The system reports COBRA accounts whose eligibility will expire.			
11	The system allows you to query tables on-line for valid values.			
12	The system includes the ability to query benefit, beneficiary, dependent and other insurance information.			
13	Allows restriction of user access to specific menu options, using an extensive security system to grant or deny privileges on a user by user basis.			
14	Generates letters to COBRA participants.			
15	Generates letters for FMLA.			
16	Provides for cafeteria plan processing.			
17	Benefit cost allows for calculations based on age of employee, age of spouse, experience, salary or table driven.			
18	Provides for tracking local sick bank leave.			
19	Allows detailed data extraction to a comma delimited file.			
20	Allows manual overrides to benefit deduction amounts.			
21	Provides an audit trail record that reports all changes to an employee's record.			
22	Allows for user defined plan year.			
23	Allows for multiple plan years.			
24	Allows for the import of benefit data from third party enrollment software.			
25	Allows for online enrollment process			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	WEB EMPLOYMENT			
		YES	**NO**	**COMMENTS**
1	Provides prospective employees access to an easy -to- use browser interface that allows them to review and apply for posted open positions.			
2	Allows prospective employees to fill out an on-line job application.			
3	Allows prospective employees to submit an electronic copy of their resume in formats such as text files (.txt), Word documents (.doc), Adobe Acrobat files (.pdf) and Excel files (xls).			
4	The system will print a confirmation of the prospective employees application.			
5	Allows the applicant to review the confirmation and make changes as needed.			
6	Works in conjunction with Applicant Tracking.			
7	Submitted applications are placed in a batch holding file for review.			
8	The administrator of the site defines the open positions.			
9	Provides the applicant a list of job categories. These categories are displayed on the organization's Web site.			
10	Each job category links to a detailed listing of job openings in the category.			
11	Allows the applicant to click on a category to view a list of all open positions.			
12	The job opening list includes a job code, title, and application deadline.			
13	Each position links to a detailed job description.			
14	The detailed job description includes: job number, job title, job category, posting dates, responsibilities, requirements, and user-defined information.			
15	Supports the creation of user-defined fields to customize the job opening information presented to the applicants.			
16	Supports job posting dates for each position including 10 day posting law by position..			
17	Indicates when a job has been filled.			
18	Supports the designation of positions requiring certifications.			
19	If a certification is required, the application includes an area for entering certification information.			
20	The system supports default EEO categories to be defined for these positions by the administrator.			
21	Allows the site administrator to determine if an EEO statement is required.			
22	If the EEO statement is required the text of this statement is displayed beneath the job category list presented to the applicant.			
23	Allows the site to determine if a criminal background check is required.			
24	If a criminal background check is required the text of this statement appears on the online job application.			

COMPANY NAME: ____________

	WEB EMPLOYMENT			
		YES	NO	COMMENTS
25	Allows the user to enter an application after viewing the job description.			
26	Allows customization in the appearance of the on-line application.			
27	Supports required fields			
28	The Personal Information section of the on-line application includes the applicant's name, addresses (current, permanent, alternate), phone numbers (current, permanent, alternate, multiple cell phone numbers), and e-mail addresses.			
29	The Education Information section of the on-line application includes: information on up to three colleges or other institutions the applicant attended, graduation dates, school, degree, major, minor, GPA, and credits.			
30	Provides a Work Experience section which includes up to three jobs held, employer, address, phone number, job title, start and end dates, reason for leaving, supervisor name, Email references and responsibilities.			
31	Provides unlimited characters in the responsibilities field.			
32	Provides a Professional Certification section which displays only if a certification is required for the job opening.			
33	Professional Certification section includes fields for certification numbers, types, areas, issue dates and expiration dates.			
34	Provides a Criminal Background check section only if required.			
35	The Criminal Background check section includes: gender, race, issuing state, birthday, and driver's license or ID number.			
36	Allows the site to maintain a supplemental questionnaire for the organization's on-line application.			
37	Allows unlimited character response to each of the user-defined questions.			
38	Supports the flow of appropriate information into the Applicant Tracking Module.			
39	Allows the applicant to apply for multiple job openings using one electronic application.			
40	Allows attachments, such as resumes, to be saved to a quarantined folder either on the server or a designated PC to allow the scanning of files for potentially harmful viruses.			
41	Allows authorized user to add, change, delete, or query the job categories that an applicant can view.			
42	The attachment is stored within the applicant's record.			
43	Allows a report of all on-line applications currently in the batch file to be printed out, changed, or deleted using the Applicant Tracking Module.			
44	Allows authorized user to add, change, or query entries for the job openings in each category.			

	WEB EMPLOYMENT			
		YES	**NO**	**COMMENTS**
45	Allows either the applicant's social security number or a system generated ID to be used as the applicant ID.			
46	Supports calendar dialogs on appropriate fields to make data entry of dates easier.			
47	Supports field level help in the form of search dialogs, on appropriate fields, to speed up data entry.			
48	Allows the administrator to define a default organization name to appear throughout the software.			
49	Provides for multiple references.			
50	Provides for notification to applicants the status of their application via Email or online view.			
51	Provides system generated report from applicant data.			
52	Creates category groups for positions sub-divided into areas of specialty.			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	EMPLOYEE SERVICE CENTER			
		YES	**NO**	**COMMENTS**
1	Provides Employees a user-friendly, web based application to view and update their own payroll and personnel records based on district specified limits.			
2	Allows the site to determine which fields can be viewed and which fields can be changed.			
3	Updates are reviewed by site specific individuals before going into effect.			
4	Allows employees to optionally enroll in benefits on-line.			
5	Provides a secure login for each employee using their employee ID and a unique, employee defined password.			
6	Allows administrators to change employee passwords without viewing the old or new password.			
7	Provides site specific e-mail addresses for notifications.			
8	Allows the site to use their own logo and colors.			
9	The application is browser independent.			
10	Provides the site the ability to define the initial screen the end users will view.			
11	Displays current information.			
12	Updates that have been submitted but not posted can be reviewed by the employee.			
13	Employees do not directly update any live data.			
14	Updates made by employees can be reviewed before going into effect.			
15	Employees can set an effective date change for updates, that can be over-ridden by authorized personnel.			
16	Employees may be marked to not have access to the Employee Service Center.			
17	Allows the site to determine if Federal, State, and /or Local tax information may be updated by the employee.			
18	Allows basic tax information to be optionally updated.			
19	Allows the site to store a document or have a link display for the "W4" form.			
20	Allows Human Resource personnel to review and post on a timely basis.			
21	Allows employee to see primary rate information including; job class and position description, annual pay rate, paid year to date, and total of all rates.			
22	Allows employee to see year to date deduction and benefit information.			
23	Provides the site the ability to display a pie chart of salary and benefit information.			
24	Provides the employee the ability to view a current calendar with holidays and absences displayed as different colors.			
25	Provides the employee the ability to view taken and earned leave information in a spread sheet or leave bank view.			
26	Employee can drill down from the leave bank view to see detailed information for each type of leave.			

	EMPLOYEE SERVICE CENTER			
		YES	**NO**	**COMMENTS**
27	Comments on absences will be displayed so employees can gather further detail.			
28	The site determines the message indicating the frequency that leave information is updated.			
29	Does not allow employees to update their leave banks.			
30	Displays all of the employee's paychecks and direct deposit vouchers.			
31	Allows employee to drill down and view detail for each paycheck or voucher.			
32	The electronic voucher can be used in place of a hard copy.			
33	Allows employee to view current and year to date pay information.			
34	Displays all deduction and benefit information for each employee.			
35	Allows the site to determine which deductions and benefits may be updated by the employee.			
36	Updates to deductions and benefits are reviewed by Human Resources before being posted.			
37	If the site is using the Benefits Module, beneficiary or dependent information may be displayed and updated by the employee.			
38	Allows employee to update direct deposit information.			
39	Updated direct deposit information will automatically become a prenote rather than active.			
40	Certification and Registration information may be optionally displayed.			
41	Updates to Certification and Registration information are handled through e-mail links to Human Resources.			
42	Job Skill information may be optionally displayed.			
43	Updates to Job Skill information are handled through e-mail links to Human Resources.			
44	Degree information may be optionally displayed.			
45	Updates to Degree information are handled through e-mail links to Human Resources.			
46	The Benefits Enrollment page displays during site-defined enrollment period.			
47	Displays current year benefit information and next year information simultaneously for employee comparison.			
48	Allows site to define Benefit Types to group appropriate benefits together.			
49	Allows Benefit Types to be set up for Job Classes so different classes may choose from different benefit options.			
50	Allows each benefit type to be linked to other documents or a web site for additional information.			
51	Allows employees to opt out of benefits during enrollment.			
52	Employees are given the opportunity to review and confirm their choices before records are added.			

COMPANY NAME: ____________

	EMPLOYEE SERVICE CENTER			
		YES	**NO**	**COMMENTS**
53	Allows employees to modify their choices until the enrollment period is closed.			
54	Allows Dependent Care and other similar deductions to be updated and the information annualized for the employee to view.			
55	Employees may enter dependants.			
56	Employees may update dependent information.			
57	Allows particular dependents to be excluded during enrollment if necessary.			
58	Allows site to determine the number of deductions per year based on the Benefit Type.			
59	Allows deductions for flat amounts to entered by the employee.			
60	Allows the site to define the maximum amount and information to display for the code.			
61	The system will calculate the annual total for display on the summary screens.			
	TOTALS			

ENTERPRISE RESOURCE PLANNING SYSTEM
(CSP 09-06)

COMPANY NAME: ____________

	EXECUTIVE INFORMATION CENTER			
		YES	**NO**	**COMMENTS**
1	Provides a user-friendly, end -user tool that allows administrators to view personnel information on any of their employees via the web.			
2	Allows administrators with proper security to view employee demographics, degrees, certification information, assignments, job skills, and history.			
3	Provides a yearly calendar to view employee attendance.			
4	Provides color coding for different absence types.			
5	Allows the end user to drill down and view detail attendance including days used, days available, and comments.			
6	Allows previous years of attendance to be viewed for comparison.			
7	Provides a user-friendly tool to obtain requisition data.			
8	Provides automatic notification when requisitions require approval.			
9	Allows administrators to review and approve requisitions.			
10	Allows requisitions to be approved down to the line level.			
11	Allows comments to be entered on the line level detail.			
12	Allows the current status of any requisition to be viewed on-line.			
13	Allows end-users, with proper security, to be automatically notified via e-mail when critical events occur that require management attention.			
14	Provides the site with standard "out-of-the-box" notifies which monitor employees attendance, anniversary dates, overdue purchase orders, encumbrances, budget percentages, and vendor totals.			
15	Allows the site to define the conditions for notification using a true web-based interface.			
16	Allows for an unlimited number of notifies to be defined.			
17	Notifies can be scheduled to automatically be run as desired.			
18	Allows the site to create additional notifications.			
19	Allows management reports on the web.			
20	Allows administrators to have subscribed reports executed on any schedule they define.			
21	Subscribed reports are automatically placed in the subscribers "in-box"			
22	Public reports can be scheduled to be run.			
23	Provides the ability to compare dimensions and measures of data on-line.			
24	Supports data analysis through the use of performance measures.			
25	Provides multi-year data storage.			
	TOTALS			