

Functional Requirements:

Below the vendor will find a list of the functional requirements that the proposed solutions should be able to address in the following categories:

1. Budget Management / Monitoring
2. Budget Creation and Preparation
3. Workflow / Training
4. Reporting
5. Forecasting
6. Publication
7. Personnel
8. Integration
9. Capital Budget
10. Vendor Responsibility

These categories are defined below to provide the vendor with a clearer understanding as to the expected solution to the City, they should be prepared to highlight how the proposed solution satisfies the requirements.

Instructions: In the “vendor response” column, proposers are required to respond with ‘yes’ indicating that the requirements are met. Proposers are encouraged to submit a separate document identifying how requirements are met. This document is referenced.

1. Budget Management/Monitoring:

This category embodies the functionality of day-to-day operations by both the Office of Management and Enterprise Services under current budget conditions, budget modifications, what-if analysis etc.

ID	Requirement	Yes / No
1a	Ability to account for seasonality and monitor/flag unusual expense trends (e.g., 70% expenses used up in first 3 months)	
1b	Ability to identify all budget components as either recurring or non-recurring (for operating or non-capital appropriations). Items are assumed to be recurring unless otherwise identified as non-recurring	
1c	Ability to provide a system that is based on real time updates	
1d	Ability to make budget modifications	
1e	Ability to periodically roll-up and assess/monitor the budget	
1f	Ability to use and review assumptions (e.g., enrollment growth of X %)	
1g	Ability to perform drill down request pertaining to division, cost centers, funds, accounts, projects, etc.	
1h	Ability to apply percentage increase/decrease to any line item category in the budget and assess impact on budget as a whole	
1i	Ability to provide multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget monitoring and “forecasting”	
1j	Ability to re-label existing system field descriptions	

1k	Tracking of revenues, expenditures, and positions by budget phase (e.g. Base, Proposed, Adopted, and Amended/Adjusted)	
1l	Transfer Entries are correctly recorded in both funds affected by the transfer	
1m	Ability to “bookmark” certain areas of the budget system	
1n	Automatic updates of fee cost components	
1o	Calculation of cost-recovery level	

2. Budget Creation and Preparation:

This category embodies the functionality that enables the Office of Management and Budget, Council Budget document for the subsequent fiscal year. These functions are needed throughout the budget dev

ID	Requirement	Yes / No
2a	Ability to export/import data to/from spreadsheet/database applications	
2b	Ability to perform calculations such as addition, subtraction, multiplication and division	
2c	Calculate incremental budget changes based on percentages, target budgets and/or user-defined formulas	
2d	Balance budgets within the system for various funds	
2e	Plan budgets beyond the upcoming fiscal year for items such as multi-year grants and items with a termination date beyond the fiscal period	
2f	Carry forward budgeted amounts to new fiscal year for unspent budget dollars	
2g	Model five years of forecast data with adjustments	
2h	Establish a base budget for which all changes will be made	
2i	Populate current budget requests with data from previous year’s requests	
2j	Copy prior year data to current budget year	
2k	Attach/submit supporting documents (e.g. excel, PDF, word files etc.)	
2l	Access data immediately after import into the system	
2m	Redesign budget structure	
2n	Spelling and grammar check	
2o	Input and document performance measures	

3. Forecasting and Modeling:

This category outlines the requested functionality for the solution to support forecasting and modeling (personnel, health benefits, workers’ compensation etc.) and revenue (major taxes, licenses/permits) should be fluid/dynamic and able to be incorporated into various budget scenarios, thus enabling r

ID	Requirement	Yes / No
3a	Support “What-if” analysis scenarios in budget development	
3b	Allow multiple forecasts for the same line item using different forecasting techniques display the results and allow the user to select the most appropriate calculation	
3c	Parallel development of various forecast models	

3d	Allow multiple forecasts for the same, and different, line item using various forecasting techniques, display the results, and allow the user to select the most appropriate calculation	
3e	Use past fiscal year actual data and current fiscal year projected data to forecast future expenditure levels	
3f	Compare base model to scenarios developed through forecasting and what-if analysis	

4. Workflow / Tracking:

This category outlines the desired functionality to track and monitor changes/requests for changes creation of repository and version controlled documents.

ID	Requirement	Yes / No
4a	Delegate some user administration functions to departments and bureaus. Administrative functions should include the ability to view, adjust and submit changes only for those budget codes to which they have access	
4b	Design a hierarchal structure for the approval of requests and modifications made to the budget by approved/delegated users in various departments and bureaus. Additionally, should provide the ability to pass the request for approval should he/she not be present (pass through workflow)	
4c	Reject (or restrict) a user from entering the same, or invalid information into predefined fields	
4d	Role-based security; the ability to restrict users to a particular view based on user profile attributes. This access should be adjustable throughout the budget cycle	
4e	Restrict non-vital users/departments (during predetermined times throughout the budget cycle) from viewing, accessing, and/or editing data	
4f	Maintain and view an audit trail of all changes made during budget development. This backup information should include: (User IDs, Date, Time, Type of Change, etc.)	
4g	Add comments or notes for recording actions such as budget change requests. The comments/notes should be searchable	
4h	Maintain and view the approval history of each budget version as it moves through the budget development cycle	
4i	Allows users to develop journal entries outlining the data that has been added, deleted or modified	
4j	Accommodate multiple users working simultaneously to update, edit and enter data/information for various components of the budget throughout the budget development cycle	
4k	Attach support documents to budget change requests	
4l	Communicate key information (i.e. announcements, budget calendar, instructions, alerts, and reminders) to all system users via e-mail	
4m	Allow reviewers and approvers to comment on decisions of budget change requests	

4n	Add text fields to provide narrative and/or justification for each budget request	
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5. reporting:

This category outlines the desired functionality to produce reports. Reports can be interpreted as spreadsheets or documents reporting specific information requested by various stakeholders.

ID	Requirement	Yes / No
5a	Ability to aggregate or disaggregate the budget from the lowest level of detail to the highest cost center (department), job inquiry (capital project, bond, or trust fund), ledger types, debt service, and grants	
5b	Ability to extract and use historical budget information by cost center (department), job inquiry (capital project, bond, or trust fund), ledger types, debt service, and grants for trend analysis over time	
5c	Ability to identify and report by fiscal year any change (increases and decreases) to base budget by division, cost center, fund, etc.	
5d	Ability to perform queries to obtain list of budget requests that meet user defined criteria for any combination of data fields in the budget request	
5e	Ability to produce the Historical Budget	
5f	Ability to create custom reports that track expenditures by funding source, date, project, and debt issuance	
5g	Ability to summarize budgets, allocations, and expenditures for individual funding sources and debt issuance	
5h	Ability to capture, track, and report progress of division key performance indicators and program performance measures over multiple years	
5i	Ability to easily convert reports to other formats after viewing (e.g., Excel or PDF)	
5j	Ability to produce reports at any level of detail (e.g., division, cost center, fund, grant, project, account)	
5k	Ability to create ad hoc custom reports	
5l	Ability to produce reports that compare expenditures to budget	
5m	Ability to produce reports that compare performance against projections	
5n	Report writing tool	
5o	Report template development	
5p	Comparative analysis of budget to actuals (e.g. straight lining)	
5q	Display of actual expenditure and revenue data by month, quarter, and year	
5r	Access to prior year Budget and Actual data for reporting and analytical purposes	
5s	Ability to display report data in graphical form	

6. Publication:

This category outlines the desired functionality to publish preliminary and final budgets.

ID	Requirement	Yes / No
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6a	Publish performance measure data online in dashboard or other graphical displays and to regularly update the data (e.g. monthly, quarterly, annually) and comparison of budget to actual data	
6b	Publish multi-year actual performance data online in graphical form	
6c	Produce high quality (at least 600 dpi) bookmarked PDF for printing and viewing on the City's website in addition to final document pages	
6d	Insert changes or edit photos	
6e	Add or removes sections or pages	
6f	Provide for dynamic, data-driven pagination/table of contents for publications	
6g	Supply current field prompts- downs, expandable/collapsible lists, etc.	
6h	Provide "drag-and-drop" functionality to organize the budget document	
6i	Develop templates for requests and copy requests, as well as make modifications to templates and copies	
6j	Create page templates that incorporate both financial information and supporting information, such as text or graphics	
6k	Allow attachment of files (e.g., Word documents, Excel spreadsheets, other documents) to individual budget requests, cells, or to any field where there is a text box	
6l	Easily edit, integrate, and format custom Excel charts, graphs and tables into documents	
6m	Provide word processing capability for the textual write-up of the budget document using user-defined templates. Word processing capabilities include spell checking, grammar check, mixed upper and lower case formatting, paragraphs, bullets, etc.	
6n	Implement automated budget book publishing	
6o	Provide for dynamic, rule driven formatting of content for publications	
6p	Provide the ability to produce multiple budget formats/presentation structures (e.g., capital, historical, executive)	
6q	Provide the user a function to create or enter footnotes and comments for budget publications	
6r	Automatically update charts, graphs, spreadsheets, etc., when data stored in budget system is altered	
6s	Manage online publication processes by creating bookmarks, maintaining web links embedded in documents, and providing for proper pagination	
6t	Allow for the organization of budget documents using a hierarchical structure to place the various components of the book in production order	
6u	Produce reports and documents in either PDF format and/or a HTML for website publishing	
6v	Supply on-line documentation - searchable master help documents	
6w	Supply printable hard copy documentation/user manuals	
6x	Automatically compile and paginate document and build the table of contents	
6y	Manage text, data, and publishing components for multiple documents (operating budget, capital budget, municipal fee schedule, long range financial forecast, and others)	

7. Personnel:

This category outlines the desired functionality to manage, track, budget and analyze personnel costs for full-time, part-time, temporary and union employees.

ID	Requirement	Yes / No
7a	Enter position titles, salary, FTE and funding source for requested positions, even though the requested positions are not yet approved	
7b	Assign multiple funding sources to a position	
7c	Filter personnel roster and provide reports detailing authorized, proposed, filled, and vacant positions	
7d	Upload position cost information (salary, special pay, benefits, pension etc.) based on position attributes (e.g. step and grade, union affiliation etc.)	
7e	Calculate additional pay information based on type of pay (i.e. overtime, hours, on-call hours etc.)	
7f	Calculate and model total personnel expenditures (e.g. salary, pension, retiree healthcare, special pays, health benefits etc.) by position, department, and union	
7g	Calculate payroll projections based on authorized filled and/or vacant positions	
7h	Calculate pay raises based off of schedule of payment raises, step advancement, and cost of living adjustments	
7i	Calculate actual vacancy rates for positions by department	
7j	Track trends in salary, special pay, FTE using multi-year data through tables and graphs	
7k	Ability to provide a forecasting “what if” tool to analyze the impact of division restructuring by identifying additional positions, functions, costs etc.	
7l	Calculate vacancies by department or union	

8. Integration

This category represents the ability of the solution to interact with current databases used by the City of Accela, and Ceridian for personnel management. Although the City currently uses the above mentioned leading software.

ID	Requirement	Yes / No
8a	Integrate with JD Edwards ERP system	
8b	Integrate with eCivis Grant Management software	
8c	Integrate with leading payroll management systems, including but not limited to Ceridian	
8d	Import from/export to standard spreadsheet, word processing, and other OLE compliant packages	
8e	Use compatible browsers (Chrome, Internet Explorer)	

8f	Accommodate up to 50 concurrent users during peak times, Approximately 150 total budget users are expected	
8g	Allow OMB to initiate budget line items not included in the previous year's budget submission	

9. Capital Budget:

This category represents functional requirements specifically related to the capital budget. The following table lists the requirements for the capital budget management processes. The capital budget includes multi-year projects that are funded through bonds.

ID	Requirement	Yes / No
9a	Prioritize and rank projects based on user-defined criteria	
9b	Track both funded and unfunded capital projects (unfunded projects would not impact operating budget)	
9c	Maintain at least six years of active capital budgets in the system and perform queries on at least six years of historical capital budget data	
9d	Track capital projects according to the funding sources of the project (pay-as-you-go, bond, CDBG, other)	
9e	Identify and track expenditures by project, date, and amount	
9f	Estimate project labor costs based on assignment of staff, projected labor hours and average labor expense rates for the staff. Ability to manually enter or override labor and equipment cost estimates	
9g	Enter and track multi-year operating budget impacts of capital projects and link the cost impacts to the development of the operating budget and forecasts	
9h	Create custom fields (e.g. recurring, continuing, complete, new, etc.)	
9i	Identify project status (e.g. recurring, continuing, complete, new, etc.)	
9j	Create capital specific report packages for different stakeholders. For instance, project summaries, project detail reports, funding source summaries, and reserve fund balance projections	
9k	Perform bulk edits on projects, such as moving selected projects to an approved stage	
9l	Select from a list of templates to create new capital projects	
9m	Track actual costs against the budgeted amount for each capital project	
9n	Attach documents, GIS-based maps, and/or pictures to specified projects	
9o	Add or subtract decision packages with immediate impact to long-term budgets	
9p	Merge operating with capital budgets for reporting	

10. Vendor Responsibilities:

This category represents the responsibilities that the vendor should be prepared to assume with regard to the system.

ID	Requirement	Yes / No
10a	Provide system functional training to users and system administrators	

10b	Provide functional training documentation for end-users and administrators	
10c	Manage and maintain upgrades at the vendor level	
10d	System is an “off the shelf” solution and does not require custom development/coding by the vendor or the City	
10e	Provide ongoing or on-demand support maintained by the vendor or partner vendor	
10f	Provide service standards regarding system support and escalation process	
10g	Provide an implementation plan which includes task descriptions, level of involvement of City staff (number of staff, types of staff, and hours), and a standard timeline	

