

# City of Hollywood, FL

## ERP System – City End Duplication Gain Efficiency Core ERP

Proposal Response to Solicitation #RFP-4542-17-PB

### Technical Proposal

<b>Service</b>	RFP Proposal Response
<b>EngagementType</b>	<b>Oracle Cloud ERP Software and Services</b>
<b>Applications/Areas</b>	Accounts Payable, Bank Reconciliation, Budgeting, Cash Management, Contract Management, Fixed Assets, General Ledger, Human Resources, Miscellaneous Billing and AR, Payroll, Purchasing, Report Writer (including Business Intelligence and Ad Hoc reports)  <i>Expanded Application Software and Related Technologies: Cash Receipting, Debt Management, Performance Measures, Project and Grant Accounting, Time and Attendance</i>
<b>Industry</b>	Public Sector – City
<b>Keywords</b>	Oracle Cloud, Financials
<b>Proposal Date</b>	February 23, 2017
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February 23, 2017

Attn: City Clerk  
City of Hollywood  
City Clerk's Office  
Room 221  
2600 Hollywood Boulevard  
Hollywood, FL 33020

Dear City Clerk:

Denovo Ventures, LLC ("Denovo") is pleased to submit this proposal in response to the City of Hollywood's **RFP-4542-17-PB for an ERP System – City End Duplication Gain Efficiency Core ERP**. With a core focus on providing progressive and comprehensive solutions to public sector customers, we understand your business requirements and goals. We strongly believe that we are uniquely qualified for this opportunity due to our proven track record of success. Most importantly, we are striving to build and sustain a long-term rewarding partnership with you.

Denovo is a private Colorado-based limited liability corporation for profit that provides professional services centered around Oracle technology and advanced application solutions with a primary focus on Oracle's ERP solutions. We also provide infrastructure-related "cloud" hosting and Software-as-a-Service (SaaS) solutions. Denovo primary operations and data centers are located at 6400 Lookout Road, Suite #101, Boulder, CO 80301 with other offices in Huntington Beach; CA, Chicago, IL; Seattle, WA; King of Prussia, PA; and Atlanta, GA.

Denovo, an Oracle Platinum Partner, is Oracle's premiere "go to" partner for Oracle Cloud ERP customers. We continue the certification and qualification process of our consultants on a consistent basis. Denovo provides proven methods and a staff of Oracle professionals to lead its customer's upgrade assessments, new implementations, upgrade efforts and Cloud Solutions. From our roots, our pedigree was established on the Oracle ERP applications and core technology (database and tools), from that foundation, we have followed Oracle's acquisition strategy to extend our core offerings with synergistic services that fit well within our target customer base and consulting expertise. Denovo was one of the first Oracle partners in the country to implement Oracle Cloud ERP solutions, and over the years, has built out a portfolio of successful customers that have implemented the Oracle Cloud Solutions and other Oracle Applications solutions (E-Business Suite, JD Edwards, etc.), and have extended their footprint to include additional products and functionality.

All pricing, terms and conditionals in this proposal shall remain open for 180 calendar days after the day of the proposal opening.

Mike Petrarca is the Senior Account Executive for this project and will be your primary contact. He can be reached at any time at [mpetrarca@denovo-us.com](mailto:mpetrarca@denovo-us.com) or 240-676-4875.

Thank you for your interest in considering Denovo Ventures, LLC ("Denovo") as your Oracle Cloud ERP solution provider. We are excited about the opportunity and look forward to working with you to begin our long-term relationship.

I, the undersigned, am the Denovo Company Officer who will commit to the contractual terms and conditions for the Denovo contract. Denovo's corporate address and my specific contact information have been provided below.

Sincerely,



Tom Connolly  
Executive Vice President (East Region)  
Denovo Ventures, LLC  
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# 1 Executive Summary

*This part of the response to the RFP should be limited to a brief narrative not to exceed two (2) pages describing the proposed solution. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The executive summary should not include cost quotations.*

The City of Hollywood, FL (City of Hollywood) intends to engage in the acquisition and implementation of a vendor hosting or SaaS software solution to replace many of the existing core systems that make up the ERP function. The main drivers for this project are:

1. One current view of the data, a single source of the truth, but not necessarily a single system. Eliminate conflicting information, shadow systems (spreadsheets, multiple systems with the same basic functionality, etc.) by integrating with current and future best of breed line of business applications.
2. Significantly reduce process time through business process reengineering and best practices in proposed and existing systems
3. User & vendors can see where their transaction is in the process. Those resulting in few phone inquiries for status updates.
4. Eliminate paper-based processes & forms.
5. Quality is moved to the front of the transaction.

The City of Hollywood is only interested in receiving proposal for vendor hosted and SaaS solutions. The City of Hollywood is requiring that responding vendors propose a complete ERP solution, including software, hardware specifications (as required), project management, and other technology services for the entire scope of the project that may or may not include components owned by the vendor.

Vendors are required to address and include all Core Functionality components in their RFP response. It is not mandatory for vendors to include Expanded Functionality components in their response.

## Core Application Software:

- Account Payable
- Bank Reconciliation
- Budgeting
- Cash Management
- Contract Management
- Fixed Assets
- General Ledger
- Human Resources
- Miscellaneous Billing and AR
- Payroll
- Purchasing
- Report Writer (including Business Intelligence and Ad Hoc reports)
- Any other necessary software components to support the proposed Core Application Software Solutions

## Expanded Application Software and Related Technologies:

- Cash Receipting
- Debt Management
- Performance Measures
- Project and Grant Accounting
- Time and Attendance
- Other not requested but proposed by responding Vendors

Denovo and Oracle are proposing an ERP implementation of the Oracle Cloud Service Applications to address all the core and some of the expanding application software outlined above. Denovo will not address Cash Receipting and Time and Attendance from Expanded Application software in our RFP response. Software and hardware are included as part of the Cloud Service. The ERP solution includes:

- Fusion Financials Cloud Service
- Fusion Expense Cloud Service
- Fusion Transactional Business Intelligence Cloud Service
- Fusion Automated Invoice Processing Cloud Service
- Fusion WebCenter Forms Recognition Cloud Service
- Fusion Purchasing Cloud Service
- Fusion Self Service Procurement Cloud Service
- Fusion Supplier Qualification Management Cloud Service
- Fusion Procurement Contracts Cloud Service
- Fusion Project Financials Cloud Service
- Fusion Project Contract Billing Cloud Service
- Fusion Project Management Cloud Service
- Fusion Grant Management Cloud Service
- Fusion Task Management Cloud Service
- Enterprise Planning and Budgeting Cloud Service
- Enterprise Performance Reporting Cloud Service
- Fusion Human Capital Management Base Cloud Service
- Fusion Payroll Cloud Service for US
- Fusion Performance Management Cloud Service

- Fusion Career Development Cloud Service
- Fusion Goal Management Cloud Service
- Fusion Talent Review and Succession Management Cloud Service
- Fusion Workforce Compensation Cloud Service
- Additional Test Environment for Oracle Fusion Cloud Service
- Cloud Priority Service

Denovo with our partner Reval are proposing the Reval SaaS offerings to address Cash Flow Forecasting in the Core Cash Management Requirement and Debt Management from the Expanded Applications software listing. Software and hardware are included in the Reval Cloud products.

- Reval Liquidity Planning - Cash Flow Forecasting
- Reval Investments & Debt - Cash Management
- Reval Connect + Oracle Cloud Adaptor

Oracle's Cloud applications uniquely meet the majority of the City of Hollywood's requirements. As part of this scope, Denovo will provide the project management, technical and functional resources necessary to successfully complete the implementation. The project will consist of the following high-level tasks:

- Review and identification of City of Hollywood's business model and processes
- Oracle Cloud ERP Solution Design
- Oracle Cloud ERP User Familiarization Training
- Configuration of Oracle Cloud ERP for the City of Hollywood business model
- Conference Room Pilots, including Integrated Conference Room Pilot (ICRP), Unit Testing and User Acceptance Testing
- Fine Tuning and Refinement
- Development support for Data Conversion of legacy data, and interfaces to 3rd party systems
- Project team training, and
- Post Go-Live support

Based on the information in the RFP document and responses to RFP questions, we have provided project effort and cost in our cost proposal. Our estimate is based on this information and our experiences of similar projects with like size organizations.

The Oracle Cloud ERP solution represents a modern and technology-rich solution with a continued investment by Oracle to ensure that it meets your needs today and in the future. With expenditures in fiscal 2016, 2015 and 2014, of \$5.8 billion, \$5.5 billion and \$5.2 billion US, respectively, in product development, an extended product roadmap and Oracle's vision for the future, Oracle Cloud ERP will uniquely provide City of Hollywood a solution that will address its system requirements for many years to come.

Oracle Cloud ERP provides the next generation in ERP from the perspective of the user experience. The highly intuitive user interface dramatically reduces mouse clicks and key strokes, providing your stakeholders the ability to inquire and update the system with minimal training requirements and through most any device, including portable smart phones and tablets. The Oracle Analytics Reporting solution, also known as Endeca, combines Oracle's industry-leading business intelligence capabilities with real time system reporting, providing a simple-to-use tabular and dashboard solution suitable for most any City of Hollywood system user

City of Hollywood will realize a significant improvement in user efficiency and a reduction in paper flow, as the Oracle Cloud ERP solution provides a robust electronic workflow solution that enables email notification and approvals for any process and procedure across all of the Oracle Cloud ERP systems. Also, since all of the Oracle Cloud ERP systems are fully integrated, all redundant data entry requirements are eliminated, saving user time and eliminating data reconciliation concerns.

With Oracle Cloud ERP, all of City of Hollywood's end users will access the system through virtually any standard web browser, as the solution is 100% web enabled. Oracle Cloud ERP also easily integrates with any third party solution through standard interoperability, simplifying the process of creating and maintaining interfaces.

Relying on Denovo's proven implementation methodologies with an emphasis on industry best practices built into the software, we are able to rollout the Oracle Cloud ERP solution for City of Hollywood on an accelerated schedule.

Our approach mitigates risk and quickly provides a return on your investment. Denovo's approach to Organizational Change Management (OCM) ensures that all aspects of the organization – people, system, and process are aligned and prepared for the system rollout.

## 2 Company Background

In addition to providing responses to the following items, the Vendor must complete the **Company Background Form** in section **7.10** of this RFP.

### Company Background Form – Oracle Corporation

Vendor name:	Oracle America, Inc.
Software brand name:	Oracle Cloud Applications
Software version proposed (years in production):	2011 – 5 years
Is Vendor prime contractor:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Software Vendor

1.	<p>What are the key differentiators of your company and its proposed solution?</p> <p>Oracle provides the world’s most complete, open, and integrated business software and hardware systems with a product strategy that provides flexibility and choice to customers across their IT infrastructure. Oracle is the only vendor able to offer a complete technology stack in which all layers are optimized and designed to work together as a single system— hardware and software engineered to work together in the cloud and in the data center. In addition, Oracle's open architecture and multiple operating-system options give customers complete deployment flexibility and unmatched benefits from industry-leading products and on-premises and cloud-based solutions that provide advanced security, high availability, scalability, energy efficiency, powerful performance, and low total cost of ownership.</p> <p>Public Sector is the largest vertical within Oracle. Many (worldwide and nationwide) of the best run Governments use Oracle Applications for their ERP and HCM needs. Some Key statistics that are also major differentiators for Oracle are:</p> <ul style="list-style-type: none"> <li>• 38 of the 50 U.S. States run Oracle Applications</li> <li>• 35 of the 50 Largest U.S. Cities run Oracle Applications</li> <li>• 11 of the 15 Largest U.S. Counties run Oracle Applications</li> <li>• 24 of the 100 Largest U.S. School Districts run Oracle Applications</li> <li>• Over 100 U.S. Federal Government Organizations use Oracle Applications</li> <li>• 15 of 15 U.S. Federal Cabinet-Level Agencies use Oracle Applications</li> <li>• The major U.S. Federal Shared Service Providers use Oracle Applications</li> <li>• 20 of the 20 top global governments</li> <li>• 15 of the 15 Federal Cabinet agencies</li> <li>• \$38.8B in revenue on a trailing twelve-month basis</li> <li>• 420,000 customers in 145 countries</li> <li>• \$46.1B in R&amp;D since 2004</li> <li>• \$60B on more than 100 acquisitions</li> <li>• More than 25,000 partners</li> <li>• More than 136,000 employees worldwide</li> <li>• 18,000 customer support specialists, speaking 29 languages</li> <li>• 17,000 implementation consultants</li> <li>• #1 in 50 product/industry categories</li> <li>• #2 software company in the world</li> <li>• #2 cloud company in the world</li> <li>• More than 17,000 patents worldwide</li> <li>• 36,000 developers and engineers</li> <li>• 15 million developers in Oracle online communities</li> <li>• 900 independent Oracle user groups with 500,000 members</li> </ul> <p>Oracle products are being used extensively throughout the State of Florida. This provides an enormous network for the City of Hollywood to tap into, learn from, hire from, and grow with in your use of Oracle products and services. No other software company can provide this level of skilled labor force readily available locally, regionally, and nationally. This should provide the City solace in knowing that a bet on Oracle Applications provides the lowest risk given the amount of local Oracle talent, partners and user groups that are available in the State. Oracle Applications are prevalent in Florida in most major industries including State and Local Government, Higher Education, Health Care, Transportation as well as private and public industry.</p>
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2.	What awards has your company or proposed solution obtained that are relevant to this project?
	<p>Oracle's solutions enable organizations around the world to simplify IT so they can focus on strategic priorities and innovations. Through the years, Oracle has been recognized by users, the technology industry, trade publications, and partners with a range of awards for Oracle's outstanding offerings and business practices. For a listing of some of the acknowledgments Oracle has received visit:  <a href="http://www.oracle.com/us/corporate/accolades/index.html#2015">http://www.oracle.com/us/corporate/accolades/index.html#2015</a>.</p>
3.	What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?
	<p>Oracle participates in many markets. Some general market share information is provided in analyst reports available at: <a href="http://www.oracle.com/us/corporate/analystreports/index.html">http://www.oracle.com/us/corporate/analystreports/index.html</a>.</p>
4.	What strategic alliance have you made to further strengthen your product and services?
	<p>Oracle has built a comprehensive partner community with more than 25,000 partners worldwide. The Oracle Partner Network is a global program that manages Oracle's business relationships with this large, broad-based network of partners, including independent software and hardware vendors, system integrators, and resellers that deliver innovative solutions and services based upon Oracle's product offerings. Oracle customers can find a partner with the knowledge, experience, and commitment to help their business succeed. Oracle can help customers locate, secure, and retain the right partner to develop and implement business solutions for the specific needs of their business. Types of partners include the following:</p> <ul style="list-style-type: none"> <li>• Applications Hosting Services</li> <li>• Education Services Provider</li> <li>• Hardware Resellers</li> <li>• Independent Software Supplier</li> <li>• Independent Software Vendor (ISV)</li> <li>• Managed Service Provider</li> <li>• Management Consultancy</li> <li>• Original Equipment Manufacturer (OEM)</li> <li>• Service Partners</li> <li>• Software License Reseller</li> <li>• Support Services Provider</li> <li>• System Integrators (SI)</li> <li>• Value Added Distributor (VAD)</li> <li>• Value Added Reseller (VAR)</li> </ul> <p>More information including a listing of partners is provided at <a href="http://www.oracle.com/partners/index.html">http://www.oracle.com/partners/index.html</a>.</p>
5.	How do you guarantee the services provided by your company?
	<p>Oracle does provide service level agreements for our cloud applications.</p>
6.	What are your near-term and long-term goals, and the strategies to reach these goals?
	<p>Oracle seeks to be an industry leader in each of the specific product categories in which Oracle competes and to expand into new and emerging markets. Oracle has its sights set on moving from the largest Business Software company in the world to being the largest Business Software Cloud computing company in the world and has invoked many proven strategies to reach this goal. Oracle is moving towards this goal through both organic growth and an aggressive strategic acquisition strategy with sights set on the end game.</p>
7.	What is your niche in the marketplace and your preferred customer size?
	<p>Oracle participates in many markets. Some general market share information is provided in analyst reports available at <a href="http://www.oracle.com/us/corporate/analystreports/index.html">http://www.oracle.com/us/corporate/analystreports/index.html</a>. Oracle's target markets include businesses of many sizes and in various industries, government agencies, and educational institutions. Major industries include the following:</p> <ul style="list-style-type: none"> <li>• Aerospace and Defense</li> <li>• Automotive</li> <li>• Chemicals</li> <li>• Communications</li> <li>• Consumer Goods</li> <li>• Education and Research</li> <li>• Engineering and Construction</li> <li>• Financial Services</li> <li>• Healthcare</li> </ul>

	<ul style="list-style-type: none"> <li>• Health Sciences</li> <li>• High Technology</li> <li>• Hospitality</li> <li>• Industrial Manufacturing</li> <li>• Insurance</li> <li>• Life Sciences</li> <li>• Media and Entertainment</li> <li>• Natural Resources</li> <li>• Oil and Gas</li> <li>• Professional Services</li> <li>• Public Sector</li> <li>• Retail</li> <li>• Travel and Transportation</li> <li>• Utilities</li> <li>• Wholesale Distribution</li> </ul> <p>Oracle aligns its products and sales force by Industry. As mentioned previously, Oracle’s largest single Industry is Public Sector. Within the Public Sector Oracle has customers ranging in size from a single agency within a City, County, State, or Federal Customer to the largest States, Cities, Counties, or Federal agencies using our applications extensively throughout the Enterprise. Outside of the Public Sector, Oracle has customers ranging in size from Startups with a handful of employees up to the largest companies in the world like GE. In Government you will find Oracle Applications mostly running the major urban Cities and Counties within a State as well as the State itself running Oracle Applications. In County Government, Oracle typically focuses on medium to large size Counties with employee counts exceeding 1,000 employees and Operating Budgets exceeding 100 Million and greater. Oracle also focuses on major Cities, Federal Government agencies, all State and Local and provincial governments, as well as Transportation Authorities, Port Authorities, SeaPorts, Airports, Public Sector Hospitals, large urban School Districts, etc. of all varying sizes, and complexities.</p>
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).
	An important element of our corporate strategy is to continue our investments in, and innovation with respect to, our products and services that we offer through our cloud and on-premise software, hardware and services businesses. In fiscal 2016, 2015 and 2014, we invested \$5.8 billion, \$5.5 billion and \$5.2 billion, respectively, in research and development to enhance our existing portfolio of offerings and products and to develop new technologies and services.
9.	Please describe how the sales cycle is linked to the product development cycle.
	Oracle has always aggressively solicited input into the development process from a variety of sources including field sales, industry trends, customers and our product and industry advisory councils and user groups. This continues as we develop our Cloud applications. For Cloud, there is even a closer relationship between our field sales staff and development. We meet periodically with development and help them understand what our customers need and help them prioritize development roadmaps. This takes on added significance in the Cloud environment as the development cycle is accelerated. New releases with new functionality are issued several times each year vs. once every several years in the traditional on premise application environment. In addition, our customers have direct access to our development organization at events such as Oracle OpenWorld and through Customer Advisory Boards and Executive Sponsors. Customers can even log tickets for enhancement requests to the products for future releases. There is a very close relationship between an industry need and product development delivery.
10.	Please describe your commitment to providing solutions for the public sector marketplace.
	<p>Oracle’s very first ever customer was the CIA nearly 40 years ago. Since inception, Oracle has shown an unwavering commitment to the industry that got it started—Public Sector. Public Sector has grown to become Oracle’s single largest Industry vertical. With many of the nation’s major Cities and Counties running Oracle Applications and Technologies, Oracle is committed to serving the technology needs of the public sector, with a powerful combination of technology and comprehensive, pre-integrated business applications— including key functionality built specifically for the public sector. Oracle offers a unified data model that integrates data from across all your departments—from human resources and financial management to procurement and case management. Today, more than 1,500 unique national and local governments run Oracle Applications to help them:</p> <ul style="list-style-type: none"> <li>• Provide trusted financial management</li> <li>• Manage human resources as strategic investments</li> </ul>

- Procure with fiscal responsibility
- Collaborate for efficient issue resolution
- Integrate information for critical business decisions

11. Please describe your portal strategy.

As the solution is SaaS deployment, the portal is part of the architecture. Oracle is moving away from talking in terms of portal and instead we are now talking in terms of user interface.

**User Experience Themes**

Simplicity, mobility, and extensibility continue to be driving themes behind the Oracle user experience, but a more focused design philosophy is also pushing the Oracle user experience.

The possible devices a customer may use also play a big role in the direction of the ultimate design. Whether you are using a smartphone to check email, a tablet to review your calendar for the day, or a desktop to complete a more complicated task will determine how your workflow goes— and how productive you can be. Our mobile devices and a need for simplicity are behind this continued evolution of the Oracle user experience design philosophy. The sharper focus on glance-scan-commit as a way to design for a mobile, productive workforce has broadened the footprint of the simplified User Interface of the Oracle Cloud.

What is glance-scan-commit and how does this translate to enterprise software? The idea behind glance-scan-commit is that we look at something in layers. At the heart of the glance-scan-commit philosophy is the infolet. When a user picks up a tablet and looks at the simplified user interface in the Oracle Applications Cloud, he might start with the springboard, then tap the icons for a glance at the top level of information pertinent to his role. We call these small containers of information infolets. The user takes a quick look at the information to see if there is anything of interest. If there is, the user then scans the information presented in a more targeted infolet. This container of information, designed with carefully considered information architecture to fit a particular platform like that tablet the user is working on, still requires light interaction. In scan mode, the user might click to the next level of information, but is merely clicking to get more information. He/she wants to understand the situation, or maybe even to perform a quick action, such as an approval. It takes only a few seconds to find out a little more or take care of something that needs to be done. If a more complex task needs to be completed, the user may head to a richer, more comprehensive experience. This is a decision to commit, and the system is being used to complete



a job. The screenshot from the Oracle Cloud, showing what inspired the philosophy of glance-scan-commit provides an overview of team talent. Each of the portrait cards, or infolets, is clickable, so you can dig into the information for more detail.



In the scope of the glance-scan-commit design philosophy, simplified user interface not only provides the information you need to know at a glance with scaled infolets, but it offers a gateway directly to the part of the application you need to use, when you need to use it.

**Extend and Personalize**

The challenge of enabling customers to easily extend and customize delivered applications is one that few software companies are willing to tackle. But it is one that Oracle commits itself to. That is because easy extensibility aligns with the overall Oracle Applications Cloud’s user experience strategy of simplification.



When it comes to extensibility, we are following the same paradigm of simplicity that we use when building the product,” said Greg Nerpouni, senior product manager for the Oracle Applications User Experience team. “We look at use cases to find the extensibility features that are of greatest value to our users, and then we empower them to do these things.”

Some of the top extensibility and customization features in the Oracle Applications Cloud include the ability to easily perform these tasks:

- Rebrand the delivered user interfaces to include a unique company logo. It takes business system analysts only a few clicks at runtime to easily rebrand their delivered user interfaces and customize them to fit their organization brand. A business system analyst who has been granted administrative privileges can select and apply one of six user interface themes or customize these themes to include a unique logo and watermark. The business system analyst can also change the style and shape of buttons and menus by selecting from several predefined options and can add unique news and announcements to the announcement portion of the home page. For example, you can change announcement text to denote upcoming benefits enrollment or embed a YouTube video about upcoming training.



- Customize the availability, order, and names of the functional areas within the Oracle Applications Cloud user interface and the pages within these areas.
- Make page-by-page customizations, such as hiding or showing fields, adding new fields, making fields required, and moving fields around on a page.
- Add buttons or links within the user interface that let the user punch out to existing third-party tools and applications, such as benefit provider websites and Google Maps.
- Customize user interface text.

#### User Assistance

Visions of giant tomes and hours spent searching for an answer are obliterated by the new user experience features that the Oracle Applications User Experience team developed around user assistance in Oracle Cloud Applications. The way that user assistance can be delivered has been instrumental in prompting a redefinition of Help. User assistance includes everything a user might need to complete his or her work. That includes:

- **Embedded Help, or Help on the page** – This information is at the field level, and is used to make sure the user completes a field correctly, or describes what will happen if a user clicks a button. In many cases, users won’t even know they’re getting help.
- **Messages** – These pop up at potential failure points. Careful study went into designing the interaction and crafting messages that actually help a user correct whatever went wrong.
- **Help in context** – This is more detailed-level help, to assist in the completion of transactions. The user may be taken to a help site, but will still remain in context of his or her task.
- **Fusion Help site** – This provides help from a demo or help in a PDF format. Sometimes you do need more detailed information, and it’s not all going to appear on your page. Fusion is designed so that you retain your context when you go out to the help site.

#### Customer Involvement

Oracle’s Usability Labs are the most comprehensive labs devoted to database technology and applications in the enterprise software space. All major Applications, Tools, and Server products are tested at the labs. The Usability Labs are supported and maintained by the Applications User Experience (UX) Team. Approximately



50 new products and upgrades are tested every year. The results are reported to the Product Development teams to make improvements before products ship. Oracle customers are invited to participate in our UX Customer Participation Program (CPP) collaborating directly with usability engineers and designers to contribute to and influence product direction and design for Oracle’s next-generation software applications.

The Oracle Usability Advisory Board (OUAB) is a Customer Advisory Board which aims to bring enterprise software usability to a whole new level through industry, government, and university collaboration. This working board approaches usability topics on a macro level to determine and influence industry trends. It reviews and provides feedback on future technologies and products, shares best practices, and develops use cases, industry guidelines, standards, and requirements.

**User Interface Design**

The Oracle Applications UX team follows a systematic process when it designs the user interface to applications. The user interface is the part of the software that customers see and interact with. The process begins by identifying the people who will use the product, what they will use it for, and under what conditions they will use it. In addition, the product’s business requirements are matched with the customer’s goals. The UX team then begins to create a design concept for the user interface. Prototypes of the screens and interactions are created and customers are asked to provide feedback. More iterations of the look and feel of the interface are explored as the design is fleshed out. Near the end of the process, a final industry standard usability test is conducted to verify that the product meets user-interface goals. For more information about user interface design in industry, visit the web site for the [Usability Professionals’ Association](#).

12. How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?

	<i>Florida</i>	<i>Nationally</i>
Local government		
Other public sector		
Other non-public sector		
<i>Overall:</i>		

Oracle does not provide the above information.

Oracle has over 420,000 customers and as a result is not able to provide accurate information on current customers at any particular status of production. Customers live on one release may be in development on another, may have received the software but not installed it, or may be in testing. We have over 50 public sector entities in Florida using Oracle ERP and HCM applications. They include many cities similar in size and requirements to the City. All of these Governments are running Oracle Applications that are similar to the solution that we are proposing.

Oracle’s customer base consists of businesses of many sizes and in many industries, government agencies, and educational institutions. Customer success stories by industry, product, and services are available at: <http://www.oracle.com/us/corporate/customers/customersearch/index.html>.

13. How many fully operational customer installations, in total, has the Vendor completed?

	<i>Florida</i>	<i>Nationally</i>
Local government		
Other public sector		
Other non-public sector		
<i>Overall:</i>		

Oracle does not provide the above information.

Oracle has over 420,000 customers and as a result is not able to provide accurate information on current customers at any particular status of production. Customers live on one release may be in development on another, may have received the software but not installed it, or may be in testing. We have over 50 public sector entities in Florida using Oracle ERP and HCM applications. They include many cities similar in size and requirements to the City of Hollywood. All of these Governments are running Oracle Applications that are similar to the solution that we are proposing.

14.	How many current system implementations of your solution are <i>in-process</i> within both the State of Florida and the region of the Country that includes the State of Florida?								
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Region									
<i>Total:</i>									
15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:								
	<p>Oracle has been involved with Public Sector and Local Governments for almost 40 years. Oracle has been selling ERP applications for nearly 30 years (with its award winning Oracle Financials product) and has acquired many best of breed ERP and HCM applications companies like PeopleSoft and JD Edwards along the way. Oracle has since taken the best aspects of Oracle E-Business Suite, PeopleSoft, JD Edwards, Hyperion, and Taleo along with the most proven and secure technologies and released a successor Cloud Product designed and developed with a cross pollination approach across development teams and product lines. Oracle Cloud ERP, HCM, and EPM applications are the end result of almost 10 years of cloud development. Currently on R11, Oracle Cloud Applications offer all of the advantages of Software as a Service (SaaS) applications including lower TCO, with no hardware to purchase or software to manage, automatic upgrades and rapid feature advancement. Oracle is currently experiencing some of the fastest cloud growth in the entire Technology industry and is dedicated to being number one in cloud computing including Infrastructure, Platform, and Software as a Service.</p>								
16.	Where is the Vendor’s closest support facility/sales office to Hollywood, FL?								
	<p>Oracle product support is a global organization with 28 global support centers across 145 countries. Additional information can be found at: <a href="http://www.oracle.com/us/support/contact/index.html">http://www.oracle.com/us/support/contact/index.html</a>.</p> <p>Onsite support for software is generally not necessary as Oracle can make online direct connections with the customer’s systems within Oracle Cloud to solve issues efficiently.</p> <p>Customers requiring onsite support for software may wish to contract with Oracle Consulting or Advanced Customer Services. Information about available services is provided at: <a href="http://www.oracle.com/us/support/advanced-customer-services/overview/index.html">http://www.oracle.com/us/support/advanced-customer-services/overview/index.html</a>.</p> <p>The nearest Oracle Sales office is located at:                  13890 Bishops Drive, Suite 450                  Brookfield, WI 53005                  Phone: +1.262.957.3000</p> <p>For a full list of U.S. office locations please visit the following link:  <a href="https://www.oracle.com/corporate/contact/field-offices.html">https://www.oracle.com/corporate/contact/field-offices.html</a>.</p>								
17.	How will you support the City’s 7a-6p 4/10 work week, and after hours and weekend support.								
	<p>The City will receive 24/7, Follow-the-Sun Support efforts on behalf of their cloud service subscription. Oracle provides customer support for the Cloud Service acquired by the City through the Cloud Customer Support Portal designated for that Cloud Service. Access to the applicable Cloud Customer Support Portal is governed by the Terms of Use posted on the designated support web site, which are subject to change.</p> <p><b>SUPPORT SERVICES FOR ORACLE CLOUD CONSISTS OF:</b></p> <ul style="list-style-type: none"> <li>• Diagnosis of problems or issues with the Oracle Cloud Services.</li> <li>• Reasonable commercial efforts to resolve reported and verifiable errors in the Oracle Cloud Services so that they perform in all material respects as described in the associated Program Documentation.</li> </ul>								

	<ul style="list-style-type: none"> <li>• Support during change management activities.</li> <li>• Assistance with technical service requests 24/7.</li> <li>• 24/7 access to a Cloud Customer Support Portal designated by Oracle (such as My Oracle Support) and Live Telephone Support to log service requests.</li> <li>• Access to community forums.</li> </ul> <p>A copy of these terms is available upon request. Access to the Cloud Customer Support Portal is limited to your designated technical contacts and other authorized users of the Cloud Services. Where applicable, the Oracle Cloud Customer Support Portal provides support details to your designated technical contacts to enable use of Oracle Cloud support. All service notifications and alerts relevant to your Cloud Service are posted on this portal.</p>															
18.	<b>Where is the Vendor’s company headquarters?</b>															
	<p>Oracle’s corporate headquarters and contact information are:                      500 Oracle Parkway                      Redwood Shores, California 94065</p> <p>Telephone: 650.506.7000 or 800.392.2999                      Fax: 650.506.7200                      Website: <a href="http://oracle.com">oracle.com</a></p>															
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23.	<b>What would be the Vendor’s preferred comparably sized, site visit location?</b>															
	<p>Oracle does not disclose this customer information in the proposal phase of an evaluation or response. It is our policy to protect our client’s privacy and only disclose published and publicly available information about their use of our technologies. With respect to implementations that are in process, we would prefer to wait until potential oral discussion with the City and mutually agree on a preferred site visit that will be most beneficial for the City.</p>															

*Vendors must provide information about their company so that the City can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. Information that Vendors should provide in this section are as follows:*

*1. The vendor's background including a brief description (e.g., past history, present status, future plans, company size, certifications, letters of accommodations, awards) and organization charts.*

## **About Oracle Corporation**

From data center operations to cloud applications, Oracle not only eliminates the complexity that stifles business innovation, but also engineers in speed, reliability, security, and manageability. Oracle's industry-leading cloud-based and on-premises solutions give customers complete deployment flexibility and unmatched benefits including application integration, advanced security, high availability, scalability, energy efficiency, powerful performance, and low total cost of ownership.

Whether customers require a fully integrated stack or a modular solution, Oracle's open architecture and multiple operating system options (Oracle Linux, Oracle Solaris, and more) provide unrivaled choice and flexibility for all deployment scenarios, including hybrid clouds.

### *Oracle Corporation Statistics*

- US\$38.2 billion total GA AP revenue in FY 2015
- 420,000 customers, including 100 of the Fortune 100
- 310,000 Oracle Database customers
- 120,000 Oracle Fusion Middleware customers
- 105,000 Oracle Applications customers
- 315,000 midsize customers
- 70,000 hardware customers
- 5,000 engineered systems customers
- More than 25,000 partners worldwide
- More than 130,000 employees, including: - 37,000 developers and engineers - 18,000 support personnel - 17,000 consulting experts
- More than 2.6 million students supported annually

### *Oracle Leadership*

- #1 application server
- #1 business analytics
- #1 database
- #1 database on Linux and UNIX
- #1 data warehouse
- #1 embedded database
- #1 engineered systems
- #1 enterprise performance management
- #1 lead management
- #1 marketing automation
- #1 middleware
- #1 supply chain planning and execution
- #1 talent management and talent recruiting

### *Oracle Customers Include*

- 10 of the 10 top aerospace and defense companies
- 20 of the 20 top airlines
- 20 of the 20 top automotive companies
- 20 of the 20 top banks
- 20 of the 20 top governments
- 20 of the 20 top high tech companies
- 20 of the 20 top insurers
- 20 of the 20 top manufacturers
- 20 of the 20 top medical device companies
- 20 of the 20 top oil and gas companies

- 20 of the 20 top pharmas
- 20 of the 20 top retailers
- 10 of the 10 top SaaS providers
- 20 of the 20 top supply chains
- 20 of the 20 top telcos
- 20 of the 20 top universities
- 10 of the 10 top utilities

### *Oracle Cloud Solutions*

Modern cloud computing helps companies seize new business opportunities and innovate faster. Oracle delivers the most comprehensive portfolio of integrated cloud solutions for business, IT, and development needs, including software as a service (SaaS), platform as a service (PaaS), infrastructure as a service (IaaS), and data as a service (DaaS). Oracle Cloud helps businesses offload IT management so that they can focus on their priorities.

### *Oracle Database*

Oracle Database is the world's #1 enterprise database—enabling customers to improve operational agility and effectiveness. Oracle Database is cloud-ready, with multitenancy and pluggable databases that make it highly efficient in a database as-a-service model. Oracle Database helps improve the quality and performance of applications, saves time with maximum availability architecture and storage management, and simplifies consolidation by managing hundreds of databases as one. With in-memory data processing capabilities, Oracle Database delivers breakthrough analytical performance.

MySQL is the world's most popular open source database, enabling cost-effective delivery of reliable, high-performance, and scalable web-based and embedded database applications.

### *Oracle Middleware*

Oracle's integrated middleware platform for the enterprise and the cloud enables companies to create and run agile, intelligent business applications while maximizing IT efficiency through full utilization of modern hardware and software architectures.

### *Oracle Applications*

Customers worldwide rely on Oracle's complete, modern, and secure portfolio of enterprise and industry applications. Oracle offers maximum choice and flexibility, including SaaS applications for customer experience, enterprise performance management, enterprise resource planning, human capital management, supply chain management, and more. Oracle's enterprise-level solutions support all types of cloud-based scenarios, including

### *Oracle Services*

Oracle services help companies optimize their technology investments and resources.

- **Oracle Advanced Customer Support Services** and Oracle Premier Support deliver tailored, mission-critical support for complex IT environments to help maximize performance, achieve higher availability, and reduce risk.
- **Oracle Consulting** works with customers to help define their strategy and goals, implement solutions using Oracle best practices, and identify ongoing improvements.
- **Oracle Financing** offers payment solutions with the lowest cost of entry for acquiring Oracle technology so that customers can optimize payback from their IT investments.
- **Oracle Managed Cloud Services** enables organizations to extend their Oracle investments into the cloud with greater value, choice, and confidence.
- **Oracle University** provides a world-class educational experience with the best instructors in the industry.

*2. Audited financial information for the past TWO (2) completed fiscal years that includes income statements, balance sheets, and statement of cash flows.*

These are very large files (155 pages) and therefore not included in this proposal. For our latest 10K reports please see <http://investor.oracle.com/financial-reporting/sec-filings/default.aspx>.

3. Privately-held companies wishing to maintain confidential financial information must provide information detailing the company's long-term stability. Please provide a current Dunn & Bradstreet report (D&B) as part of the Vendor proposal response.

We have included the link to Oracle's 10k Financial Statements above.

4. A copy of vendor's W-9.

N/A. Denovo is the Prime for this project, please see their responses below.

5. If the Vendor is proposing to use subcontractors on this project, please provide a response to the **Company Background Form** for each subcontractor, Vendor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required. The City has the right to approve all sub-contractors of the Vendor at any time.

Oracle is not proposing any subcontractors, Denovo is the Prime for this project, please see their responses below.

### Company Background Form – Denovo Ventures, LLC

Vendor name:	Denovo Ventures LLC
Software brand name:	Oracle Cloud Applications
Software version proposed (years in production):	2011 – 5 years
Is Vendor prime contractor:	Yes <input checked="" type="checkbox"/> Software Reseller and Implementation Vendor No <input type="checkbox"/>

1.	<p>What are the key differentiators of your company and its proposed solution?</p> <p>Denovo is Oracle's #1 partner for the public sector. With over 325 projects completed for state and local public sector customers, we have completed the largest percentage of all of the state and local Oracle public sector implementation and upgrade projects of any partner over the past decade and beyond. Denovo also has extensive experience implementing Oracle solutions for airports, transit districts, law enforcement, prisons, and other local government agencies.</p> <p>Our 250+ seasoned consultants, most of which are Oracle-certified, have a combined experience of nearly 1,000 years in implementing Oracle software for the public sector. Our project management team averages experience with over 12 successful public sector projects on their resumes.</p>
2.	<p>What awards has your company or proposed solution obtained that are relevant to this project?</p> <p>Denovo is dedicated to our earned status as a "Go to Partner" for Oracle Cloud implementations. We were one of the first partners to implement the earliest release of the Cloud Fusion Applications at IFG Companies. We have a team of consultants that have seen the evolution of the Cloud suite of Applications from earliest releases through today's current release. We have experts who have presented their thought leadership at National and Local Oracle user group conferences. Oracle recognizes two of our Consultants, Thomas Simkiss and Lee Briggs with the Oracle ACE designation. In the World, there are less than 50 people who have earned the status of Oracle ACE with their expertise and knowledge of the Oracle applications, contributions to the user group community and recognized thought leadership with product development at Oracle.</p>
3.	<p>What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?</p> <p>In addition to the awards and certifications of Denovo consultants, Denovo customers provide the most positive feedback on our company. Check out our website and consult with our references for customer testimonials of our company, people, and the services that we provide.</p>
4.	<p>What strategic alliance have you made to further strengthen your product and services?</p> <p>Denovo has several strategic alliances (including Oracle), Microsoft and IBM (from a technology perspective), ArcTools (for data archiving), AllOut and QSoftware (from a security perspective), CDI (from an eCommerce perspective), Amazon Web Services (to be able to offer public cloud services – Denovo provides private cloud services in Denovo-owned datacenters).</p>
5.	<p>How do you guarantee the services provided by your company?</p> <p>Denovo warrants that the work performed is defect free for 90 days from go-live.</p>

6.	What are your near-term and long-term goals, and the strategies to reach these goals?			
	From a Denovo perspective, public sector is a large market where we have hundreds of customers. Our goals are to continue to grow this space and expanding our solution to address functionality requirements specific to this sub-sector. Also, our Cloud hosting business is a huge growth market for Denovo. Our strategy in the public sector includes marketing to public sector organizations and participation in public sector user groups and conferences. Oracle is committed to continued growth of Cloud capabilities and continuing infusion of its industry-leading technologies into all of the products that it supports.			
7.	What is your niche in the marketplace and your preferred customer size?			
	Our niches are local and state government and agencies. Our preferred customer size is 50 to 8,000 employees, although our smallest public sector customer has less than 25 employees and our largest public sector customers have 19,000 and 23,500 employees each.			
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).			
	Oracle spent over \$5.8B US in product research and development last year and has over 40,000 developers and engineering engaged in research and development.			
9.	Please describe how the sales cycle is linked to the product development cycle.			
	Product development is impacted by a number of factors: 1) industry requirements, 2) customer and prospect requirements, and 3) technology trends (including the “Internet-of-things.”) From a sales perspective, the continual evolvement of requirements and the product is a direct link to product development.			
10.	Please describe your commitment to providing solutions for the public sector marketplace.			
	Denovo, an Oracle Platinum Partner, is a leader in delivering Oracle Enterprise Applications and Cloud Services with the Public Sector. We continue the certification and qualification process of our consultants on a consistent basis. We have over 20 years of Public Sector experience implementing Oracle Enterprise Applications. Our consulting team has completed over 1200 Oracle Enterprise Application implementation projects, with over 325 projects for public sector customers. We are an Oracle authorized software reseller in the public sector and able to assist in receiving the most favorable software pricing possible. One of the nineteen Oracle Partner Network Specializations is in the Public Sector Industry vertical.			
11.	Please describe your portal strategy.			
	The proposed solution is for a SaaS deployment, which is covered by Oracle. Please see their response to this question above.			
12.	How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?			
			<i>Florida</i>	<i>Nationally</i>
		Local government		
		Other public sector		2
		Other non-public sector		28
		<i>Overall:</i>		<b>30</b>
13.	How many fully operational customer installations, in total, has the Vendor completed?			
			<i>Florida</i>	<i>Nationally</i>
		Local government		
		Other public sector		2
		Other non-public sector		28
		<i>Overall:</i>		<b>30</b>
14.	How many current system implementations of your solution are <i>in-process</i> within both the State of Florida and the region of the Country that includes the State of Florida?			
			<i>Current in-process Implementations</i>	
		State of Florida		
		Region	5	
		<i>Total:</i>	<b>5</b>	
15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:			
	Denovo was founded in 2003 and has been selling Oracle ERP solutions since inception.			
16.	Where is the Vendor’s closest support facility/sales office to Hollywood, FL?			
	Our King of Prussia, PA office is the closest regional office to the City of Hollywood, FL.			



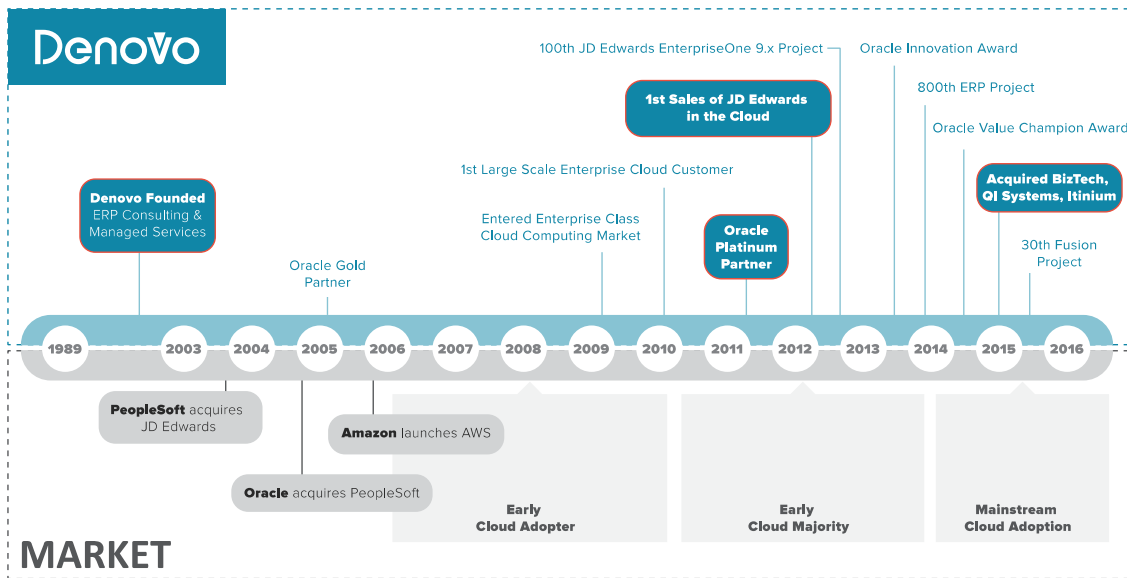
17.	How will you support the City's 7a-6p 4/10 work week, and after hours and weekend support.		
	Denovo provides 24x7x365 full-time support, and is staffed by personnel overseas in both India and China to provide around the clock support. Our US implementation team is a full-service team of professionals willing to work whatever hours necessary to make the project a success. If this means working to the schedule of City of Hollywood personnel during implementation, then this will not be a problem.		
18.	Where is the Vendor's company headquarters?		
	Denovo primary operations and data centers are located at 6400 Lookout Road, Suite #101, Boulder, CO 80301 with other offices in Huntington Beach; CA, Chicago, IL; Seattle, WA; King of Prussia, PA; and Atlanta, GA.		
19.	Please list the Vendor's sales in the previous three years:		
	<i>Year</i>	<i>Sales</i>	
	2015	Denovo is a private company and thus, financials are not publicly available. We will disclose our financials and City of Hollywood can meet with Denovo's CFO when you determine Denovo is a preferred provider.	
	2014		
	2013		
20.	How many total employees does the Vendor have in each of the following categories:		
	<i>Area</i>	<i>Number</i>	
	Sales/Marketing	44	
	Management/Administration	19	
	Help Desk Staff	20	
	Development Staff	18	
	Other – Project Managers/Business Development	23	
	Other – Consulting Services	122	
	Other – Managed Services	20	
	Other – Infrastructure	34	
	<b>Total:</b>	<b>300</b>	
21.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid, by skill set?		
	<i>Rates for Additional Implementation Assistance</i>		
	<i>Skill Set</i>	<i>Hourly Rate</i>	
	Lead Solutions Architect	\$250 / hr.	
	Project Manager	\$ 225 / hr.	
	Project Administrator	\$ 130 / hr.	
	Senior Business Analyst	\$ 215 / hr.	
	Business Analyst	\$ 190 /hr.	
	Associate	\$ 110 / hr.	
	Senior Technical Analyst	\$ 170 / hr.	
	Offshore Business Analyst	\$ 80 / hr.	
	Offshore Technical Analyst	\$	
22.	Please indicate two separate potential visits of three consecutive days each in which the Vendor will commit to being available for an onsite demonstration and your preference. Based on the schedule identified in this document, the City will not be able to accommodate vendors that are not available any of the weeks below.		
	<i>Demonstration Date Options</i>		
	<i>Option</i>	<i>Visit #1</i>	<i>Visit #2</i>
	Week of April 24, 2017		X
	Week of May 8, 2017 (Excludes May 11 <sup>th</sup> )	X	
	Week of May 22, 2017		
23.	What would be the Vendor's preferred comparably sized, site visit location?		
	Denovo has a number of customers that would be appropriate and will identify the preferred customer and location for a site visit once the City identifies Denovo as one of it shortlisted finalists.		

Vendors must provide information about their company so that the City can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. Information that Vendors should provide in this section are as follows:

1. The vendor's background including a brief description (e.g., past history, present status, future plans, company size, certifications, letters of accommodations, awards) and organization charts.



## About Denovo Ventures, LLC



### Who We Are

Denovo was founded in 2003 as a privately held, Colorado-based, limited liability company (LLC). The founders were a group of former Oracle/JD Edwards and other IT executives with the vision of providing the highest level of service possible to our customers. Originally founded as Nakoma Group Enterprise Solutions (NGES) with the acquisition of The Implementation Partners (TIP), a PeopleSoft and JD Edwards partner. EpicEdge was acquired later that year and merged into NGES. Through the success of providing innovative solutions to our clients, Denovo expanded its technology and business solutions in 2005 and 2007 to include Managed Services, Hosting and Cloud Computing. A merger with Denovo Consulting occurred, followed by the acquisitions of Leverage Consulting, Platinum 21, and the acquisition of AMX International on September 13, 2012. Denovo had experienced over 46% annual revenue growth up to 2014, and decided to begin an investor search in early 2014 to continue our investment and enterprise grade data center technologies and expand operations support. On March 31, 2015 an investment by M|C Partners that provided a majority equity position and seats on Denovo’s Board of Directors. Their focus on technology, familiarity with our solutions, recent success in an adjacent technology sector, and patience as a long-term investor led the Denovo leadership to accept their investment offer.

Denovo primary operations and data centers are located at 6400 Lookout Road, Suite #101, Boulder, CO 80301 with other offices in Huntington Beach; CA, Chicago, IL; Seattle, WA; King of Prussia, PA; and Atlanta, GA. Denovo has approximately 340 employees.

Denovo announced on July 6, 2015, that it acquired iTINUUM, a leading disaster recovery firm located in Seattle, WA. iTINUUM delivers proven solutions in infrastructure, cloud, application high availability, disaster recovery, and project management services to very well recognized large enterprise customers. The acquisitions / mergers of these highly respected Oracle partners and other ERP consultancies has created Denovo’s current organization and made Denovo Oracle’s “number one partner” for Oracle ERP products.

On August 18, 2015, Denovo announced it acquired QI Systems. QI Systems products enable JDE EnterpriseOne users to create, manage, and execute scripted formulas to perform and solve complex calculations not supported by standard JDE EnterpriseOne functionality. QI Systems software solutions help customers increase productivity, reduce costs, and drive new revenue. QI Systems’ customer base includes leading organizations in Real Estate, Manufacturing, Consumer Products & Packaging, Timber and Lumber, Small or Mid-Market Public and Private utilities, Local Government, Oil and Chemical, Retail, Facilities Maintenance and Service, Educational Software, and Direct Sales.

Denovo continued its growth strategy by announcing on October 8, 2015, that it has acquired BizTech, an award-winning provider of consulting services for Oracle Cloud Applications, Business Intelligence, Hyperion, and Oracle E-Business Suite (EBS). With the acquisition of BizTech, Denovo gains over 20 years of Oracle E-Business Suite consulting expertise. The Pennsylvania-based firm has operations across the US and adds a fourth data center to the Denovo Hosting Service.

Denovo has a strong heritage in Oracle ERP software and third party software implementations. Our team of highly experienced Oracle certified professionals and our industry leading **Denovo RapidApp Methodology** provide a proven, cost-effective combination to deliver solutions that drive better business results.

Denovo is an Oracle Platinum Partner and is Oracle’s premiere “go to” partner for ERP. We continue the certification and qualification of our consultants on a consistent basis. Our consulting team has completed over 1,200 successful projects for ERP customers. Our 250+ Oracle Certified consultants have the knowledge, skills and industry experience to ensure success of this important project.

### Client Focused

Our value proposition is about you. We want to help you to improve customer satisfaction. We want to make you more competitive. We want to make your company more efficient and operationally stronger. We focus on people and process first, software and technology second, to ensure we are jointly developing solutions that are aligned with your business objectives.

Our client focused approach and ability to deliver effective business solutions are the reason people do business with us. This collaborative approach fits the reality of business today. Competition is tough. Budgets are tight. Timing is critical. We answer today’s challenges by working with you to build innovative, agile, efficient enterprise solutions. So whether you are implementing a new software module, upgrading your current systems, undertaking a large-scale technology project, or developing new cloud computing strategies - Denovo can help. Our dedication to our clients has made us a trusted advisor to some of the world’s leading commercial and public sector organizations.

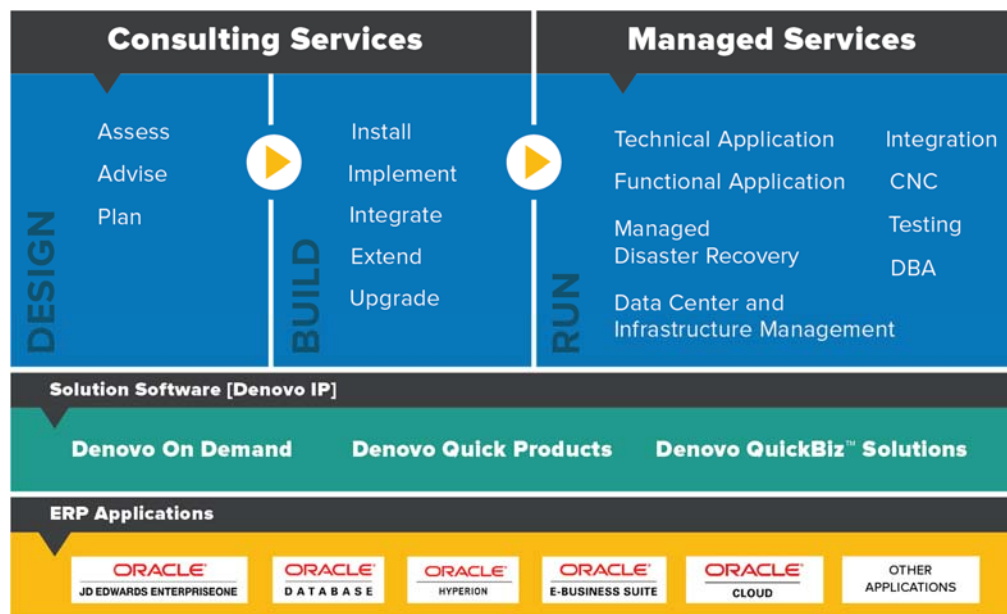
Fundamentally, it’s about working with you to improve business operations and performance. We listen, innovate, and then deliver world class business solutions.

### The Denovo Advantage

It’s the way we do business. It’s our people and our culture. It’s the way we take care of our clients and the way we concentrate on business solutions and cost of ownership. It’s the richness of our solutions and the professionalism of their delivery. It’s about **integrity, reliability, and quality – Denovo’s foundational objective, “Quality of the Client Experience”, QCE.**

Our people realize clients are judging us on the quality of their experience, from requirement definition and solution analysis through implementation, delivery, documentation, and on-going support. That is why we focus on delivering solutions that ensure our client’s experience is best-in-class. At the end of each project or periodically over long term engagements, we ask our clients to complete a QCE Scorecard to ensure we are meeting and continually improving against measurable performance metrics. All these things together are the reasons that people do business with Denovo.

### Denovo at a Glance



- Oracle “Platinum” Partner, Authorized Oracle Reseller Specialized in Cloud, EBS, JD Edwards and Technology
- Extensive Professional Services around Oracle ERP solutions including Upgrades and New Implementations.
- Enterprise Class Integrations (Middleware, Web Services and Oracle PaaS)
- Enterprise Class Hosting and Cloud Solutions - Denovo Private Cloud, Public Cloud and Oracle Cloud
- Enterprise Class Managed Services and Functional Support Services
- Dedicated to the “Quality of the Customer Experience”

### *Oracle ERP Software Experts*

- Established in 2003 by former JD Edwards (JDE) executives
- World and EnterpriseOne Implementations, Upgrades, Enhancements, and Support Services
- Based in Boulder, CO, with offices in Huntington Beach, CA; Chicago, IL; Seattle, WA; King of Prussia, PA; and Atlanta, GA
- All consultants have –10+ years of experience; and most are Oracle Certified
- Denovo has two Oracle ACE Consultants on staff, recognized Thought Leaders
- methodologies
- Collaborative approach to develop and deliver better business solutions
- Deep Oracle relationship, which we leverage for our clients
- Dedicated to complete client satisfaction
- Over 20 Years of Experience Working with Oracle Applications and Technology
- Over 1,200 Oracle Implementations
- Denovo works Exclusively with Oracle Applications and Services
- Denovo is an Avid Support of OAUG and regional groups
- Denovo runs the Oracle Cloud ERP applications for their internal systems (migrated from E-Business Suite to Cloud – financials, projects, HCM, Sales Cloud)

### *Denovo Differentiators*

- Consultant team comprised of former Oracle, Large System Integrators, or industry veterans with extensive expertise
- Solid history of delivering projects on time and at/under budget
- “Process Before Technology™” approach – to match your business goals
- Solid Project and Program Management experience
- Our Philosophy: “Do IT once, do IT right, and make IT last”

*2. Audited financial information for the past TWO (2) completed fiscal years that includes income statements, balance sheets, and statement of cash flows.*

Denovo is a private company and thus, financials are not publicly available. We will disclose our financials and the City of Hollywood can meet with Denovo’s CFO when you determine Denovo is a preferred provider.

*3. Privately-held companies wishing to maintain confidential financial information must provide information detailing the company’s long-term stability. Please provide a current Dunn & Bradstreet report (D&B) as part of the Vendor proposal response.*

We have included a copy of our current Dunn & Bradstreet report on the following pages.



DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016

## Summary

Order Reference: costellosu1@dnb.com | Report as of: 06-15-2016  
 using Currency as USD (Change)

### DENOVO VENTURES, LLC

Tradestyle(s): DENOVO VENTURES, LLC

**ACTIVE** **HEADQUARTERS**

**Address:** 6328 Monarch Park Pl Ste 200, Niwot, CO, 80503, UNITED STATES  
**Phone:** (877) 433-6686  
**D-U-N-S:** 16-289-1340  
**In Portfolio:** No

<b>Failure Score</b> <b>54</b> (No change since last month)	<b>Delinquency Score</b> <b>88</b> (No change since last month)	<b>Age of Business</b> <b>13 Years</b>	<b>Employees</b> <b>250</b> 5 (here)
-------------------------------------------------------------------	-----------------------------------------------------------------------	-------------------------------------------	--------------------------------------------

#### Company Profile

<b>D-U-N-S</b> 16-289-1340	<b>Mailing Address</b> United States	<b>Employees</b> 250 (5 here)
<b>Legal Form</b> Corporation (US)	<b>Telephone</b> (877) 433-6686	<b>Age (Year Started)</b> 13 years (2003)
<b>Date Incorporated</b> February 27, 2003	<b>Website</b> <a href="http://www.denovo-us.com">www.denovo-us.com</a>	<b>Named Principal</b> Marty Snella, CEO-MNG MBR
<b>State of Incorporation</b> Colorado		<b>Line of Business</b> Computer related services
<b>Ownership</b> Not publicly traded		

#### Risk Assessment

**Risk of Bad Debt Write-off** Formerly Financial Stress Score

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**D&B CREDIT™**

DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016



Based on the D&B Failure Score, the probability of failure for this company in the next 12 months is **0.23%**, which makes it a **Moderate** risk for you to incur a write-off.

Based on a D&B Failure Score of **54**

Based on the D&B Failure Score, the probability of failure for this company in the next 12 months is **0.23%**, which makes it a **Moderate** risk for you to incur a write-off.

Past 12 Months



**Cash Flow Risk** Formerly Commercial Credit Score

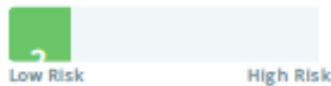


Based on a D&B Delinquency Score of **88**  
 Based on the D&B Delinquency Score reporting a payment behavior of **CONSISTENT, TIMELY PAYMENTS**, this company is predicted to have a **Low-Moderate** risk of a negative impact to your cash flow.

Past 12 Months



**Payment Behavior**



Based in a D&B PAYDEX® of **79**  
 According to the D&B PAYDEX® Score, this company paid its vendors on **2** days beyond credit terms.

Past 12 Months



**Legal Events**

Events	Occurrences	Last Filed
Bankruptcies	0	-

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Judgments	0	-
Liens	1	11-30-2004
Suits	1	01-19-2016
UCC	14	08-19-2014

Trade Payments

Highest Past Due

**US\$ 0**

Highest Now Owing  
**US\$ 35,000**

Total Trade Experiences  
**22**

Largest High Credit  
**US\$ 80,000**

Average High Credit  
**US\$ 8,428**

Ownership

This company is a **Global Ultimate, Domestic Ultimate, Headquarters**

Total Members in Family Tree - 2

Subsidiaries

-

Branches

1

Financial Overview

This company has not provided financial statements to D&B.

Risk Assessment

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**D&B CREDIT™**

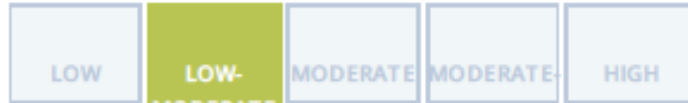
DENOVO VENTURES, LLC - Full Company View

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**RISK ASSESSMENT**

**D&B GUIDANCE**

**Overall Business Risk**



**Dun & Bradstreet Thinks...**

- Overall assessment of this company: **STABLE CONDITION**
- Based on the perceived sustainability of this company: **LIKELIHOOD OF CONTINUED OPERATIONS**
- Based on the payment behavior of this company: **LOW-POTENTIAL-FOR-SEVERELY-DELINQUENT-PAYMENTS**

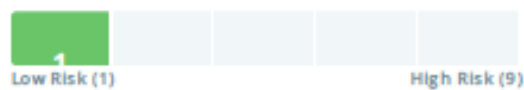
**Maximum Credit Recommendation**

**US\$  
914,000**

The recommended limit is based on a low probability of severe delinquency.

**D&B Viability Rating**

**Portfolio Comparison Score**



Level of risk  
**Low**

Rating Confidence Level  
**Robust Predictions**

Probability of becoming no longer viable  
**2%**

Percentage of businesses ranked with this score  
**11%**

Average probability of becoming no longer viable  
**5%**

**Risk Of Bad Debt Write-Off Formerly Financial Stress Score**



Based on a D&B Failure Score of **54**

- UCC Filings reported
- High number of inquiries to D&B over last 12 months
- Unstable Paydex over last 12 months

Level of risk  
**Moderate**

Probability of Failure  
**0.23%**

Average probability of failure for businesses

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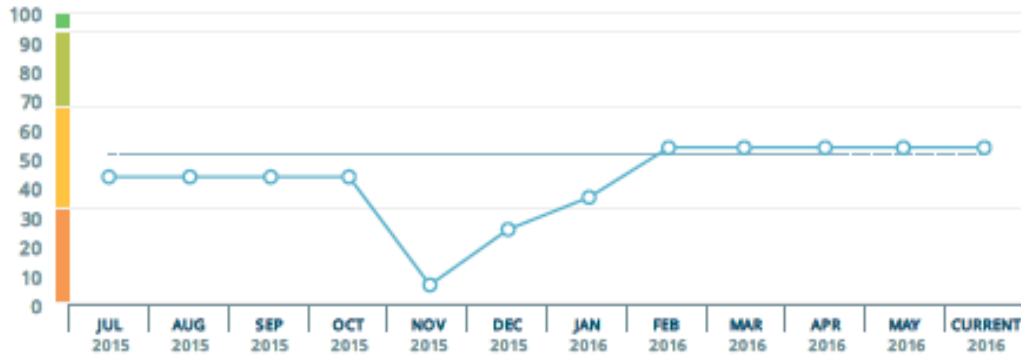
D&B CREDIT™

DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016

in D&B  
 database  
**0.48%**

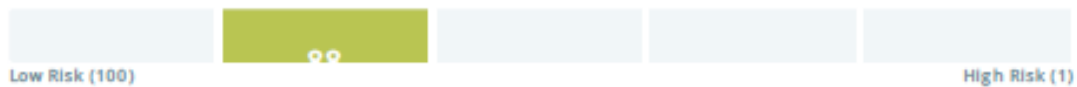
Business and Industry Trends



Failure Score

Industry Median Risk

Cash Flow Risk Formerly Commercial Credit Score



- Higher risk industry based on delinquency rates for this industry
- Evidence of open suits and liens

Level of risk  
**Low-Moderate**

Probability of Delinquency  
**1.76%**

Compared to Businesses in D&B Database  
**10.2%**

Business and Industry Trends

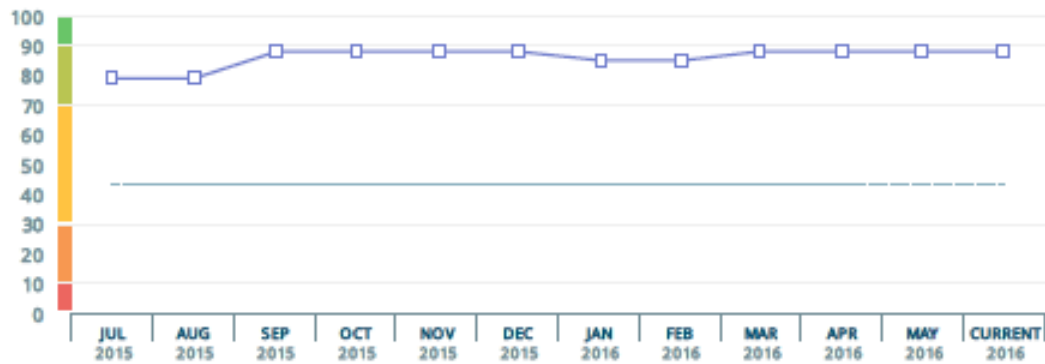
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**D&B CREDIT™**

DENOVO VENTURES, LLC - Full Company View

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Delinquency Score □

Industry Median Risk —

**Payment Behavior**

Based on 24 months of data

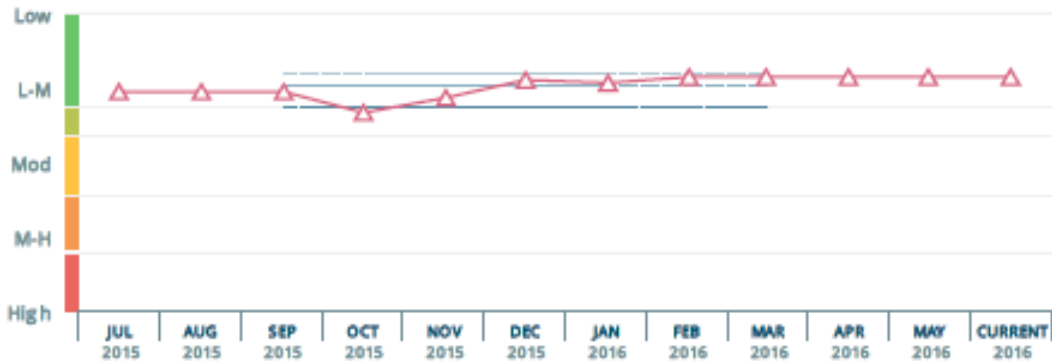


Risk of slow pay  
**Low**

Payment Behavior  
**2** Days beyond terms

**Business and Industry Trends**

7379 - Computer related services



PAYDEX® △

Industry Median Risk —

Industry Upper Risk —

Industry Lower Risk —

**D&B Rating**

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**D&B CREDIT™**

DENOVO VENTURES, LLC - Full Company View

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Current Rating as of 01-28-2016

Previous Rating

**Special Rating**

-- : Undetermined

**Employee Size**

**1R:**

10 employees  
and over

**Risk Indicator**

**3:** Moderate Risk

## Trade Payments

### Trade Payments Summary

Overall Payment Behavior

**2**

Days beyond terms

% of Trade Within Terms

**89%**

Highest Past Due

**US\$ 0**

**Total Unfavorable Comments :**

0

**Largest High Credit:**

US\$ 0

**Total Placed in Collections:**

0

**Largest High Credit:**

US\$ 0

**Highest Now Owing:**

US\$ 35,000

**Total Trade Experiences:**

22

**Largest High Credit:**

US\$ 80,000

**Average High Credit:**

-

### Trade Payments By Credit Extended

Range of Credit Extended (US\$)	Number of Payment Experiences	% Within Terms
100,000 & over	0	0
50,000 - 99,999	1	100
15,000 - 49,999	1	100
5,000 - 14,999	2	100
1,000 - 4,999	4	75
Less than 1,000	8	95

### Trade Payments By Industry

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DENOVO VENTURES, LLC - Full Company View

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Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)
27 - Printing, Publishing and Allied Industries	1	50	
2752 - Lithographic printing	1	50	100
48 - Communications	5	5,000	
4813 - Telephone communictns	5	5,000	100
50 - Wholesale Trade - Durable Goods	3	80,000	
5045 - Whol computers/softwr	3	80,000	100
60 - Depository Institutions	1	7,500	
6021 - Natnl commercial bank	1	7,500	100
61 - Nondepository Credit Institutions	1	500	
6159 - Misc business credit	1	500	100
73 - Business Services	4	2,500	
7359 - Misc equipment rental	2	750	87
7363 - Help supply service	1	2,500	0
7389 - Misc business service	1	100	100
96 - Administration of Economic Programs	1	100	
9651 - Reg misc coml sector	1	100	100

Trade Lines

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
05/16	Pays Promptly	N30	80,000	35,000	0	1

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05/16	Pays Prompt or Slow 60+	-	-	250	0	1
04/16	Pays Promptly	N30	30,000	25,000	0	1
04/16	Pays Promptly	-	5,000	2,500	0	1
04/16	Pays Promptly	-	2,500	2,500	0	1
04/16	Pays Promptly	-	2,500	2,500	0	1
04/16	Pays Promptly	-	500	500	0	1
04/16	Pays Promptly	-	100	100	0	1
04/16	Pays Promptly	-	100	0	0	Between 2 and 3 Months
03/16	Pays Promptly	-	50	-	-	Between 6 and 12 Months
02/16	-	Cash account	50	-	-	1
02/16	-	Cash account	50	-	-	1
01/16	Pays Promptly	Lease Agreeemnt	750	100	-	-
12/15	Pays Promptly	-	2,500	0	0	Between 6 and 12 Months
11/15	Pays Promptly	-	7,500	1,000	0	-
11/15	Pays Slow 90+	-	2,500	0	0	Between 6 and 12 Months
11/15	-	Cash account	50	-	-	1
07/15	Pays Promptly	-	500	0	0	Between 6 and 12 Months
07/15	-	Cash account	100	-	-	1
05/15	satisfactory	-	100	-	-	1
05/15	-	Cash account	50	-	-	1

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04/15	-	Cash account	50	-	-	1
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## Legal Events

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Judgments	Liens	Suits	UCC Filings
0 Latest Filing: -	1 Latest Filing: 11-30-2004	1 Latest Filing: 01-19-2016	14 Latest Filing: 08-19-2014

### Events

#### Lien - Tax Lien

Filing Date	11-30-2004
Amount	US\$ 4,960
Court	SACRAMENTO COUNTY RECORDERS OFFICE, SACRAMENTO, CA
Creditors	CA EMPLOYMENT DEVELOPMENT DEPARTMENT
Debtors	NAKOMA GROUP OF COLORADO, LLC AND OTHERS
Date Status Attained	11-30-2004
Filing Number	0411301681
Received Date	09-08-2009
Status	Open

#### Suit

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DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016

Filing Date	01-19-2016
Court	ORANGE COUNTY SUPERIOR COURT, SANTA ANA, CA
Defendant	DENOVO VENTURES LLC, LAGUNA NIGUEL, CA, AND OTHERS
Plaintiffs	VECTOR RESOURCES INC, VECTOR USA
Date Status Attained	01-19-2016
Filing Number	2016830774CJC
Received Date	01-29-2016
Status	Pending

**UCC Filing - Original**

Filing Date	08-19-2014
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20142078483
Received Date	09-16-2014

**UCC Filing - Original**

Filing Date	06-30-2014
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment
Filing Number	20142062321
Received Date	07-18-2014

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DENOVO VENTURES, LLC - Full Company View

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**UCC Filing - Original**

Filing Date	06-23-2014
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20142059780
Received Date	07-18-2014

**UCC Filing - Original**

Filing Date	05-01-2014
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20142040785
Received Date	06-13-2014

**UCC Filing - Original**

Filing Date	11-12-2013
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20132098418
Received Date	12-27-2013

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DENOVO VENTURES, LLC - Full Company View

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**UCC Filing - Original**

Filing Date	10-24-2013
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20132092943
Received Date	11-27-2013

**UCC Filing - Original**

Filing Date	09-27-2013
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20132084988
Received Date	10-25-2013

**UCC Filing - Original**

Filing Date	07-31-2012
Debtors	DENOVO VENTURES LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	THE MINACS GROUP (USA) INC., FARMINGTON HILLS, MI
Collateral	Accounts receivable
Filing Number	20122036278
Received Date	08-21-2012

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DENOVO VENTURES, LLC - Full Company View

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**UCC Filing - Original**

Filing Date	06-28-2012
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20122025905
Received Date	09-04-2012

**UCC Filing - Original**

Filing Date	04-01-2011
Debtors	DENOVO VENTURES, LLC
Filing Office	SECRETARY OF STATE/UCC DIVISION, DENVER, CO
Secured Party	IBM CREDIT LLC, ARMONK, NY
Collateral	Leased Computer equipment and proceeds
Filing Number	20112015154
Received Date	05-23-2011

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There may be additional UCC Filings in D&Bs file on this company available by contacting 1-800-234-3867.

There may be additional suits, liens, or judgments in D&B's file on this company available in the U.S. Public Records Database, also covered under your contract. If you would like more information on this database, please contact the Customer Resource Center at 1-800-234-3867.

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If it is indicated that there are defendants other than the report subject, the lawsuit may be an action to clear title to property and does not necessarily imply a claim for money against the subject.

A lien holder can file the same lien in more than one filing location. The appearance of multiple liens filed by the same lien holder against a debtor may be indicative of such an occurrence.

## Special Events

There are no Special Events recorded for this business.

## Company Profile

### Company Overview

<b>D-U-N-S</b> 16-289-1340	<b>Mailing Address</b> United States	<b>Age (Year Started)</b> 13 years (2003)
<b>Legal Form</b> Corporation (US)	<b>Telephone</b> (877) 433-6686	<b>Named Principal</b> Marty Snella, CEO-MNG MBR
<b>Ownership</b> Not publicly traded	<b>Website</b> <a href="http://www.denovo-us.com">www.denovo-us.com</a>	<b>Line of Business</b> Computer related services

### Business Registration

Corporate and business registrations reported by the secretary of state or other official source as of: 06-10-2016

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DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016

This data is for informational purposes only, certification can only be obtained through the Office of the Secretary of State.

Registered Name	DENOVO VENTURES, LLC
Corporation Type	Corporation (US)
Business Commenced On	2003
State of Incorporation	COLORADO
Registration ID	20031065189
Registration Status	GOOD STANDING
Filing Date	02-27-2003
Where Filed	DEPT OF STATE/DIVISION OF COMMERCIAL RECORDINGS

**Registered Agent**

Name	IRELAND STAPLETON PRYOR & PASCOE, PC
Address	ATTN: MICHAEL R. MILLER, ESQ.; 717 17TH STREET, SUITE 2800, DENVER, CO, 802020000

**Principals**

**Officers**

MARTY SNELLA, CEO-MNG MBR  
MARK GOEDDE, MBR  
WILLIAM HYLTON, MBR  
PAUL MCNULTY, MBR  
EDWARD N MYERS, MBR

**Directors**

DIRECTOR(S): THE OFFICER(S)

**Company Events**

The following information was reported on: 04-25-2016

The Colorado Secretary of State's business registrations file showed that Denovo Ventures, LLC was registered as a Limited Liability Company on February 27, 2003 under the file registration number 20031065189.

Business started 2003.

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DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016

Although this company operates as a Limited Liability Company, the members have elected to use officer titles to denote areas of responsibility.

**RECENT EVENTS:**

On April 21, 2015, sources stated that TAC Partners Inc. dba M/C Partners, Boston, MA, has acquired a majority interest in Denovo Ventures LLC, Niwot, CO, on April 1, 2015. With this acquisition, Denovo Ventures LLC will now operate as an affiliate of TAC Partners Inc. Terms of the deal were not disclosed. Further details are unavailable.

MARTY SNELLA. Work history unknown.

MARK GOEDDE. Work history unknown.

WILLIAM HYLTON. Work history unknown.

PAUL MCNULTY. Work history unknown.

EDWARD N MYERS. Antecedents are unknown.

Business address has changed from 720 S Colorado Blvd Ste 650S, Denver, CO, 80246 to 357 S McCaslin Blvd , Louisville, CO, 80028.

**AFFILIATES:** The following are related through common principals, management and/or ownership: Denovo Ventures, LLC, Irvine, CA. Started '2002'. DUNS #037566247. Operates as computer programming services, specializing in software development..

Business address has changed from 357 S Mccaslin Blvd, Louisville, CO, 80027 to 7420 Dry Creek Pkwy, Niwot, CO, 80503.

Business address has changed from 7420 Dry Creek Pkwy, Niwot, CO, 80503 to 6328 Monarch Park Pl, Niwot, CO, 80503.

**AFFILIATES:** The following are related through common principals, management and/or ownership: TAC Partners, Inc., Boston, MA. Started '1977'. DUNS #606578755. Operates as an investor.

**Business Activities And Employees**

The following information was reported on: 04-25-2016

**Business Information**

<b>Trade Names</b>	DENOVO VENTURES, LLC
<b>Description</b>	Provides computer related consulting (100%). Terms are undetermined. Sells to commercial concerns and the government. Territory : Local.
<b>Employees</b>	250 which includes officer(s). 5 employed here.
<b>Financing Status</b>	Secured

**SIC/NAICS Information**

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DENOVO VENTURES, LLC - Full Company View

Saved by SUSAN COSTELLO | 06-15-2016

SIC Codes	SIC Description	Percentage of Business
7379	Computer related services	-
73790200	Computer related consulting services	-

NAICS Codes	NAICS Description
541512	Computer Systems Design Services

**Government Activity**

**Activity Summary**

Borrower(Dir/Guar)	No
Administrative Debt	No
Contractor	No
Grantee	No
Party excluded from federal program(s)	No

**Possible candidate for socio-economic program consideration**

8(A) Firm	Yes
Labor Surplus Area	Yes
Small Business	Yes (2016)

Source: D&B | Currency: All figures shown in USD unless otherwise stated

**Financials**

**Key Business Ratios**

	Ratio for the business	Industry Median	Industry Quartile
<b>Profitability</b>			

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**D&B CREDIT™**

**DENOVO VENTURES, LLC - Full Company View**

Saved by **SUSAN COSTELLO** | 06-15-2016

**Short Term Solvency**

**Efficiency**

**Utilization**

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4. A copy of vendor's W-9.

**Form W-9**  
 (Rev. December 2014)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer  
 Identification Number and Certification**

**Give Form to the  
 requester. Do not  
 send to the IRS.**

---

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Denovo Ventures, LLC**

2 Business name/disregarded entity name, if different from above  
**Denovo**

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P**  
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
**6400 Lookout Road, Suite 101**

6 City, state, and ZIP code  
**Boulder, CO 80301**

7 List account number(s) here (optional)

Requester's name and address (optional)

---

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	
5 1 - 0 4 5 3 0 4 8	

---

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

Signature of U.S. person ▶

Date ▶ **2/9/17**

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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/ir9](http://www.irs.gov/ir9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)  
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10291X Form **W-9** (Rev. 12-2014)

5. If the Vendor is proposing to use subcontractors on this project, please provide a response to the **Company Background Form** for each subcontractor, Vendor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required. The City has the right to approve all sub-contractors of the Vendor at any time.

Denovo is proposing to utilize a few solutions from Reval to address some of the Core and Expanded Component identified in the RFP. As requested please find the Company Background Form with Reval information in following section.



## Company Background Form – Reval.com, Inc. (Third Party Software Provider)

Vendor name:	Reval.com, Inc.
Software brand name:	Reval TRM
Software version proposed (years in production):	Reval version 16.1 was released in October, 2016. The next new version release will be in April, 2017.
Is Vendor prime contractor:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Software Reseller and Implementation Vendor of the 3 <sup>rd</sup> Party Software described herein

1.	<p>What are the key differentiators of your company and its proposed solution?</p> <p>Reval differentiates from its competitors in the following areas:</p> <ul style="list-style-type: none"> <li>✓ Customer Service &amp; Implementation Methodology</li> <li>✓ Fully Serviced Bank Connectivity</li> <li>✓ Liquidity Planning / Forecasting</li> <li>✓ Technology &amp; Deployment</li> <li>✓ Standardized Valuation Methodology</li> <li>✓ Unparalleled Investment Dollars</li> <li>✓ Straight through Processing</li> <li>✓ Seamless Integration with Dealing Platforms</li> <li>✓ Independent Market Data</li> <li>✓ Professional Services - Implementation Expertise</li> </ul> <p><u>Customer Service &amp; Implementation Methodology:</u>                  Reval has established a very powerful Client Service organization that is over 100 members strong. Team qualifications include CTPs, MBAs, Financial Engineers, PHDs and ex-Big 4 consultants as well as firsthand practitioner experience. Reval offers true 24/7 customer support and a very distinct, very effective implementation methodology.</p> <p>Unlike most Treasury System vendors, Reval does most of the heavy lifting during the setup. This means allocating sufficient time at the beginning of the project to fully understand:</p> <ul style="list-style-type: none"> <li>• City of Hollywood’s current environment,</li> <li>• How to duplicate or enhance this environment within Reval,</li> <li>• How to incorporate industry best-practices,</li> <li>• How current day processes may impact future requirements</li> </ul> <p><u>From that point forward it’s about:</u></p> <ul style="list-style-type: none"> <li>• Executing the co-developed program,</li> <li>• Sticking to established milestone dates and deliverables outlined in the project plan,</li> <li>• Making sure there are enough checkpoints along the way to seek guidance,</li> <li>• Validating the outcomes at each milestone,</li> <li>• Training City of Hollywood’s staff,</li> <li>• Establishing a go-live,</li> <li>• Running parallel environments for several months to make sure City of Hollywood’s staff is comfortable and confident,</li> <li>• Officially transitioning the client to support when all parties are ready</li> </ul> <p>This approach has been consistent for over 12 years and successful in over 600 projects. It is substantially different to the approach adopted by most vendors in this space who prefer the “teach and duplicate” method.</p> <p><u>Liquidity Planning and Forecasting:</u>                  Reval’s Liquidity Planning Module is far superior to most, if not all, other Treasury Systems. Over and above many of the commoditized forecasting features, Reval offers:</p> <ul style="list-style-type: none"> <li>• Forecast performance and analysis.                         <ul style="list-style-type: none"> <li>○ The ability to create, save and compare multiple forecasts without effecting daily positions.</li> </ul> </li> </ul>
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- Scenario analysis, shocks, forecast-to-actual, forecast-to-forecast, one-to-many forecast comparisons across multiple entities and time horizons.
- A flexible data cube which will allow all client users to view forecasted data the way they want to see it i.e. by bank, by entity, by currency, by date (days, weeks, months, as well as combinations of dates, days + weeks + months etc.) and at multiple consolidation/roll ups points.
  - Built-in workflow security allowing favorite views to be shared or accessed at an individual or group level.
  - Highly configurable worksheets with a spreadsheet look and feel equipped with DRAG and DROP reporting capabilities:
    - ❖ Columns and rows of information can be easy sorted, reorganized or added simply by dragging and dropping them to the desired position.
    - ❖ Input cells can be edited directly on screen. There is no need to drill into every cash flow to make changes.
    - ❖ Data can be copied and pasted from a spreadsheet directly into the input cells on screen.
    - ❖ Data can be imported or exported using Reval Connect. This will be critical to assemble forecast information coming from regional offices as well as any other internal application housing forecast data.
    - ❖ Cell color coding. Cell editing permission controls. Customizable comment fields. Activity audit trail.
- Complete system integration across all other modules and asset classes, including cash flows related to Debt (including credit lines and inter-company borrowings), Investments, Multi-Lateral Netting, Foreign Currency, Interest-Rates and Commodities (if applicable).
- Reval has strategic partnerships with several key service providers such as ICD ([www.icdportal.com](http://www.icdportal.com)) and FXall ([www.fxall.com](http://www.fxall.com)) to deliver seamless, straight-through-processing (STP) between these applications and Reval.

Technology & Deployment






- Comprehensive, single platform to manage your global treasury operations: The client no longer needs to manage their operations on a mixture of disparate systems and spreadsheets. Reval brings it all together driving real-time visibility, best practices, efficiencies and compliance.
- Intuitive User Interface: The platform will be easy to use and navigate for the client helping the organization to quickly adopt the tool and move away from manual, cumbersome processes and spreadsheets.
- SaaS Deployment: Reval hosts its solution and delivers it to the client via the Internet, making the cost of ownership low and transparent. There are minimal integration resources or costs that need to be budgeted in order to deploy the Reval solution. There are no database licenses or hardware costs related to the proposed usage of Reval.
- Scalability: Reval is uniquely positioned to provide the client the most scalable solution. You will never outgrow us as you move into heavier Cash Management, FX, Interest Rates, Hedge Accounting and/or Commodities.

Standardized Valuation Methodology

- Brings the client's Treasury portfolio's under a common "Big-4" vetted methodology
- Reduced cost/probability of an audit because of a consistent and documented process



Independent Market Data

- Reval sources comprehensive market data that will enable the client to use an independent entity to value its financial instruments and cash positions

	<ul style="list-style-type: none"> <li>Market data is sourced daily by a team and put through manual and Automated regression tests to ensure for accuracy before publishing</li> <li>This process has an SSAE16 Audit to ensure quality process</li> <li>There is no need to purchase additional market data terminals or go through costly interface processes with existing terminals</li> </ul> <p><u>Professional Services - Implementation Expertise</u></p> <ul style="list-style-type: none"> <li>Reval has the Treasury expertise to ensure an accurate and effective consolidation of the client’s portfolio.</li> <li>The Reval implementation team will provide the client with best practices (i.e. lessons learned, exhibits, methods /procedures, etc.) so user adoption rates are accelerated and deployment cycle time is reduced.</li> </ul>
2.	<p>What awards has your company or proposed solution obtained that are relevant to this project?</p>
	<p>Reval has graciously accepted these industry awards, among others:</p> <ul style="list-style-type: none"> <li>Apps Run the World (ARW) Cloud Ranking 2014 – World’s 500 Largest Cloud Application Vendors, Reval ranks 80th</li> <li>Apps Run the World (ARW) TRM Ranking 2014 – Top 10 TRM Application Vendor</li> <li>Deloitte Technology Fast 500 2014 – A Fastest Growing Company in North America, Reval’s 6<sup>th</sup> consecutive year</li> <li>Global Finance – The Innovators 2014 – Reval – Cross-currency netting and hedging; end-to-end FX Exposure Risk</li> <li>Global Finance – World’s Best Treasury &amp; Cash Management Providers 2014 – Best Corporate Risk Management Solution</li> <li>Global Finance – World’s Best Treasury &amp; Cash Management Providers 2014 – Best Treasury Analytics</li> <li>GT News Treasury Technology Awards 2014 – Best Cash Forecasting – Finalist</li> <li>GT News Treasury Technology Awards 2014 – Risk Management – Finalist</li> <li>Treasury Management International Awards for Innovation &amp; Excellence 2014 – Best Risk Management Solution</li> <li>Treasury Management International Awards for Innovation &amp; Excellence – Best Customer Experience</li> <li>Treasury Today Adam Smith Awards ASIA 2014 – Best Cash Management Solution – Highly Commended</li> <li>Treasury Today Adam Smith Awards ASIA 2014 – Best Foreign Exchange Solution</li> <li>Global Finance – World’s Best Treasury &amp; Cash Management Providers 2015 - Best Corporate Risk Management Solution</li> <li>Treasury Today Adam Smith Award 2015 – Best Risk Management Solution – Highly Commended</li> <li>Treasury Today Adam Smith Award 2015 – Harnessing the Power of Technology – Highly Commended</li> <li>Global Finance Magazine 2016 – Best Treasury Management Systems &amp; Services Providers Award</li> <li>Treasury Management International Magazine 2016 – Best Treasury Management System Award</li> <li>Treasury Management International Magazine 2016 – Best Bank Connectivity Award</li> <li>Global Finance Magazine 2017 – Best Treasury Analytics Award</li> </ul>
3.	<p>What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?</p>
	<p>Please refer to Reval’s Client Case Studies:          Please see the Attachments in this pdf for these documents.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">               Reval-Aflac Case Study.pdf         </div> <div style="text-align: center;">               Reval-CA Case Study.pdf         </div> <div style="text-align: center;">               Reval-Chanel Case Study.pdf         </div> <div style="text-align: center;">               Reval-Hasbro Case Study.pdf         </div> <div style="text-align: center;">               Reval-Jaguar Land Rover Case Study.pdf         </div> </div>
4.	<p>What strategic alliance have you made to further strengthen your product and services?</p>

	<p>For various aspects of functionality available through the Reval platform, Reval partners or uses certain companies as Tier 1 suppliers:</p> <p><u>Fides Treasury Services</u>: Reval has selected Fides (a Credit Suisse subsidiary) as its primary bank connectivity provider. Over 95% of our clients elect this service package. Through this partnership Reval offers an integrated solution to provide our clients an automated and worry free service for their bank statements retrieval as well as payment connectivity requirements. This is an optional service and will be reviewed in more detail.</p> <p><u>FXall</u>: Reval has a deep product integration with FXall, the leading electronic foreign exchange platform. Reval connects to Fxall’s Trade Center and Settlement Center functionality to provide STP and embedded trade execution within the Reval TRM offering. This alliance was formed in October, 2010. One-third of our clients using Reval for their FX needs, also connect via the STP community through FXall.</p> <p><u>Institutional Cash Distributors (ICD)</u>: Reval has a deep product integration, offering single sign on through the TRM product, with ICD, the leading SaaS money market fund portal. The STP allows for clients to execute their trade in the ICD portal and have the data flow back into the TMS to have a holistic view of their cash position. Reval has partnered with ICD since November, 2011.</p> <p><u>AtlasFX</u>: Reval acts as a reseller of AtlasFX, an exposure identification and risk management platform provider based in San Francisco, CA. Atlas’ offering is sold as a module within our TRM offering and when coupled with Reval’s FX capabilities can provide STP between a company’s ERP, their FX exposures, their hedging strategies around these exposures and their desire to hedge their balance sheet. Reval has partnered with Atlas since September, 2013.</p> <p><u>Weiland Financial Group</u>: For clients wanting to take advantage of the value add that a bank fee analysis tool can bring to their organization, Reval has a preferred partner relationship with The Weiland Group as their BRMedge product provide automated commercial bank fee analysis and transparency and cost savings to corporate treasuries. Reval has had an alliance with The Weiland Group since April, 2014.</p>
5.	How do you guarantee the services provided by your company?
	<p>Reval’s uptime availability is 99.98%. Clients may work with a Reval Client Support representative regarding any application issue by logging a Client Support Case. For technical issues, the client support representative would work with our production support team, who is available 24/7 to help resolve any client issue. Primary hours of support are 8:00 a.m. to 9:00 p.m. for each region (North America, APAC and EMEA) Monday through Friday. All other hours would be considered secondary hours. Technical issues during non-primary hours (Friday 9pm EST through Sunday 5pm EST) are limited to system unavailability and security breach issues. Reval’s Service Level Agreement is response based, according to priority level of the issue raised and provides a resolution guideline. Reval’s Client Support team has target guidelines for functional inquiries to be resolved within 5 days and for administrative inquiries to be resolved within 24 hours. In addition, we provide a written warranty for our platform as part of our contract, which can be reviewed accordingly during a contracting period.</p>
6.	What are your near-term and long-term goals, and the strategies to reach these goals?
	<p>Reval’s only product is our TRM solution. We are completely dedicated to the treasury and risk management market. Our over 650 strong client base includes 52 of the fortune 100. Reval follows a Market Driven product strategy, placing the customer at the start of the process and, through careful market research, incrementally develops products &amp; services around the corporate treasury professional. In order to accurately capture the voice of the market, Reval’s strategy &amp; marketing organization does a bottom-up assessment, working closely with feedback from clients, insights learned at the point-of-sale and from Reval’s market facing groups like Sales &amp; Services. We marry this bottom-up approach with a top-down assessment of the market, working closely with Reval partners, industry influencers, regulators, consultants and analysts to understand where the market is today and what challenges/opportunities lie ahead.</p>
7.	What is your niche in the marketplace and your preferred customer size?
	<p>Reval is helping clients in a number of industries; Manufacturing, Energy/Utilities, Finance/Insurance/Real Estate, Food &amp; Beverage, Hospitality/Entertainment/Media, Public Sector, and Mining &amp; Metals, among others.</p> <p>The common theme across ALL of these industries is the need for the Treasury function to have visibility and control of the entire process or a portion thereof - cash forecasting, liquidity management, payments, debt and intercompany management, derivative valuations, risk management and hedge accounting (FX, IR, and</p>

	<p>Commodities). Reval also provides the capabilities and reporting to understand what risks they have from market and financial positions including stress testing, scenario analysis, and management.</p> <p>Reval has developed the capabilities that give Treasurers and their staffs the ability to gain control of these processes in an integrated fashion without having to add point solutions or spreadsheets which creates points of failure and are error prone. Reval is the only Treasury and Risk Management platform that provides fully integrated cash management and risk management including multiple asset classes.</p> <p>We look forward to showing City of Hollywood how Reval’s capabilities will help you address your specific Treasury needs around Debt Management and Cash Flow Forecasting.</p>															
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).															
	Over 30% of our annual revenues are put back in to research and development, year over year. Approximately 125 individuals across our global offices are dedicated the R&D.															
9.	Please describe how the sales cycle is linked to the product development cycle.															
	Throughout our sales cycle we take into consideration observations, feedback, and evolving business requirements from our prospects and clients to guide our development roadmap and development cycle.															
10.	Please describe your commitment to providing solutions for the public sector marketplace.															
	Reval’s client base spans many industries. There is no specific silo, our expertise and leadership has earned us customers across both the private and public sectors. Reval focuses on our clients’ needs and provides the capabilities to help them meet their business objectives and goals. As we continue to innovate with new and existing functionality and solutions for Treasury, we aim to ensure that our platform accommodates the business requirements of all Treasury departments, including those within the public sector.															
11.	Please describe your portal strategy.															
	<p>All Reval clients have access to an in-platform Community Portal through which they can interact with Reval’s Client Support team and readily access training materials, user guides, and white papers.</p> <p>Reval plans to add user groups to the Community Portal as a future enhancement to enable client-to-client interaction. Clients are also able to interact with each other at various User Group meetings globally, as well as Reval’s annual Client Conference. In 2016, Reval hosted its User Conference in Scottsdale, Arizona. In May 2017, Reval is planning to host its User Conference in New Orleans, Louisiana.</p> <p>In addition to the in-platform Community Portal, Reval currently plans to roll out Treasury Portal - a self-service mobile application allowing clients to access their critical treasury information anywhere, on the go from their mobile devices.</p>															
12.	How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?															
	<p>All of our customer installations are fully operational on the proposed version of the software, Reval v16.1. As part of Reval’s SaaS, all of our customers receive the benefits of our upgrades and are always on the same latest and greatest version of the solution.</p> <table border="1"> <thead> <tr> <th></th> <th><i>Florida</i></th> <th><i>Nationally</i></th> </tr> </thead> <tbody> <tr> <td>Local government</td> <td>0</td> <td>3</td> </tr> <tr> <td>Other public sector</td> <td>0</td> <td>32</td> </tr> <tr> <td>Other non-public sector</td> <td>11</td> <td>227</td> </tr> <tr> <td><b>Overall:</b></td> <td><b>11</b></td> <td><b>262</b></td> </tr> </tbody> </table>		<i>Florida</i>	<i>Nationally</i>	Local government	0	3	Other public sector	0	32	Other non-public sector	11	227	<b>Overall:</b>	<b>11</b>	<b>262</b>
	<i>Florida</i>	<i>Nationally</i>														
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Other public sector	0	32														
Other non-public sector	11	227														
<b>Overall:</b>	<b>11</b>	<b>262</b>														
13.	How many fully operational customer installations, in total, has the Vendor completed?															
	<p>All of our customer installations are fully operational on the proposed version of the software, Reval v16.1. As part of Reval’s SaaS, all of our customers receive the benefits of our upgrades and are always on the same latest and greatest version of the solution.</p> <table border="1"> <thead> <tr> <th></th> <th><i>Florida</i></th> <th><i>Nationally</i></th> </tr> </thead> <tbody> <tr> <td>Local government</td> <td>0</td> <td>3</td> </tr> <tr> <td>Other public sector</td> <td>0</td> <td>32</td> </tr> <tr> <td>Other non-public sector</td> <td>11</td> <td>227</td> </tr> <tr> <td><b>Overall:</b></td> <td><b>11</b></td> <td><b>262</b></td> </tr> </tbody> </table>		<i>Florida</i>	<i>Nationally</i>	Local government	0	3	Other public sector	0	32	Other non-public sector	11	227	<b>Overall:</b>	<b>11</b>	<b>262</b>
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Other public sector	0	32														
Other non-public sector	11	227														
<b>Overall:</b>	<b>11</b>	<b>262</b>														

14.	How many current system implementations of your solution are <i>in-process</i> within both the State of Florida and the region of the Country that includes the State of Florida?								
	<table border="1"> <thead> <tr> <th data-bbox="526 241 821 300"></th> <th data-bbox="821 241 1192 300"><i>Current in-process Implementations</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="526 300 821 331">State of Florida</td> <td data-bbox="821 300 1192 331">2</td> </tr> <tr> <td data-bbox="526 331 821 363">Region</td> <td data-bbox="821 331 1192 363">9</td> </tr> <tr> <td data-bbox="526 363 821 394"><i>Total:</i></td> <td data-bbox="821 363 1192 394"><b>11</b></td> </tr> </tbody> </table>		<i>Current in-process Implementations</i>	State of Florida	2	Region	9	<i>Total:</i>	<b>11</b>
	<i>Current in-process Implementations</i>								
State of Florida	2								
Region	9								
<i>Total:</i>	<b>11</b>								
15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:								
	Reval has offered SaaS solutions since its inception in 1999. Our first installation and implementation was in 2000.								
16.	Where is the Vendor’s closest support facility/sales office to Hollywood, FL?								
	Reval has a global client support and sales team with offices in New York, Texas, Pennsylvania, Canada, United Kingdom, Austria, and throughout APAC.								
17.	How will you support the City’s 7a-6p 4/10 work week, and after hours and weekend support.								
	<p>Reval has a centralized Client Support department to handle all client inquiries or requests. Reval leverages all of our Client Support representatives to service the needs of our clients.</p> <p>Reval’s Client Support representatives handle technical, functional and administrative inquiries/requests from our clients. Reval’s Client Support team utilizes Salesforce.com as the case management system to track all client interactions. Reval’s Client Support representatives will assist clients with their issues and requests. If a problem results in a system defect, Reval’s Client Support team will work with Reval’s Product Management team to schedule the fix and remain the primary contact to the client for any updates. Clients have the ability at any time during problem resolution to contact Reval’s Client Support management if needed.</p> <p>Clients may work with a Reval Client Support representative regarding the application problem by logging a Client Support Case. For technical issues, the client support representative would work with our production support team, who is available 24/7 to help resolve any client issue. Technical issues during non-primary hours (Friday 9pm EST through Sunday 5pm EST) are limited to system unavailability and security breach issues. Primary hours of support are 8:00 a.m. to 9:00 p.m. for each region (North America, APAC and EMEA) Monday through Friday. All other hours would be considered secondary hours. The Reval application is available and supported in English, German and partial Japanese. Extended Japanese and partial Spanish support will be released soon.</p> <p>Clients may contact Reval Client Support via phone, email or via the Community which is part of the Reval application. In addition, in the Community allows for tracking of all individual user and company inquiries. With all communication, Client Support representatives verify the authenticity of any client request based on their account setup in Reval. All inquiries through the Community are also governed by security controls around the login to the Reval application as it is single sign on.</p> <p>Reval’s Client Support team assists clients with any inquiry related to the solution according to response and resolution guidelines as per Reval’s Global Service Level Agreement. Reval’s Global Service Level Agreement is response based, according to priority level of the issue raised and provides a resolution guideline. In addition, Reval’s Client Support team has target guidelines for functional inquiries to be resolved within 5 days and for administrative inquiries to be resolved within 1 day.</p> <p>Please see the Attachments in this pdf for these documents.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Reval Global Service Level Agreement.pdf</p> </div> <div style="text-align: center;">  <p>Reval Client Support Information.pdf</p> </div> </div>								
18.	Where is the Vendor’s company headquarters?								
	Reval.com, Inc. 1345 Avenue of the Americas 49 <sup>th</sup> Floor New York, New York 10105								

19. Please list the Vendor's sales in the previous three years:			
	<i>Year</i>	<i>Sales</i>	
	N/A	Reval does not provide information in regard to our annual sales volume. We would be happy to elaborate a bit further on our success over the last three years should a Mutual Non-disclosure Agreement be executed between the City and our Company.	
	N/A		
	N/A		
20. How many total employees does the Vendor have in each of the following categories:			
	<i>Area</i>	<i>Number</i>	
	Sales/Marketing	95	
	Management/Administration	40	
	Help Desk Staff	60	
	Development Staff	125	
	Other – Project Managers/Business Development	85	
	Other – Consulting Services	0	
	Other – Managed Services	0	
	Other – Infrastructure	25	
	<b>Total:</b>	<b>430</b>	
21. What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid, by skill set?			
	<i>Rates for Additional Implementation Assistance</i>		
	<i>Skill Set</i>	<i>Hourly Rate</i>	
	Project Management	\$200	
	Consulting Manager/Implementation Manager	\$200	
	Consultant	\$200	
	There is a one-time cost for professional services that covers the deployment of the application and training for the subscribed users which is invoiced on a time and materials basis monthly in arrears at \$200 per hour. Additional training and technical support is included in your annual subscription to the Reval application.		
22. Please indicate two separate potential visits of three consecutive days each in which the Vendor will commit to being available for an onsite demonstration and your preference. Based on the schedule identified in this document, the City will not be able to accommodate vendors that are not available any of the weeks below.			
	<i>Demonstration Date Options</i>		
	<i>Option</i>	<i>Visit #1</i>	<i>Visit #2</i>
	Week of April 24, 2017	This can likely work for Reval	
	Week of May 8, 2017 (Excludes May 11 <sup>th</sup> )	This is unlikely to work for Reval	
	Week of May 22, 2017	This can likely work for Reval	
23. What would be the Vendor's preferred comparably sized, site visit location?			
	Reval does not disclose this information in the proposal phase of an evaluation or RFP response. Regarding ongoing implementations, we would prefer to wait until further engagement with the City and coordinate an agreed upon, preferred site visit that will be most beneficial for the City. This is preferred to be coordinated once Reval is shortlisted in the City's evaluation.		

### 3 Application Software

*The City is contemplating a Vendor-hosted solution or Software as a Service (SaaS).*

*The Vendor is required to provide a general description of the application program product and how it will meet requirements of this RFP. This section must address, at a minimum, the following items:*

*1. Describe your overall proposed technology solution.*

Our proposed technology solution is based on Oracle's Software as a Service (SaaS) and Platform as a Service (PaaS) offerings. Oracle Cloud Applications are 100 percent SaaS, providing capabilities customers expect out of SaaS applications including lower total cost of ownership, with no hardware to purchase or software to manage and automatic upgrades and rapid feature advancement. Oracle's cloud services are architected from the ground up to operate in the Cloud.

From a software perspective, Oracle Cloud Applications provide automatic updates. Rapid upgrades and frequent enhancements are automatically provided approximately 2 to 3 times per year keeping customers current with all other cloud users. Our unique multi-tenant architecture allows customers a window of several months to deploy new releases. This frees them from the constraints of a single small window in which to uptake new functionality.

Oracle offers its cloud services based on Oracle Database, Oracle Fusion Middleware, and Oracle application components including Identity Management and cloud instance and infrastructure monitoring and management. Leveraging a complete Oracle hardware and software stack enables customers to minimize the risk associated with third-party service providers. Oracle uses minimal third-party service providers to build, configure, manage, and maintain the Oracle Cloud Service resulting in a more reliable and secure solution for your enterprise.

Oracle deploys Oracle Cloud Applications primarily on Oracle Exalogic Elastic Cloud and Oracle Exadata Database servers running Oracle Unbreakable Linux at the most current stable version. In addition, all middleware is Fusion Middleware 11g and Oracle Database 11g. By leveraging these proven software and hardware technologies, customers can be assured that they are receiving a platform that delivers extreme performance, redundancy, and scalability.

Oracle Cloud Applications use a centralized system for managing the access and integrity of network device configurations. Change controls are in place to ensure only approved changes are applied. Regular audits are also performed to confirm compliance with security and operational procedures. Oracle employs standardized system hardening practices across all Oracle Cloud Applications devices. This includes restricting protocol access, removing or disabling unnecessary software and services, removing unnecessary user accounts, aggressive patch management, and appropriate logging.

Finally, Oracle Cloud Applications leverages the next generation tenancy model, which we refer to as Advanced Virtualized Tenancy. In this model each customer accesses their own private database instance, not a database shared with other cloud customers. Our customers still enjoy the advantages and benefits of the cloud in terms of broad network access, hardware resource pooling for unlimited performance and rapid elasticity for unexpected demand. Oracle engineered its Cloud on its own highly performance hardware and leading technology, offering the best possible performance and security-controlled environment.

From a business user perspective, our technology offers several advantages.

**Extensive Configuration Capabilities** – Oracle ERP Cloud allows users to configure the system to meet their business needs. Configuration is superior to customizing on premise applications. They do not impact the upgrade process yet still allow users to structure the applications as needed. Reports, user defined fields, Workflow, page layout, dashboards and even help content can be configured.

**Imaging and Scanning** – Oracle Cloud Applications provide built in attachment capabilities, allowing users to capture and view any type of attachment associated with a particular transaction. Oracle Cloud Applications service can also provide automated invoice processing in the cloud, allowing customers to capture invoice information seamlessly through integration with the latest imaging technology and reduce the time spent on invoice entry resulting in faster throughput.

**Built in Business Intelligence** – Oracle Transactional Business Intelligence's (OTBI) provides embedded analytics, role-based dashboards, and on-the-fly ad hoc reporting capabilities to Oracle Cloud Applications. Pre-delivered operational reports are enriched with robust and flexible ad hoc query capabilities that access real-time transactional data. OTBI transforms reportable data objects into everyday business terminology. Business users can also easily drill on predefined



hierarchies, enable action links, compose a dashboard, and schedule a report or dashboard for delivery and export data or reports. Our applications extensively utilize the Oracle Essbase Multi Dimensional Data base for business intelligence data access.

**Oracle Social** – Oracle Social Network, which is embedded within the Oracle Cloud Applications, can be accessed anywhere and anytime from a variety of interaction points including a web browser, Outlook application, or Mobile and Tablet devices. It allows business users to collaborate on any information in the system. For example, a new project may involve the input from many Hampton Roads staff. They can communicate in real time, see what is being created and even maintain the conversation along with the transaction information.

**Mobile** - Mobile capabilities are integrated with Oracle Cloud Applications and thus leverage the authentication within the Oracle Cloud Applications. Mobile capabilities reflect the way today’s workers want to interact with their business applications.

**Desktop Integration** – Our applications utilize a tool first developed for our Hyperion applications called SmartView. This provides delivered integration with common MS Office products including Word, Excel and PowerPoint.

These and other features and information are available through this link - <https://cloud.oracle.com/home>.

Our proposed software solution is centered on Oracle’s Cloud Applications. Oracle has the broadest cloud portfolio in the industry, delivering a complete range of production-level, cross-functional and integrated business applications for each part of your organization with information and data shared seamlessly across Oracle Cloud Applications and your other systems. Business users have the latest innovations at their fingertips across human capital and talent management, finance and accounting, supply chain management, budgeting, project and portfolio management,—all enriched with embedded analytics, social engagement and collaboration tools and an intuitive user interface that works on any mobile device. These applications have been architected on a modern and open service-oriented platform and infrastructure to simplify integration needs and lower an organization’s total cost of ownership.

Oracle’s proposed software solution is comprised of Oracle’s Enterprise Resource and Planning (ERP) Cloud including:

- Fusion Financials Cloud Service
- Fusion Expense Cloud Service
- Fusion Transactional Business Intelligence Cloud Service
- Fusion Automated Invoice Processing Cloud Service
- Fusion WebCenter Forms Recognition Cloud Service
- Fusion Purchasing Cloud Service
- Fusion Self Service Procurement Cloud Service
- Fusion Supplier Qualification Management Cloud Service
- Fusion Procurement Contracts Cloud Service
- Fusion Project Financials Cloud Service
- Fusion Project Contract Billing Cloud Service
- Fusion Project Management Cloud Service
- Fusion Grant Management Cloud Service
- Fusion Task Management Cloud Service
- Enterprise Planning and Budgeting Cloud Service
- Enterprise Performance Reporting Cloud Service

Oracle's Human Capital Management Cloud including:

- Fusion Human Capital Management Base Cloud Service
- Fusion Payroll Cloud Service for US
- Fusion Performance Management Cloud Service
- Fusion Career Development Cloud Service
- Fusion Goal Management Cloud Service
- Fusion Talent Review and Succession Management Cloud Service
- Fusion Workforce Compensation Cloud Service

Denovo is also proposing a solution from our partner Reval which includes:

- Reval Investments and Debt – for Debt Management
- Liquidity Planning – for Cash Flow Forecasting
- Reval Connect + Oracle Cloud Adapter



**2. Describe the product direction for the company, including time frames.**

Oracle has been developing application software since 1987. Over that time we have developed or acquired a comprehensive suite of business applications including Oracle E-Business Suite, PeopleSoft, JD Edwards and Seibel (on-premise applications). In 2008 Oracle recognized the future emergence of Cloud computing. We began an aggressive program to develop a new application suite using the most advanced technology built on open standards. We initially called them “Fusion” applications as they were designed to take advantage of best practices and processes that evolved over time from our on-premise applications. We released the first Cloud applications in 2011. Since then we have enhanced and improved the applications approximately every six months. The current version is Release 11.

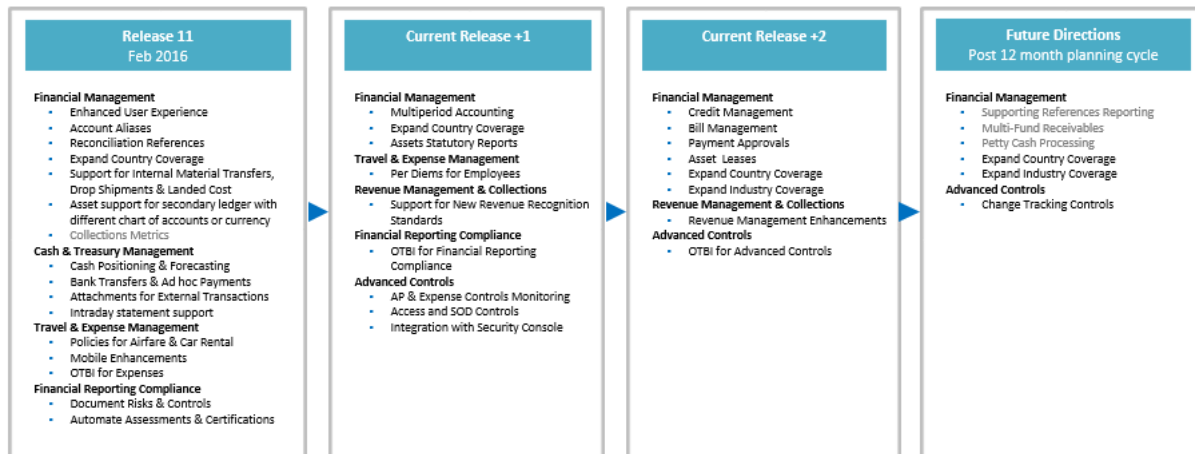
Our direction is crystal clear. We will continue to support and enhance our on-premise applications so customers can chart their own future course. However, Oracle’s long term direction is continuous development, enhancement and expansion of our Cloud suite of Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) offerings. Our approach is in line with the research firm Gartner that predicts the cloud will become the default option for software deployment by 2020.

This is a critical distinction. The City of Hollywood could select any traditional on-premise application and have a vendor host it. Some would call this a Cloud deployment. But a true Cloud deployment offers the advantages of the latest technology/infrastructure, continuous upgrades/improvements and rapid adoption of new features as they emerge.

Since enhancements occur much more frequently in the Cloud, Oracle is comfortable sharing our product direction. The illustrations below show the current roadmap for both our Human Capital Management (HCM), Enterprise Resource Planning (ERP) Project Portfolio Management (PPM) and Procurement (PRC) suites.

## Oracle Applications: Current Release and Roadmap

### Oracle Financials Cloud

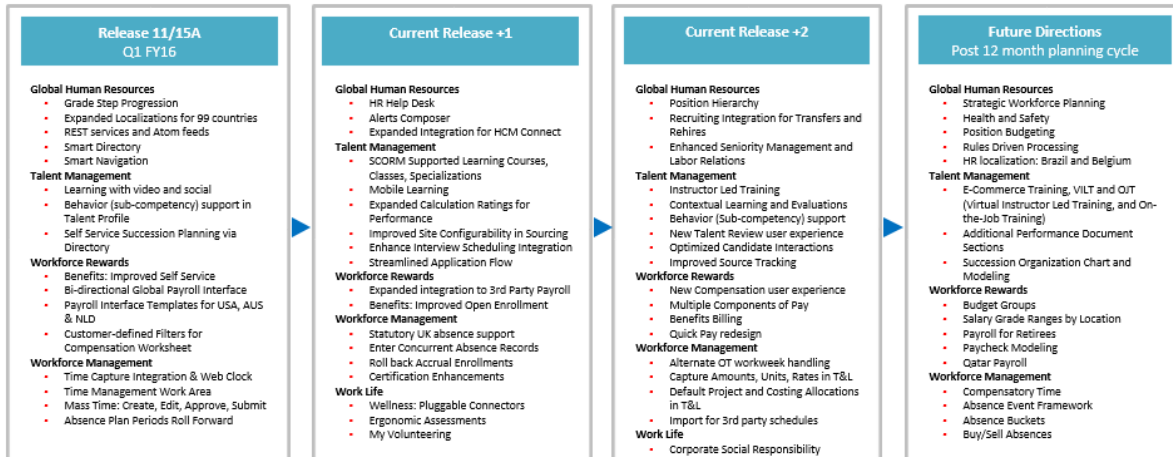


*The above is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described for Oracle's products remains at the sole discretion of Oracle Corporation.*

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# Oracle Applications: Current Release and Roadmap

## Oracle HCM Cloud

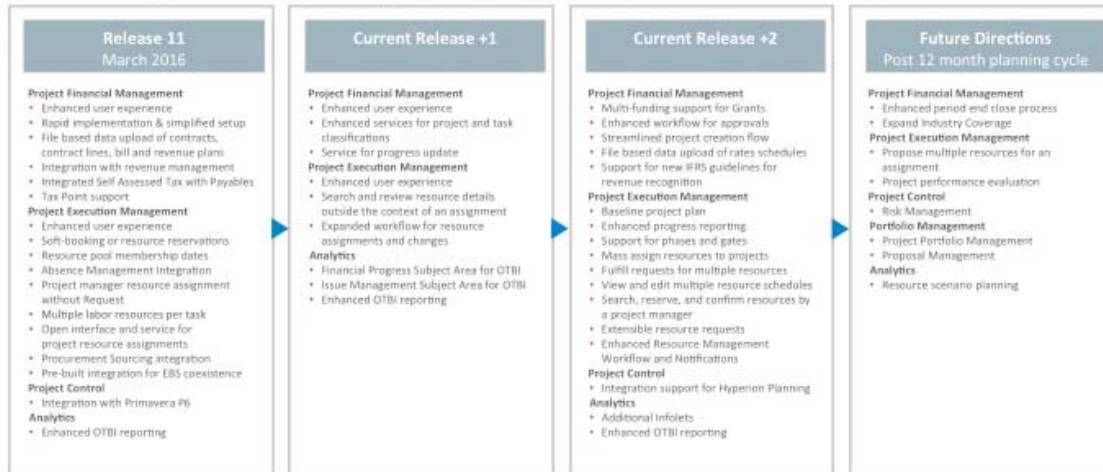


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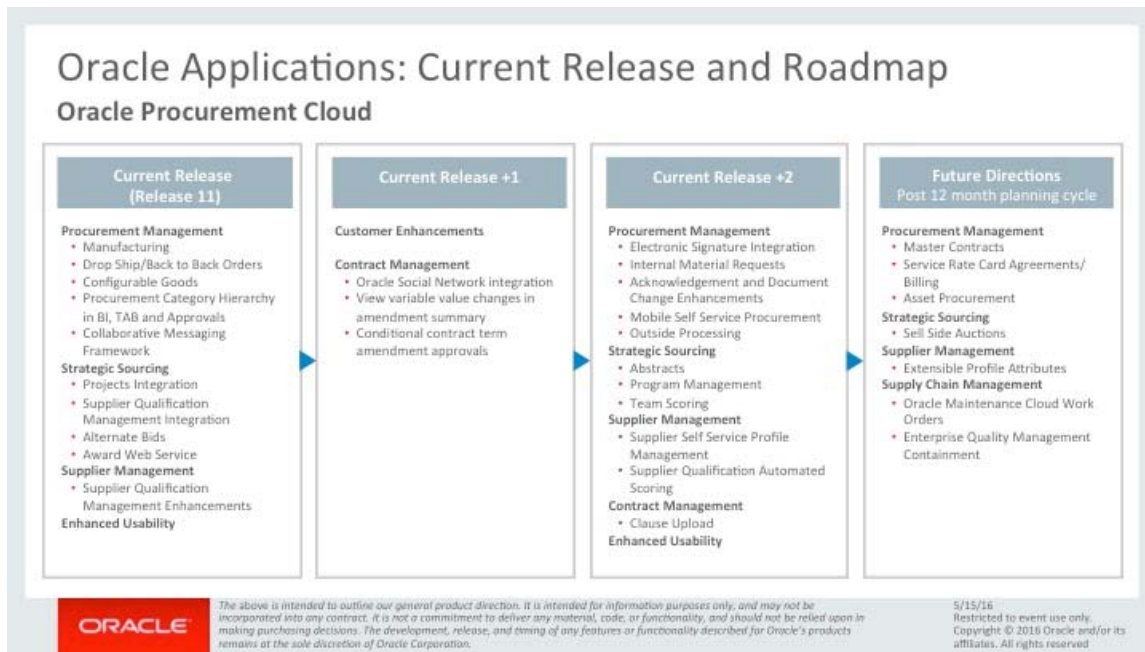
# Oracle Applications: Current Release and Roadmap

## Oracle Project Portfolio Management Cloud



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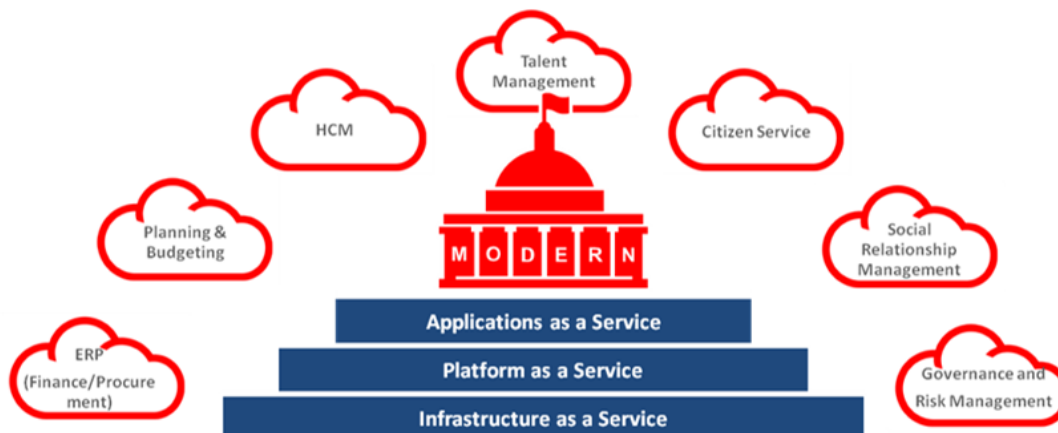
These roadmaps are for Oracle Cloud Offerings and should not be relied upon for on-premises offerings. Oracle has and will continue to invest billions of dollars to ensure the success of our customers.

**3. Describe unique aspects of the Vendor's solution in the marketplace.**

All major application and technology vendors have or are developing Cloud offerings. There are similarities in all the approaches including more frequent upgrades, vendor hosted environment and many support services such as database management performed by the vendor and not the customer. However, Oracle Cloud solutions are unique in several respects.

- Oracle has the most complete Cloud offerings of any vendor in the market. For Software as a Service (SaaS) offerings, Oracle provides a complete set of business applications including Financials, Procurement, Budgeting/Planning, Project Management, Human Capital Management, Payroll, Citizen Management, Maintenance Management and others. This allows Oracle to meet the City of Hollywood's needs specified in the current RFP as well as possible future needs. With Oracle's Platform as a Service (PaaS) offerings, we can complement the Cloud applications with tools for integration, application development, content management, business intelligence and more. All built with the same standards and tools as our Software as a Services (SaaS) applications. For additional information please select this link - <https://cloud.oracle.com/home>

### Complete Cloud Offering



- **Built in Best Practices** are a core part of Cloud applications. Oracle’s years of experience allowed us to build our Cloud applications from scratch with the best practices learned over the years. Through configuration, these best practices can be tailored specifically for the City of Hollywood. Please select this link for more information on best practices in Oracle Cloud Applications: <https://www.oracle.com/applications/modern-best-practice/all.html>.
- Oracle’s Cloud based applications include the latest usability features most desired by today’s workers. That includes total mobility, social collaboration and data visualization tools for analyzing data. Legacy on-premise applications are still based on older technology even if they are hosted by the vendor. Oracle’s User Interface design principle is “Simplicity First”. We design our user interface around three basic actions:
  1. **Glance** – the smallest interaction, informing users whether they have to do something.
  2. **Scan** – a 30-second to 1minute interaction to get more information or do a simple task.
  3. **Commit** – Completing a transaction or task.
- Oracle developed and owns the entire Cloud infrastructure. Oracle uses all of our own components to support our Cloud offerings including hardware, database, middleware, identity management and operations management. Other Cloud providers rely on components of other companies to provide the same services. Oracle’s approach provides several advantages to the City of Hollywood.
  1. All Cloud hosting components are kept in synch regardless of changes to any. This improves performance and lower the risk of system errors
  2. All components can be tuned for maximum efficiency and performance.
  3. Since one vendor controls the stack, the City can rely on that vendor to ensure that all components are effectively managed.

#### *4. Describe components of the solution that are industry standards versus being proprietary to the Vendor.*

Oracle uniquely offers its cloud services based on Oracle Database, Oracle Fusion Middleware, and Oracle application components including Identity Management and cloud instance and infrastructure monitoring and management. Leveraging a complete Oracle hardware and software stack enables customers to minimize the risk associated with third-party service providers. Oracle uses minimal third-party service providers to build, configure, manage, and maintain the Oracle Cloud Service resulting in a more reliable and secure solution for the City.

The same standards based tools Oracle has marketed to customers for years are the same tools we used to build and run our SaaS applications. These tools are familiar to thousands of developers across multiple industries. For the City, it means internal staff and contractors will most likely be proficient in many areas they need to support your business processes. Oracle Cloud applications make abundant use of open source technologies and methodologies. Oracle Cloud code leverages several programming languages including Java, SOA, PL/SQL, and C.

Web services are used to integrated web-based applications into Oracle Cloud solutions. The web services expose Oracle Cloud business objects and processes through the use of open standards-based technologies. The web services support development environment and clients that comply with the following open standards:

- Extensible Markup Language (XML)
- Simple Object Access Protocol (SOAP)
- Business Process Execution Language (BPEL)
- Web Services Description Language (WSDL)
- Representational State Transfer (REST)

#### *5. What built in features does your system have to facilitate financial audits?*

Oracle’s Cloud ERP Financial applications have many delivered features auditors can take advantage of to examine transactions. They start with the applications ability to secure and track system setup and transactions:

- **Date and Time Stamp** – Critical transactions record transaction date as well as who executed it. This includes changes as well as initial transactions
- **Segregation of Duties** – Auditors can review security information including who is authorized to both execute transactions as well as the data they have access to. Table setting changes are date and time stamped and include the user making the change.
- **Permissions** – the system security set up determines if a user can have execute or only inquiry access.
- **Conversation and Document Tracking** – Users of the system can record conversations with other users. They can also attach documentation at the transaction level. For example, a GL journal posting includes a conversation among several employees as to its proper accounting treatment. They may also attach internal or external

documentation explaining or authorizing a journal entry. The conversation and documentation stay with the specific transaction and can be viewed by audit staff.

The applications come with a set of common inquiry and reporting tools used by auditors to execute their audit plan and examine transactions. They include:

- **Drill down to source** – Auditors can view standard reports such as financial statements, trial balances, budget to actual and other common reports. The reports are not static. Auditors can view a line on a report, drill to the journal line and drill directly to the source transaction such as Accounts Payable. Drill down to source is also available from specific queries auditors may create to execute their audit plan.
- **Account Monitor and dashboards** – Auditors have access to dashboards that can allow them to monitor specific accounts such as cash, debt, etc. While not delivered, any jurisdiction can set up an Auditors Dashboard that presents reports, queries and inquiries commonly used by audit staff.
- **Query by Example** – QBE allows auditors to set up extract criteria then sort/select on each column in the query. This allows them to quickly focus on areas that require detailed examination.
- **SmartView** – this is the feature in Cloud applications that enable direct integration with Microsoft Office applications including Word, Excel, PowerPoint and Outlook. Auditors can not only extract live information for examination but refresh it on a real-time basis as data changes. It is a great productivity tool auditors can use to speed examinations.

*6. For third party products proposed that are integrated with the Vendor's solution provide the following for each product:  
a. Reason that this product is a third-party product versus being part of the software Vendor's solution,  
b. Extent to which this third-party product is integrated with the Vendor's solution.*

There are three functional areas where Oracle Cloud doesn't fully support the requirements of the City of Hollywood. For this reason, we are recommending the use of third party providers to fill the gap in these requirements. These requirements fall under the 'Expanded Application Software' section of the expected scope, and include:

1. Cash Receipting
2. Debt Management
3. Time and Attendance

Cash Receipting involves the use of a Point-of-Sales (POS) system to enter and process cash transactions for revenue generation and managing customer account balances. As there is currently no integrated solution in Oracle Cloud for POS and Cash Receipting, we are recommending you continue using your current solution, and integrate the resulting transaction to Oracle GL for recording financial transactions.

Debt Management involves the use of an integrated debt service application to manage the details, amortization, and payment of debt issuances. Oracle Cloud does not have an application to handle these requirements, but works with a third party cloud service provider, Reval ([www.reval.com](http://www.reval.com)), who offers a SaaS solution that can fulfill the Debt Management requirements for the City of Hollywood. Part of the Reval offering includes a subscription to the Reval Connect Module which allows for automated import/export of data between Reval and Oracle Cloud using Excel or web service API calls.

While Oracle does offer a Cloud based Time and Attendance solution, it does not meet all of the complex requirements requested by the City of Hollywood for resource scheduling and time entry. It is Denovo's recommendation that the City of Hollywood consider a third party solution (i.e. Kronos, DormaKaba, Ceridian, etc.) to meet all of its complex time and attendance functional requirements. Denovo has provided integration assistance to many of our public sector client who have chosen to implement third party time and attendance and workforce scheduling solutions. Denovo could provide similar assistance to the City of Hollywood if we are selected as the vender for this project.



## 4 Vendor Hosted/SaaS Option

In addition to providing responses to the following items, the Vendor must complete the **Technical Requirements Form** in section 7.11 of this RFP, and include it in this section of the response.

### Technical Requirements Form

<p>1.</p>	<p>Identify the communication protocols and networking requirements that are required for implementation and operation of the proposed system. In the event that there are multiple communication systems and/or protocols available, list all options. Take into account the City's current WAN and remote computing requirements and indicate what changes are required or recommended.</p>
	<p>A certified browser and, when required, desktop version are all that is necessary to communicate with the Oracle Cloud service. HTTP/s is the preferred network protocol used for online connectivity between desktops, mobile users and Oracle Applications. For enhanced protection TLS is supported for user response/requests for encrypted connectivity. The Oracle Cloud uses many layers of protection designed to restrict access to a specific group of approved users.</p> <p>Internal to Oracle Cloud, a bastion model is designed to prevent staff from directly accessing production servers. Access must be gained through a globally-redundant secured virtual private network (VPN) tunnel using multifactor authentication. When connecting through the VPN, a systems security posture assessment is performed before access is granted, ensuring the user's system contains defined security measures, such as virus protection, a firewall, and operating system security patches.</p> <p>Once access is granted to the Oracle Cloud, role- and identity-based authorization limits access to the user's approved areas. The network is monitored from the Network Operations Center (NOC), the Security Operations Center (SOC), and an intrusion prevention system (IPS). Both Compression and Cache play important role in optimizing network traffic and improve end-to-end performance of a web application. Oracle Fusion Applications Cloud Service makes use of compression features provided by the application tier (Oracle WebLogic Server) and the web-tier (Oracle HTTP Server), which help reduce the number of TCP Packets. Oracle Fusion Applications Cloud Service ensures static content and pages are cached.</p> <p>The network diagram below illustrates the physical network topology used for all Oracle Cloud Services.</p> <p style="text-align: center;">Cloud Security Information and Event Management System          (System logs, Application logs, Traffic Flow with Event Correlation and Alerting)</p> <p style="text-align: right;"> <span style="color: red;">- - -</span> Considered Untrusted  <span style="color: green;">- - -</span> Considered Trusted, Passed Check     </p>
<p>2.</p>	<p>How is your system designed for open standards and interoperability with solutions provided by other vendors?</p>
	<p>Encompassing every phase of the product development lifecycle, Oracle Software Assurance (OSA) is Oracle's methodology for building standards into the design, build, testing, and maintenance of its products. Oracle's</p>

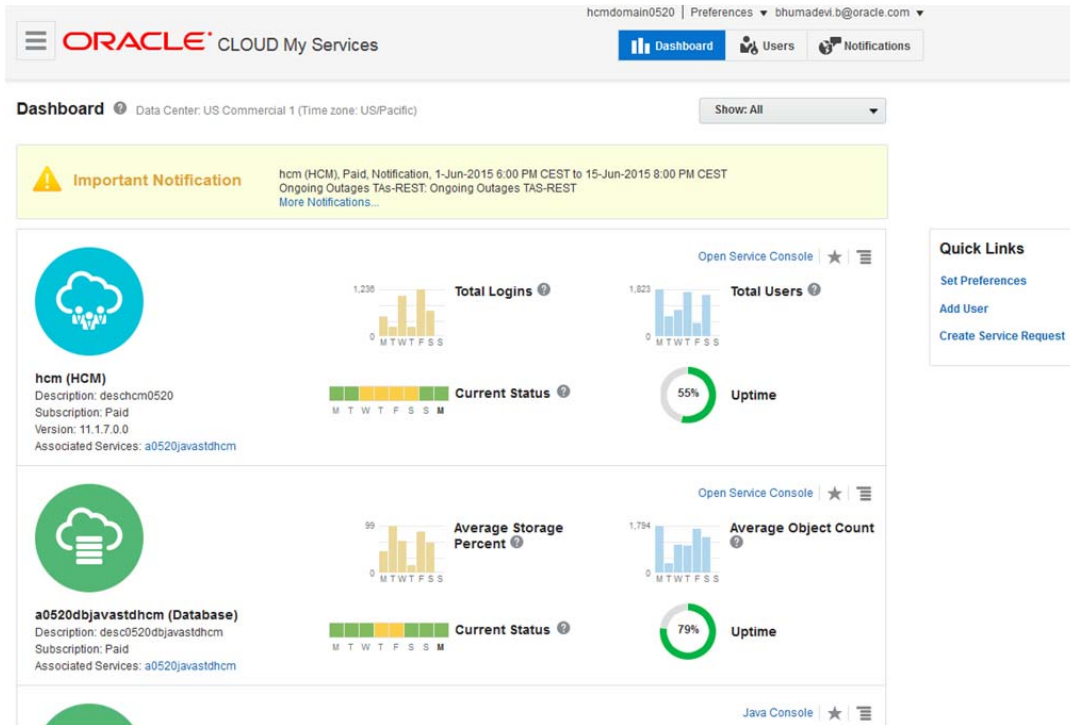
goal is to ensure that Oracle's products, as well as the customer systems that leverage those products, remain as secure and interoperable as possible.

The best example of our open standards approach to interoperability exists within our online Cloud Apps Marketplace where you will find a list of vendor services easily provision-able to deliver a plug and play experience only found within web 2.0 frameworks. Our open API platform delivers comprehensive extensibility options for accessing the Oracle Cloud Service on Mobile or within external third-party applications via our RestAPI or SOAP endpoints.

Foundationally, Oracle Fusion Applications are built using the most supported development language in Java. These are just some of the examples of how Oracle Cloud Applications have been architected to deliver an open and accessible industry standard solution that will ensure the City's operations continue harmoniously regardless of the interfaces necessary to operate.

3. Describe the system administration tools that are used to manage the application including any data archival tools, tools for managing application updates, online help management tools, etc.

The Oracle Cloud Customer Portal provides our customers with a number of different cloud management functions ranging from the real-time monitoring of the uptime and performance metrics of their cloud service to managing their subscription and notifications. When looking at the portal, we can see that it is broken down into 4 distinct sections – My Account, My Services, Application Services Notifications and Cloud Home and Identity Self-Service.



Oracle Cloud Operations are responsible for maintaining the execution, performance, and availability of all Fusions services to the City. The administrative burden of managing the bits and bytes of an ERP are now circumvented and serviced directly by Oracle including all maintenance (system and application) updates, fixes, patches, etc. Where there are application specific functions such as archiving, Oracle delivers the objects to archive and purge data from the system on your behalf for a certain number of transactions.

In addition, online help management tools are available to System Administrators as well as Analysts online and can be accessed directly from your cloud instance contextually, depending upon the page, transaction or module you are currently interacting with online.

4. Describe what, if any, footprint (e.g. local software artifacts such as DLLs) or elevated privilege requirements exists on the user's desktop.

There is no need to install any dynamically linked libraries or invoke elevated privileges on existing users' desktop to communicate with our Cloud offering. In some instances where the use of Excel is preferred, we deliver a plugin authentication bridge to allow secured communication from an Excel spreadsheet and the

	<p>Oracle Cloud instance. This service is available for users that would like to use spreadsheets for reporting or data uploads only.</p> <p>Oracle Cloud applications are accessible via the most common internet browsers such as Chrome, Microsoft Internet Explorer, Safari, and Firefox. Browser support is available at:  <a href="http://www.oracle.com/us/products/system-requirements/overview/index.html">http://www.oracle.com/us/products/system-requirements/overview/index.html</a>.</p> <p>Third party software may be necessary to take advantage of some desktop integration features, including those listed below. There are Microsoft plug-ins provided, at no additional cost, to support desktop integration.</p> <ul style="list-style-type: none"> <li>• Adobe Reader 9 and higher</li> <li>• Adobe Acrobat 9 Pro and higher</li> <li>• OBI Reporting supports Excel 2003 and Excel 2007+, PowerPoint 2003 and PowerPoint 2007+</li> <li>• Outlook 2003, 2007 and 2010</li> </ul>
5.	Describe the minimum hardware, software, storage, memory, operating system and other requirements for desktop computers to access the application such that the City can determine the extent to which existing computers must be upgraded or replaced.
	<p>Customer access to Oracle Cloud Applications is through the Internet. Oracle Cloud Applications have the ability to work with a variety of connectivity methods and bandwidths, including low bandwidth access. Oracle Cloud is designed to run efficiently while minimizing network bandwidth load.</p> <p>For a list of minimum desktop system requirements necessary to interact with the Oracle Cloud Instance for an optimal user experience, please refer to the link: <a href="http://www.oracle.com/us/products/system-requirements/overview/index.html">http://www.oracle.com/us/products/system-requirements/overview/index.html</a>.</p>
6.	Please describe the physical and technical preferences for a user acceptance testing (UAT) environment?
	<p>Oracle Cloud solutions by default are delivered with a Production and Test instance. During the implementation and testing phase Production to Test refreshes performed by Oracle Cloud Operations will update the most recent version of your Test instance with production data to ensure consistent UAT when enhancements or new functionality is deployed.</p> <p>Oracle offers several services to aid you in your ability to deliver technical and functional UAT. As a separate service, the infrastructure can be load tested to ensure performance and response times as outlined within the agreed to SLA. A majority of the acceptance testing is performed internally by Oracle as a component of its change management process for security, interfaces, development, etc. For functional UAT we advise you work directly with the implementer to formulate a comprehensive test plan to ensure uninterrupted acceptance through upgrades and newly delivered system enhancements.</p> <p>Determine how much time you require to test your key business processes and functionality. The time is likely to vary according to:</p> <ul style="list-style-type: none"> <li>• The products you have implemented</li> <li>• Testing plans</li> <li>• Available resources</li> </ul> <p>Should the City need additional time to test the upgrade in your non-production environment, you can request additional testing time during the upgrade scheduling process. If you are not yet live in production and have not started setting up your production environment, you can request an early upgrade to your production environment to keep it at the same level as your non- production environment.</p> <p>To aid you in configuring UAT testing scripts and understanding new release capabilities, visit Oracle Cloud Release Readiness at: <a href="https://cloud.oracle.com/readiness">https://cloud.oracle.com/readiness</a> to review the latest release information, including:</p> <ul style="list-style-type: none"> <li>• Release content documents (RCDs)</li> <li>• Spotlight videos</li> <li>• What’s New guides</li> <li>• Product documentation</li> </ul> <p>For webcasts and community discussions, visit the <a href="#">Customer Connect Dashboard</a>. You will also find a schedule of upcoming events to help you prepare for the release upgrades. You can attend the live sessions or view a recorded session at a time that’s convenient for you.</p>



System Performance	
7.	System response time must not impede the ability for departmental staff to perform their required job functions using the system. Will your system be available 99.5% of the time, except for planned downtime?
	<p>As part of Oracle Cloud Service offerings, Oracle will provide customers with access to a customer portal. This portal will provide metrics on system availability for Cloud Services purchased under the ordering document. Oracle Cloud Services monitors and manages the systems for response times within the borders of the Cloud Services network.</p> <p>Commencing at Oracle’s activation of your production service, Oracle works to meet the Target Service Availability Level, or Target Uptime, of 99.5 percent in accordance with the terms set forth in the Cloud Service Pillar documentation for the applicable Cloud Service (or such other Target System Availability Level or Target Uptime specified by Oracle for the Cloud Service in such documentation).</p> <p>The foregoing is contingent on your remaining in compliance with the terms of the ordering document, the agreement and these delivery policies, as well as your adherence to Oracle's recommended minimum technical configuration requirements for accessing and using the services from your network infrastructure and your user work stations as set forth in the Cloud Services Program Documentation.</p> <p>For more detailed information, please refer to the Oracle Hosting and Delivery Policies Guide at: <a href="http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf">http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf</a>.</p>
8.	Can you guarantee a 3-second maximum response time?
	<p>Oracle Cloud is designed to run efficiently while minimizing network bandwidth load. Our enterprise users are working in different ways, with ubiquitous connectivity requirements and dynamic access to rapidly growing data in the Cloud. This has changed the nature of how we work and allowed us to re-design and optimize the delivery of our applications "over the air." Our application framework is identical for our users accessing Oracle Cloud using any mobile technology, from smart phones to tablets to laptops. Oracle has adopted a set of application design principles that allow us to create a user experience that is guided by the 10-90-90 rule, that 10 percent of tasks are performed by 90 percent of the people 90 percent of the time. Fundamentally, we do not create pages and track bandwidth requirements per page. We build fragments which correspond with tasks that our users complete throughout their work day.</p> <p>Cloud application performance and bandwidth is optimized by understanding an end user's tasks and the number of clicks to complete such tasks, which are never more than 2-clicks away. With the simplified process using page fragments to dynamically assemble a page, we are able to significantly reduce the time it takes to render a page to less than one second in most cases. This design principle has enabled us to vastly reduce the number of screens that a user has to process and consequently reduce the impact on bandwidth as well as improve application performance.</p> <p>Several factors (including network latency, peering congestion issues, upstream provider bandwidth, and users using their internet connections for other uses/applications) affect the perceived performance of the connection and the amount of bandwidth required to keep performance adequate. This makes it difficult to accurately predict the ideal customer bandwidth requirement for Oracle Cloud. Oracle recommends engaging a networking professional to monitor your bandwidth use and make appropriate recommendations to optimize bandwidth allocation.</p> <p>Network bandwidth is one consideration when implementing a SaaS solution. Oracle Fusion Applications Cloud Service provides optimized network bandwidth use at significant user load levels.</p> <p>The result of 500 concurrent users at 1.70 Mbit/second is a good approximation and can be used by implementation and IT teams to estimate their network bandwidth requirements. The numbers are linear with increased or decreased user load as shown in the preceding result tables.</p>

500 CONCURRENT USER LOAD, ORACLE FUSION HCM CLOUD SERVICE					
Business Flow	Concurrent User Load	Avg. Hits / sec	Business Flows / hour / user	Total Business Flows / hour	Network Mbit/sec
Compensation Workbench	125	12.9	10.7	1335	0.51
Payroll Element Entries	125	7.9	8.0	995	0.34
Portrait Gallery Search	125	12.8	9.8	1220	0.47
Talent Management - Manager Evaluation	125	8.1	5.1	636	0.38
<b>TOTAL</b>	<b>500</b>	<b>41.7</b>	<b>8.4</b>	<b>4186</b>	<b>1.70</b>

**9. What are your guarantees on system performance?**

Commencing at Oracle’s activation of your production service, Oracle works to meet the Target Service Availability Level, or Target Uptime, of 99.5 percent in accordance with the terms set forth in the Cloud Service Pillar documentation for the applicable Cloud Service (or such other Target System Availability Level or Target Uptime specified by Oracle for the Cloud Service in such documentation).

Oracle is not responsible for the customer’s network connections, or for conditions or problems arising from or related to the customer’s network connections (for example, bandwidth issues, excessive latency, network outages) or caused by the internet. Oracle monitors its own networks and will work to address internal issues that may affect availability.

**Security**

**10. Describe the identification and authorization capabilities of your proposed solution for users.**

Internal access to Oracle Cloud systems is controlled by restricting access to authorized personnel. Oracle enforces strong password policies on infrastructure components and cloud management systems used to operate the Oracle Cloud environment. This includes requiring a minimum password length, password complexity, and regular password changes. Strong passwords or multi-factor authentication are used throughout the infrastructure to reduce the risk of intruders gaining access through exploitation of user accounts. System access controls include system authentication, authorization, access approval, provisioning, and revocation for employees and any other Oracle-defined 'users'. Customers are responsible for all end user administration within the program. Oracle does not manage customer's end user accounts. Customers may configure the programs and additional built-in security features.

Oracle Identity Manager (OIM), an access-request system responsible for provisioning and de-provisioning network users, grants roles and maintains identity attributes for the Oracle Cloud. All access requests through OIM require approval from, at minimum, a management- level approver. Depending on which systems or applications the access request applies, additional approval workflows may be activated, requiring additional approval steps (for example, approval from application owners or Oracle Cloud Security, or an approval based on a government background investigation).

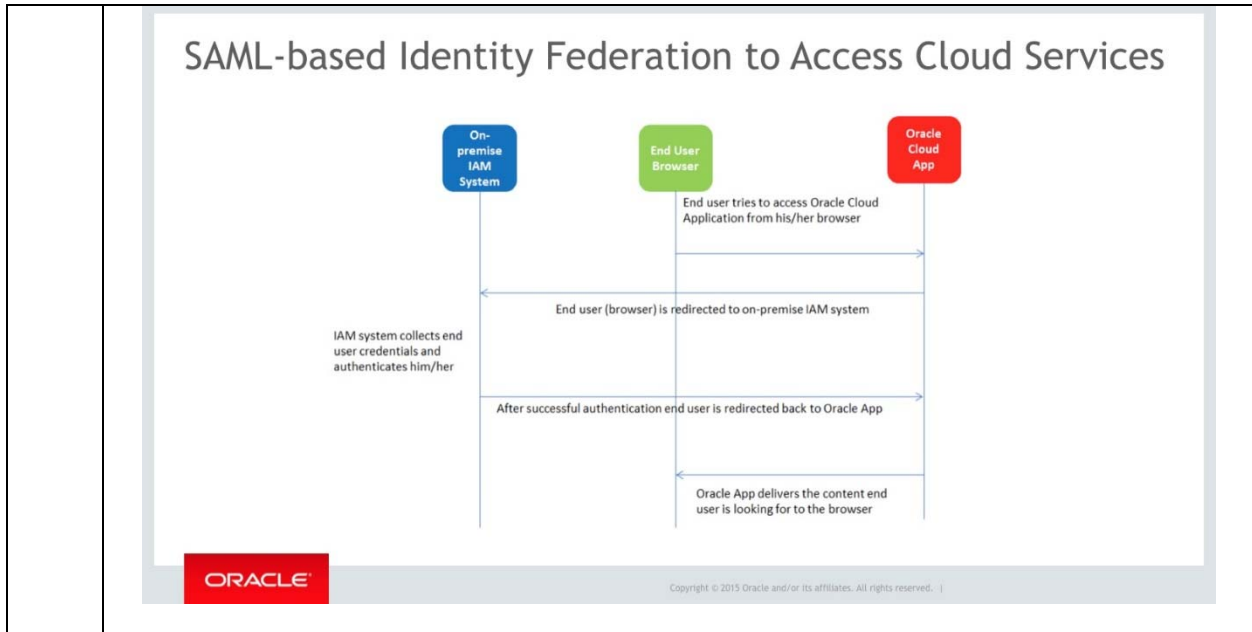
When an employee or contingent worker leaves the company or changes roles within the organization, de-provisioning occurs through the automated human-resources and contingent-workforce systems. When de-provisioning is complete, users will no longer have access to systems that are not required for their new positions.

**11. Describe how your system interoperates with Active Directory or SAML**

Oracle Cloud uses the SAML standard to enable secure, cross-domain communication between Oracle Cloud and other SAML-enabled Oracle systems, as well as a selected number of non-Oracle identity management systems located on-premises or in a different cloud.

- In cases where a user is accessing Oracle Cloud resources from the Oracle Cloud, to leverage SSO only the Oracle Access Manager component WebGate is required because all the resources the user wants to access are in the same domain.
- Federated web SSO leveraging SAML is required when users are attempting to access Oracle Cloud resources from a different Internet domain using Oracle’s or a third-party SAML-compliant identity management system such as Oracle Access Manager or Microsoft Active Directory Federation Services.

In addition we deliver an ‘Active Directory Bridge’ for direct connect and role/user synchronization with Active Directory Services.



12. Describe the security audit capabilities of your proposed solution.

Oracle Cloud services, regardless of the data center location, are assessed and audited for compliance with several global security frameworks. Oracle complies with Safe Harbor data requirements and our facilities must comply with the SSAE16 framework. Our hardware, OS, and network solutions must comply with PCI and government-specific hardening standards that further protect customer data.

Oracle security personnel perform ongoing intrusion scans and correlate results via a SIEM strategy so that continued security is maintained and all events are analyzed for patterns that prevent security compromise from occurring. In addition, our applications are hardened to these same high levels of certification and qualifications required for US DoD DIACAP, G-Cloud IL3, NIST 800.53 and FedRAMP, to name a few. This depth of security ensures that all customer data is safe from intrusion or compromise regardless of physical hosting location.

Auditing is also a built-in service of Fusion Applications, built on top of Oracle Fusion Middleware Audit Framework. The Audit Service supports a central repository of audit records for entire domain. Administrators can conveniently leverage the service to audit events triggered by configuration changes as well as operational activity for components and deployed applications.

13. What functions does your proposed system have to protect the privacy of information designated “private” (e.g. personally identifiable, SSN, credit card, ACH, HIPAA, etc.) that it processes or stores?

Oracle Cloud Applications secures personally identifiable information (PII) in the user interface and the database.

PII consists of attributes that are identified in the data model. PII attributes have degrees of sensitivity. They can be confidential (such as taxpayer ID and credit card numbers) or not (such as person name and email address).

Role definitions carry authorization to access PII attributes. Data security policies define entitlement for a role to access PII attributes wherever they are stored or displayed. Network encryption provides protections of PII data in transit.

In Human Capital Management (HCM), Financials, and Procurement, Virtual Private Database (VPD) protects PII. Optionally, Oracle Transparent Data Encryption (TDE) prevents access to personally identifiable information (PII) in the file system or on backups or disk by encrypting data at rest. Oracle Data Masking can also protect PII and sensitive data in cloned databases.

Information that is not PII but sensitive, such as compensation benefits and employee performance details, is protected through standard functionality and data security.

	<p>The City must make Oracle aware of any requirements that result from its regulatory obligations prior to contract signing. Some Oracle Cloud services are audited to PCI DSS, HIPAA or FISMA/NIST standards and additional certifications and attestations to specific regulatory frameworks for the Oracle Cloud Service may be available for specific Cloud Services or additional fees.</p>
14.	<p>What will you do to address vulnerabilities in your product discovered subsequent to us deploying your code? In what time interval will they be fixed (Critical &amp; non-critical)? At what cost to the City?</p>
	<p>Vulnerability assessment tools are used to identify security threats and vulnerabilities in the Cloud Services and Services environments. Formal procedures are in place to assess, validate, prioritize, and remediate identified issues.</p> <p>Oracle subscribes to vulnerability notification systems to stay apprised of security incidents, advisories, and other related information. Oracle acts on the notification of a threat or risk once it has confirmed that, both, a valid risk exists and that the recommended changes are applicable to Services environments.</p> <p>Oracle evaluates and responds to incidents that create suspicions of unauthorized access to or handling of customer data whether the data is held on Oracle hardware assets or on the personal hardware assets of Oracle employees and contingent workers. When Oracle's Global Information Security (GIS) organization is informed of such incidents and, depending on the nature of the activity, it defines escalation paths and response teams to address those incidents.</p> <p>GIS will work with the customer, internal line of businesses, the appropriate technical teams, and law enforcement where necessary to respond to the incident. The goal of the incident response will be to restore the confidentiality, integrity, and availability of the customer's environment, and to establish root causes and remediation steps.</p> <p>Oracle employees are required to report suspected incidents in accordance with the Oracle Information Security Incident Reporting and Response Policy.          Every Cloud Service user is responsible for reporting information security issues.          In addition to the security measures discussed previously, the Oracle Cloud also uses the following security measures.</p> <ul style="list-style-type: none"> <li>• An IPS monitors incoming and outgoing network traffic looking for unauthorized activities.</li> <li>• VPN system administrators must pass a government background inspection.</li> <li>• Third-party vulnerability scanning is performed daily and the results are imported directly into the Cloud Security and Event Monitoring (SEIM) system.</li> </ul> <p>For more information regarding product Quality Assurance please refer to the link at:  <a href="http://www.oracle.com/us/support/assurance/fixing-policies/index.html">http://www.oracle.com/us/support/assurance/fixing-policies/index.html</a>.</p>
15.	<p>What is your process for notifying the customer and fixing bugs once they have been identified?</p>
	<p>The Oracle Support Portal is the City's customer interface to previewing Service Requests and Bugs online. Depending upon the critical factor of the bug the timeframe will range from immediate (Severe) with constant online/phone support to non-critical (3 to 5 days) with support handled through the portal. You can track the progress of the bug once it has been identified online through the Cloud Portal.</p>

### Working Effectively with Support Best Practices

#### Severity Levels and Business Impact

Severity Level	Business Impact Technical Impact	Oracle's 1 <sup>st</sup> Response	Update Frequency	Resolution Time
1	Mission Critical Business Impact	< 1 Hour (Communication Preference)	Continual Updates 24x7	Co-Owned
2	Serious Business Impact	< 6 hours (Communication Preference)	Multiple Updates 24-48 hours	Co-Owned
3	Minor Business Impact	1 Business Day (Communication Preference)	Updates 2-3 Business Days	Co-Owned
4	No Business Impact	1 Business Day (Communication Preference)	Updates 3-5 Business Days	Co-Owned

Partnership

- Choose the Severity as appropriate & change it UP or DOWN during the SR lifecycle. We meet the response time commitment on 90% of the SR's.
- Expect and ask for Next Response time from the Support Analyst. Agree on a mutually acceptable time to progress the issue based on the action plan.

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**16. What is your process for notifying the City in the case of a data/security breach?**

Oracle evaluates and responds to incidents that create suspicions of unauthorized access to, or handling of, customer data in its possession or under its control, whether the data is held on Oracle hardware assets, those of vendors/suppliers, or on the personal hardware assets of Oracle employees and contingent workers. Oracle's GIS organization is required to be informed of such incidents and, depending on the nature of the activity, defines escalation paths and response teams to address those incidents.

Where Oracle Global Information Security determines that customer data has been subject to unauthorized access (including by an Oracle employee) that compromises the confidentiality, integrity or availability of the customer data, Oracle promptly reports such unauthorized access to the customer, unless otherwise required by law.

If Oracle determines that a security breach involving a customer's Personal Data has occurred, or for any other circumstance where Oracle determines notice is legally required, Oracle will report the security breach to the customer within 3 business days.

*Vendor Hosting/SaaS*




















**17. Will your company host the solution or will this be managed by a third party?**

Oracle will host the SaaS Solution in our ISO Certified data center located within the United States. Included are the following dedicated services representatives:

- Over 1,800 dedicated IT Staff supporting Oracle Cloud
  - 24/7 Operations "Nerve Center" staff in a follow the sun configuration
  - Dedicated security and compliance management staff
  - Functional experts and architects in all key support roles
  - Application support
  - Platform technologies (middleware and database)
  - Infrastructure support and system administration
  - Network administration- switches, firewalls, load balancers
  - Facilities and project management
  - 100 percent of the above mentioned activities performed by Oracle employees

Oracle uses third-party subcontractors for some of its Cloud Services. For instance, Equinix, Verizon, and AT&T are third parties that Oracle leverages for data center operations and smart-hands services. These smart-hands (or similarly labeled) services include maintenance activities (firewall management, for instance) and even the replacement of hardware components. These co-locations vendors do support the physical cloud environments where customer data is hosted. We categorize any contractor who may have access to Cloud services customers' data as sub-processors.

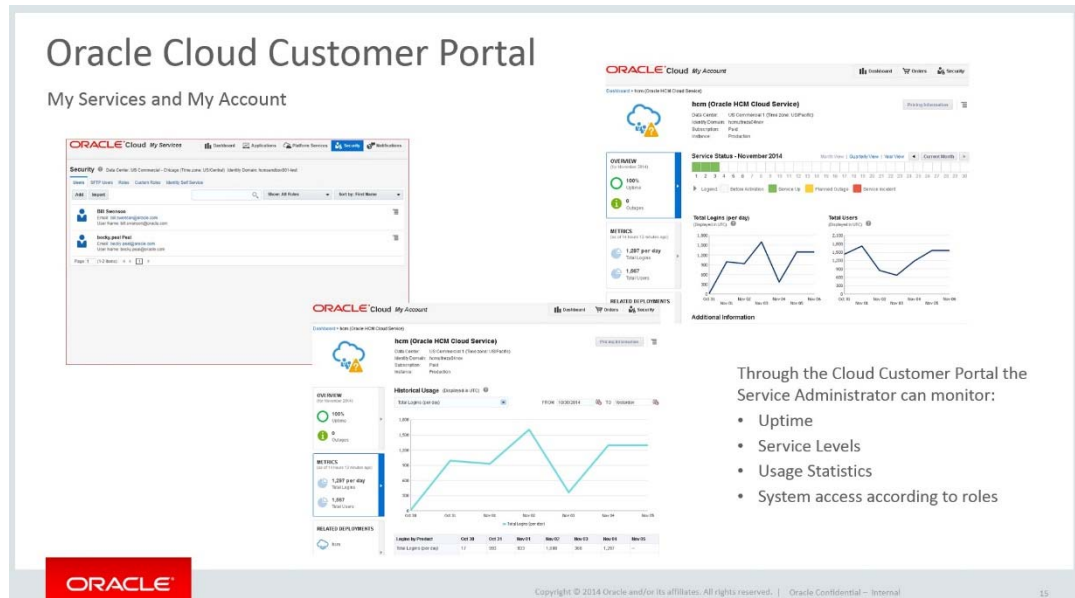
**18. What measures do you have in place to ensure that there are no single points of failure in your hosted implementation?**

	<p>Oracle maintains redundant and resilient infrastructure, comprehensive replication, and data backup strategies. This provides operational excellence to bring Cloud Services back online at the secondary site, with matching service and security levels.</p> <p>Oracle's Disaster Recovery (DR) service is based on the principles and best practices of providing maximum availability for delivering robust and redundant solutions, which prevent, detect, and recover from unplanned outages within Oracle's recovery objectives. The service uses Oracle High Availability (HA) technologies in conjunction with proven best practices delivered and managed by Oracle Cloud.</p> <p>Network resilience is achieved through:</p> <ul style="list-style-type: none"> <li>• Multiple carriers and diverse points of entry</li> <li>• Dual links for network hubs</li> <li>• Diverse fiber entrance paths</li> <li>• Duplicate Hardware: Transit Router/Switches/Firewalls/Load Balancers</li> <li>• Distribution and Access Layer Switches</li> <li>• Multiple up links per component</li> </ul> <p>For a detailed description of Oracle's Cloud High Availability Services please refer to the Cloud Disaster Recovery Service Overview provided as an attachment in the Appendix.</p>						
20.	Where are the data center and storage facilities?						
	<p>Oracle's data centers for Public Sector are located within the Continental US. Exact locations include Austin, Chicago, and Virginia as potential deployment sites for your SaaS Solution.</p> <p>For further details, please see our response to #17 above.</p>						
21.	Please provide the total number of clients and corresponding number of end-users of hosted solutions currently supported by your proposed solution.						
	<p>Oracle is the top provider of SaaS Solutions in the ERP market place. Combined we have over 10,000 customers using our solutions across HRMS, ERP and budgeting. Oracle processes transactions for millions of end users each day and millions of transactions each hour.</p> <div data-bbox="321 1104 1393 1705" style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">Cloud Scale</h3> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%; background-color: #4a7c8c; color: white; padding: 10px;">   <b>28M+</b> Weekly Active Cloud Users                 </td> <td style="width: 33%; background-color: #666; color: white; padding: 10px;">   <b>68,000+</b> Cloud Enterprise Tenants                 </td> <td style="width: 33%; background-color: #f4a460; padding: 10px;">                       Cloud Customers in  <b>190+</b> Countries  <b>35 Languages</b> </td> </tr> <tr> <td style="background-color: #333; color: white; padding: 10px;">   <b>1,800+</b> Cloud Operations Professionals                 </td> <td style="background-color: #800000; color: white; padding: 10px;">   <b>124,000+</b> VMs in  <b>19</b> Global Data Centers                 </td> <td style="background-color: #ff0000; color: white; padding: 10px;">   <b>55+ Billion</b> Cloud Database Transactions per Day                 </td> </tr> </table> <div style="text-align: center; margin-top: 10px;">  </div> </div>	 <b>28M+</b> Weekly Active Cloud Users	 <b>68,000+</b> Cloud Enterprise Tenants	 Cloud Customers in <b>190+</b> Countries <b>35 Languages</b>	 <b>1,800+</b> Cloud Operations Professionals	 <b>124,000+</b> VMs in <b>19</b> Global Data Centers	 <b>55+ Billion</b> Cloud Database Transactions per Day
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 <b>1,800+</b> Cloud Operations Professionals	 <b>124,000+</b> VMs in <b>19</b> Global Data Centers	 <b>55+ Billion</b> Cloud Database Transactions per Day					
22.	Does the system interface support a browser interface with or without the help of additional components?						
	<p>Oracle Cloud applications are accessible via the most common Internet browsers such as Chrome, Microsoft Internet Explorer, Safari, and Firefox. Browser support is available at:  <a href="http://www.oracle.com/us/products/system-requirements/overview/index.html">http://www.oracle.com/us/products/system-requirements/overview/index.html</a>.</p> <p>Third-party software may be necessary to take advantage of some desktop integration features, including those listed below. There are Microsoft plug-ins provided, at no additional cost, to support desktop integration.</p>						



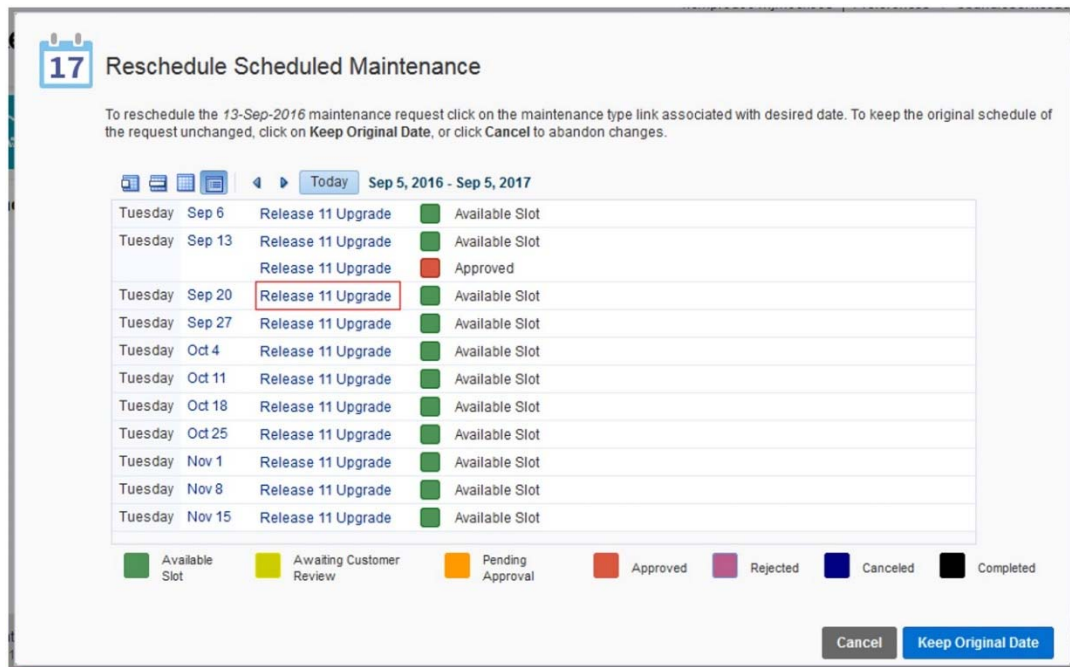
	<ul style="list-style-type: none"> <li>• Adobe Reader 9 and higher</li> <li>• Adobe Acrobat 9 Pro and higher</li> <li>• OBI Reporting supports Excel 2003 and Excel 2007+, PowerPoint 2003 and PowerPoint 2007+</li> <li>• Outlook 2003, 2007 and 2010</li> </ul> <p>A comprehensive list of supported browsers and desktop versions is provided at:  <a href="http://www.oracle.com/us/products/system-requirements/overview/index.html">http://www.oracle.com/us/products/system-requirements/overview/index.html</a>.</p>
23.	<p>How are hosted software applications deployed for use by numerous customers (dedicated servers for each hosted customer, or is a single set of applications utilized for all customers)?</p>
	<p>Logical segmentation of data will occur on shared hardware to prevent inadvertent exposure between clients. All Oracle cloud customers receive their own Oracle Database schema and it is not shared with other tenants. System segmentation is provided through virtualization. Application segmentation is provided through employment of unique application instances for certain services.</p> <div data-bbox="321 604 1393 1199" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <h3 style="text-align: center;">Oracle Cloud Delivers Full Tenant Isolation</h3> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>Other Vendors</b> Multi-Tenancy Model (100% Shared)</p> <p><b>Benefits the Vendor</b></p> </div> <div style="text-align: center;"> <p><b>Oracle Modern Cloud</b> Isolated Tenancy Model (100% Isolated)</p> <p><b>Benefits the Customer</b></p> </div> </div> <div style="margin-top: 20px;"> <p>The <b>Benefits</b> of Cloud Without the <b>Risk</b></p> <ul style="list-style-type: none"> <li>Secure</li> <li>Flexible</li> <li>No Co-Mingling</li> <li>Extensible</li> </ul> </div> <p style="font-size: small; text-align: center;">Copyright © 2015 Oracle and/or its affiliates. All rights reserved.</p> </div>
24.	<p>What system/application availability and response time will your proposed system meet? What are the City's responsibilities to ensure this level of performance?</p>
	<p>The Cloud Services are designed to be available 24 hours a day, 7 days a week, 365 days a year, except during maintenance periods, technology upgrades and as otherwise set forth in the agreement.</p> <p>Commencing at Oracle's activation of your production service, Oracle works to meet the Target Service Availability Level, or Target Uptime, of 99.5 percent in accordance with the terms set forth in the Cloud Service Pillar documentation for the applicable Cloud Service (or such other Target System Availability Level or Target Uptime specified by Oracle for the Cloud Service in such documentation).</p> <p>The foregoing is contingent on the City remaining in compliance with the terms of the ordering document, the agreement and these delivery policies, as well as your adherence to Oracle's recommended minimum technical configuration requirements for accessing and using the services from your network infrastructure and your user work stations as set forth in the Cloud Services Program documentation.</p> <p>For more information please refer to the Cloud Hosting and Delivery Policies at:  <a href="http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf">http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf</a>.</p>
25.	<p>How do you track monthly usage for subscription-based services?</p>
	<p>Subscription metrics allow you to view usage of Cloud Applications based on subscription characteristics. Most Oracle Cloud Applications are based on the number of active users associated with the service (such as Oracle Fusion Financials Cloud - Hosted Named Users); whereas, others are based on record or transaction volume (such as Oracle Fusion Financials Expenses - Hosted Expense Reports).</p>

Usage and operational metrics allow you to view common activity of your Cloud Applications instances. These metrics provide information over various time spans on user interface performance, user login patterns, scheduled job history, report execution history, etc.



26. How much notification will you give the City in advance of any scheduled downtime?


All Oracle maintenance follows a predetermined cadence schedule when it comes to applying maintenance (such as fixes, and patches). The City can elect to receive maintenance during a 'Window' of time at a specified period each month or quarterly depending upon their own specification.

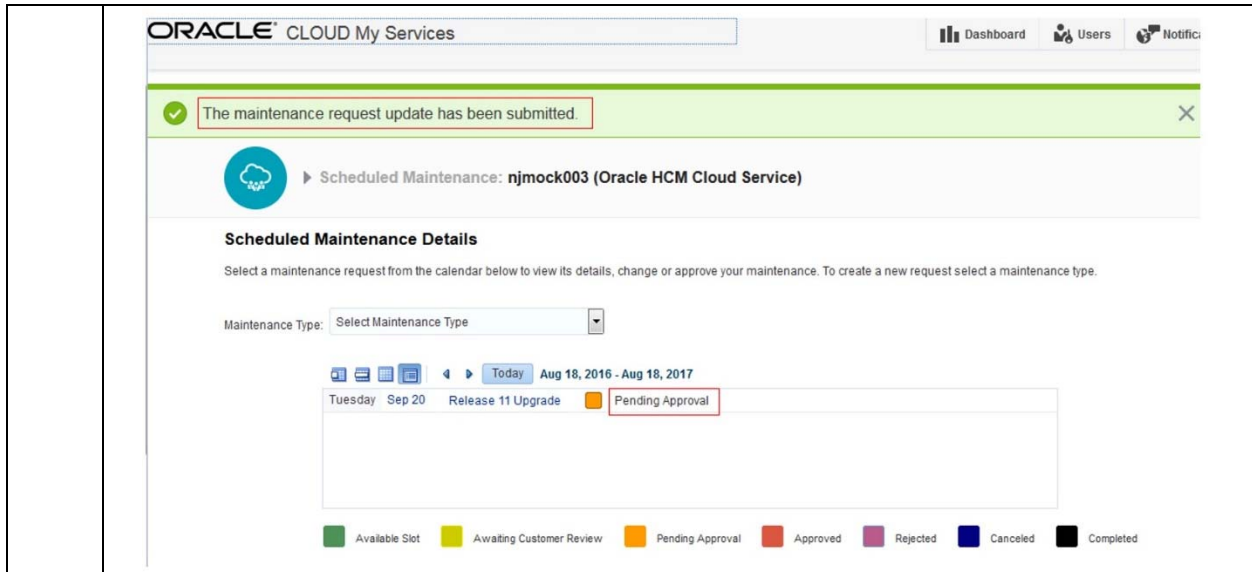


27. Where would local support be located for a client in Hollywood, FL?

Oracle delivers a follow the sun support schedule when it comes to handling all cloud accounts. A 24/7/365 English speaking support staff is available at any time. In addition, you are given a Customer Success Manager (CSM) that will assist you in personally escalating tickets and keeping you in the loop regarding new services and functionality available within the product.



	<p>Oracle has a comprehensive support platform for managing all client communications. Whether it is functional or technical related there is always a way to communicate with our team.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <h3 style="text-align: center;">Oracle Support</h3> <ul style="list-style-type: none"> <li>• My Oracle Support                     <ul style="list-style-type: none"> <li>– 24/7 Technical Assistance</li> <li>– 24/7 Online Resources via My Oracle Support Portal</li> <li>– <a href="https://support.oracle.com">https://support.oracle.com</a></li> </ul> </li> <li>• Oracle Cloud Customer Portal                     <ul style="list-style-type: none"> <li>– My Account</li> <li>– My Services</li> <li>– Service Notifications</li> </ul> </li> <li>• Applications Connect                     <ul style="list-style-type: none"> <li>– Release Readiness: Access resources for each new release</li> <li>– Community: Share Content and Best Practices</li> <li>– <a href="#">Customer Connect Community</a></li> </ul> </li> </ul>  <p style="text-align: center; font-size: small;">Copyright © 2016, Oracle and/or its affiliates. All rights reserved.</p> </div>
28.	<p>Are support calls included in annual maintenance fees, or charged on a per call basis? If on a per-call basis, please specify rates and billing method</p>
	<p>Regardless of the City’s number of provisioned services as part of standard maintenance Oracle Cloud Customers receive 24/7 customer support. Oracle offers a number of customer support web sites; each site operates in support of different Oracle programs and hardware lines. Oracle Global Customer Support (GCS) is a global operation, with Service Request (SR) management based on global competencies, and global work assignment, categorization and processing. SRs are processed by GCS engineers in support centers around the globe on a follow the sun model, based on criticality, time zone, and the nature of the issue raised.</p> <p>For more information please refer to the Cloud Hosting and Delivery Policies at:  <a href="http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf">http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf</a>.</p> <p>Also see the Oracle Cloud Network Access data sheet provided in the Appendix.</p>
29.	<p>Please describe the minimum commitment term (in years) for a vendor-hosted option and note the term assumed for determining the proposed costs.</p>
	<p>One-year minimum commitment.</p>
30.	<p>How will hosted upgrades be scheduled/notified to minimize operational/financial loss to the city?</p>
	<p>Upgrades deliver new features and functionality to your environments. All customers are required to take these upgrades so we can maintain consistent code levels for you and other customers. Upgrades are part of the standard maintenance on your environments, and allow us to provide you with a stable and reliable Applications Cloud service. Updates will vary in downtime depending on the update various fixes/patches require no downtime while larger application upgrades delivered twice per year can take up to 24 to 48 hours.</p> <p>We perform upgrades to your environments approximately twice a year. We offer a four to six-month upgrade window, so you can select an upgrade schedule that works for your business. All system maintenance schedules are accessed through your Cloud Portal. Here you will find a comprehensive list of all the system performance activities, updates and SLA metrics that relate to the City.</p>



31.	With regards to data ownership, what is your provision for returning data to the City in the event that the City stops using the system or Vendor goes out of business?
<p>After termination or expiration of the Services under your order, or at your request, Oracle will delete or otherwise render inaccessible the production Services, including your content residing therein, in a manner designed to ensure that they cannot reasonably be accessed or read, unless there is a legal obligation imposed on Oracle preventing it from deleting all or part of the service environment.</p> <p>For a period of no less than 60 days after the termination or expiration of the Services, Oracle will make available your production data via secured protocols, or keep the service system accessible, for the purpose of data retrieval by You. During this period, the service system should not be used for production activities. Oracle has no obligation to retain your content after this 60-day period.</p>	

1. Please describe your **vendor hosted/SaaS model**, including: hosting, integration, help desk, provisioning and desktop management capabilities, deployment model (dedicated servers, shared environment, etc.), impact to the City's network and bandwidth, and any partners that may be involved in service delivery.

Cloud computing is a significant advancement in the delivery of information technology and services. By providing on demand access to a shared pool of computing resources in a self-service, dynamically scaled and metered manner, Oracle's Cloud Services offer compelling advantages in cost, speed, and efficiency.

Oracle's Cloud Applications are a complete, integrated and modular set of enterprise applications, engineered from the ground up to be cloud-ready and to coexist seamlessly in mixed environments. The solution is hosted in Level 3+ data centers complete with fully redundant tiers at the logical and physical layers thereby ensuring a 99.5 percent availability outside of scheduled maintenance windows.

As the only provider of SaaS, PaaS, and IaaS services Oracle is able to deliver the City an integrated experience starting from the Hardware and Services to the Application Layer. Woven into the fabric of our architecture are the core business components imperative to delivering a seamless user experience; starting from the user interface built with JAVA to the integration services depending upon REST and SOAP intercommunication amongst users and systems, which can happen at any point within the business process.

The Single Tenant Model is the first layer of separation between what differentiates Oracle SaaS from other solutions. The City will have its own Database Tenant and not share database schemas with other services or municipalities in our cloud. This ensures no data is ever mixed as it would be physically impossible to have that occur within the system.

Oracle Fusion Applications Cloud Service is designed to run efficiently while minimizing network bandwidth load. Pages are dynamically assembled from fragments, where each fragment corresponds to a user task. Oracle Fusion Applications Cloud Service performance and bandwidth are optimized by understanding an end-user's tasks and the number of clicks to complete such tasks. The simplified process using page fragments to dynamically assemble a page enables significantly reduced page rendering times, less than one second in most cases. This design principle has vastly reduced the number of

screens that a user has to process and consequently reduced the impact on network bandwidth as well as improved application performance.

Regardless of your provisioned services as part of standard maintenance, Oracle Cloud Customers receive 24/7 customer support. Oracle offers a number of customer support web sites; each site operates in support of different Oracle programs and hardware lines. GCS is a global operation, with Service Request (SR) management based on global competencies, and global work assignment, categorization and processing. SRs are processed by GCS engineers in support centers around the globe on a follow the sun model, based on criticality, time zone, and the nature of the issue raised.

For more information please refer to the Cloud Hosting and Delivery Policies at:

<http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf>. Also see the Oracle Cloud Network Access data sheet provided in the Appendix.

*2. Please describe your proposed **service level agreement**, including any tiered levels of service, response times, and standard metrics.*

The Cloud Services are designed to be available 24 hours a day, 7 days a week, 365 days a year, except during maintenance periods, technology upgrades and as otherwise set forth in the agreement.

Commencing at Oracle's activation of the City's production service, Oracle works to meet the Target Service Availability Level, or Target Uptime, of 99.5 percent in accordance with the terms set forth in the Cloud Service Pillar documentation for the applicable Cloud Service (or such other Target System Availability Level or Target Uptime specified by Oracle for the Cloud Service in such documentation).

The foregoing is contingent on the City remaining in compliance with the terms of the ordering document, the agreement and these delivery policies, as well as your adherence to Oracle's recommended minimum technical configuration requirements for accessing and using the services from your network infrastructure and your user work stations as set forth in the Cloud Services Program documentation.

For more information please refer to the Cloud Hosting and Delivery Policies at:

<http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf>.

*3. Please describe your **support model**, including: cost structure for support calls.*

The Oracle Cloud Support Policy is provided at: <http://www.oracle.com/us/support/library/customer-support-security-practices-069170.pdf>.

The support described in the Oracle Cloud Support Policy applies only for Oracle Cloud Services and is provided by Oracle as part of such Services under your order. Oracle may make available, and the City may order for additional fees, additional support service offerings.

#### **ORACLE CLOUD SUPPORT TERMS**

##### **Support fees**

The fees paid by the City for the Oracle Cloud Services include the support described in the [Oracle Cloud Support Policy](#). Additional fees are applicable for additional Oracle support services offerings purchased by you.

##### **Support period**

Oracle Cloud support becomes available upon the service start date and ends upon the expiration or termination of the Services (the "support period"). Oracle is not obligated to provide the support described in this Oracle Cloud Support Policy beyond the end of the support period.

##### **Technical contacts**

Your technical contacts are the sole liaisons between the City and Oracle for Oracle Cloud support services. Such technical contacts must have, at minimum, initial basic service training and, as needed, supplemental training appropriate for specific role or implementation phase, specialized service/product usage, and migration. Your technical contacts must be knowledgeable about the Services in order to help resolve system issues and to assist Oracle in analyzing and resolving service requests. When submitting a service request, your technical contact should have a baseline understanding of the problem being encountered and an ability to reproduce the problem in order to assist Oracle in diagnosing and triaging

the problem. To avoid interruptions in support services, you must notify Oracle whenever technical contact responsibilities are transferred to another individual.

#### **ORACLE CLOUD SUPPORT**

Support Services for Oracle Cloud consists of:

- Diagnosis of problems or issues with the Oracle Cloud Services.
- Reasonable commercial efforts to resolve reported and verifiable errors in the Oracle Cloud Services so that they perform in all material respects as described in the associated program documentation.
- Support during change management activities.
- Assistance with technical service requests 24/7.
- 24/7 access to a Cloud Customer Support Portal designated by Oracle (such as My Oracle Support) and Live Telephone Support to log service requests.
- Access to community forums.

Non-technical customer service assistance during normal Oracle business hours (8:00 to 17:00) local time.

#### **ORACLE CLOUD CUSTOMER SUPPORT SYSTEMS**

##### **Cloud Customer Support Portal**

Oracle provides customer support for the Cloud Service acquired by The City through the Cloud Customer Support Portal designated for that Cloud Service. Access to the applicable Cloud Customer Support Portal is governed by the Terms of Use posted on the designated support web site, which are subject to change. A copy of these terms is available upon request. Access to the Cloud Customer Support Portal is limited to the City's designated technical contacts and other authorized users of the Cloud Services. Where applicable, the Oracle Cloud Customer Support Portal provides support details to your designated technical contacts to enable use of Oracle Cloud support. All service notifications and alerts relevant to your Cloud Service are posted on this portal.

##### **Live Telephone Support**

Your technical contacts may access live telephone support via the phone numbers and contact information found on Oracle's support web site at <http://www.oracle.com/support/contact.html>.

##### **Severity Definitions**

Service requests for Oracle Cloud Services may be submitted by your designated technical contacts via the Oracle Cloud Customer Support Portal noted above. The severity level of a service request submitted by you is selected by both you and Oracle, and must be based on the following severity definitions:

##### **Severity 1**

Your production use of the Oracle Cloud Services is stopped or so severely impacted that you cannot reasonably continue work. You experience a complete loss of service. The impacted operation is mission critical to the business and the situation is an emergency. A Severity 1 service request has one or more of the following characteristics:

- Data corrupted
- A critical documented function is not available
- Service hangs indefinitely, causing unacceptable or indefinite delays for resources or response
- Service crashes, and crashes repeatedly after restart attempts

Oracle will use reasonable efforts to respond to Severity 1 service requests within fifteen (15) minutes. Oracle will work 24/7 until the Severity 1 service request is resolved, a reasonable work-around is put in place, or as long as useful progress can be made. You must provide Oracle with a technical contact during this 24/7 period to assist with data gathering, testing, and applying fixes. You are required to propose this severity classification with great care, so that valid Severity 1 situations obtain the necessary resource allocation from Oracle.

##### **Severity 2**

You experience a severe loss of service. Important features of the Oracle Cloud Services are unavailable with no acceptable workaround; however, operations can continue in a restricted fashion.

##### **Severity 3**

You experience a minor loss of service. The impact is an inconvenience, which may require a workaround to restore functionality.

#### **Severity 4**

You request information, enhancement, or documentation clarification regarding the Oracle Cloud Services, but there is no impact on the operation of such service. You experience no loss of service.

*4. Please describe your **data center and storage facilities**, including: locations, staffing, physical security, environmental controls (including redundant power), redundancy/load balancing capabilities, data backups and disaster recovery capabilities.*

Oracle maintains redundant and resilient infrastructure, comprehensive replication and data backup strategies for 19 data centers deployed around the globe. This provides operational excellence to bring Cloud Services back online at the secondary site, with matching service and security levels. Common business practices within each data center include the following as it pertains to our SaaS Solutions:

Principles of redundancy and fault-tolerance against single point of failure:

- Redundant power feeds and redundant power distribution
- Redundant cooling [chillers, towers, pumps and HVAC units]
- Redundant battery backup and with generator fuel stored onsite
- Redundant network infrastructure [redundant circuits from different carriers, firewall pairs, switch pairs and load balancer pairs]
- Redundant storage with protection from individual disk or array failure
- Redundant physical and virtual servers
- Redundant database servers with load balancing via Oracle Real Application Clusters (RAC)
- Oracle backup strategy supports Oracle Disaster Recovery Plan (DRP)
- Site synchronization between primary and secondary [in-region] data center sites [data, patches, logs]
- Primary storage (ExaLogic Clusters), replicate to Network Attached Storage (NAS) appliances daily
- NAS appliance snapshots written to backup tape weekly
- Oracle Recovery Manager (RMAN) incremental daily and weekly full database backups with offsite media vaulting
- Operational Readiness Assurance achieved via annual DRP review and NIST 800-34 testing (live exercise or as table-top test)
- Recovery time objective (RTO) 12 hours. Recovery point objective (RPO) 1 hour

Our Cloud Services have two separate data centers that function as primary and secondary sites. Customer's production standby (secondary site) environment will reside in a data center separate from Customer's primary site. Oracle will commence the disaster recovery plan under the hosting policy upon its declaration of a disaster, and will target to recover the production data and use reasonable efforts to re-establish the production environment at the secondary site. For a major regional jurisdictional area (such as the United States or the European Union), Oracle operates both a production and secondary site within that region. Customer data is replicated in physically separate facilities in order to restore services in the event of a disaster at a primary site. Backups are for Oracle's sole use in the event of a disaster.

Oracle's Disaster Recovery (DR) service is based on the principles and best practices of providing maximum availability for delivering robust and redundant solutions, which prevent, detect, and recover from unplanned outages within Oracle's recovery objectives. The service uses Oracle High Availability (HA) technologies in conjunction with proven best practices delivered and managed by Oracle Cloud.

For more information please refer to the Cloud Hosting and Delivery Policies at:

<http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf>.

*5. Please describe your **logical security**, including: firewall security, authentication controls, and data encryption capabilities.*

Oracle's data centers contain an isolated network environment used to deliver Cloud Services. Networking technologies are deployed in a layered approach designed to protect your content at the physical, data link, network, transport, and Cloud Service levels. Access policies are based on a deny- by-default configuration, and only authorized traffic is allowed.

For selected Cloud Services, server load balancers are deployed in redundant pairs to offload processor intensive transactions from servers, and are configured as a secure reverse proxy with the goal to prevent direct unmonitored access.

Wireless access points are not permitted in the service environments.

Oracle Cloud operations teams access Services environments through a DMZ environment inside a dedicated extranet isolated from Oracle's internal corporate networks. It functions as a secure access gateway between support systems, the target Services environments, and database servers. Regional gateways are synchronized to provide continuity of support operations if any one of the gateways fails. Authentication, authorization, and accounting are implemented through standard security mechanisms designed to ensure that only approved operations and support engineers with a valid account can access a customer environment using multi-factor authentication through a virtual private network (VPN). Named accounts are mapped to individual users. Cryptographic controls are implemented to provide Cloud operations and support teams with secure, easily configured access to Services environments.

#### **SEGREGATION IN NETWORKS**

Network controls implemented for Oracle Cloud Services address the protection and control of your content during its transmission from a customer's system to the Oracle Cloud Services. The network security infrastructure is designed to secure the servers from a network-based attack. Redundant, managed firewalls, using stateful packet inspection, provide barriers between tiers of the architecture. Traffic is filtered to allow only valid web connections into the network. Traffic within each tier is restricted and controlled via firewalls to control access between Oracle Cloud service tiers by allowing only authorized traffic. Firewalls are deployed in a layered approach to perform packet inspection with security policies configured to filter packets based on the protocol, port, source, and destination IP address to authorized sources, destinations, and traffic types.

Customer environments for single tenant services are logically isolated from other customers using one or more of technologies such as: dedicated application instances, dedicated virtual servers, and dedicated VLAN's. Access controls are multi-tiered, consisting of the network, system, database and application layers.

#### **NETWORK ROUTING CONTROL**

Network routers provide the connection point between the Oracle Cloud Services and the Internet service providers (ISPs). Border routers are deployed in a fully redundant, fault tolerant configuration connecting to different ISPs. Border Gateway Protocol (BGP) is configured to provide route convergence in an ISP link failure. Routers are also used to enforce traffic policies at the perimeter.

#### **ENCRYPTION**

Your access to Oracle Cloud Services is through a secure communication protocol provided by Oracle. If access is through a TLS enabled connection, that connection is negotiated for at least 128 bit encryption or stronger. The private key used to generate the cipher key is at least 2,048 bits. TLS is implemented or configurable for all web-based TLS certified applications deployed at Oracle. It is recommended that the latest available browsers certified for Oracle programs, which are compatible with higher cipher strengths and have improved security, be used for connecting to web enabled programs. The list of certified browsers for each version of Cloud Services will be made available via a portal accessible to you or in the corresponding Service Description. In some cases, a third party site that you wish to integrate with the Cloud Service may not accept an encrypted connection. For Cloud Services where HTTP connections with the third party site are permitted by Oracle, Oracle will enable such HTTP connections in addition to the HTTPS connection.

#### **TRANSPARENT DATA ENCRYPTION**

TDE provides an additional layer of protection against threats to Oracle Fusion Applications data, including business-critical and sensitive information, by encrypting Oracle Fusion Applications data when it is saved to disk. TDE encrypts Oracle Fusion Applications data when it is saved to disk, thereby protecting against access to the data as it is stored in files on the operating system. DBF files (Database Files are the files that store data from the database on the file system) and database backups are encrypted, and they cannot be read even in the unlikely case that they are accessed, copied, or stolen on removable media.

#### **ORACLE KEY MANAGER**

Oracle Key Manager is a comprehensive key management system (KMS) designed to address the rapidly growing enterprise commitment to storage-based data encryption. Developed to comply with open standards, the application provides the capacity, scalability, and interoperability to manage encryption keys centrally over widely distributed and heterogeneous storage infrastructures.

#### **SFTP**

SSH File Transfer Protocol or SFTP is a network protocol that provides file access, transfer, and management functionalities in the encrypted format in Oracle Cloud. SFTP is the secured way to transport data in and out of Oracle Cloud. In a hosted



environment, data protection is one of the main concern of our customers, Oracle Cloud provides a Secure File Transfer service for such purposes.

*6. Please describe your **change management**, upgrade, and patch management policies & practices?*

Oracle understands the importance of keeping customer's critical application online, so we have invented technologies and improved our processes to keep planned downtime to minimum while applying these changes to customer environment.

**AUTOMATED END-TO-END WORKFLOW**

The end-to-end (E2E) automation solution enables hands free execution of life-cycle management (LCM) activities on one or more environments in a fleet. It begins with a manual submission of a change request and is automatically executed till a notification is sent that the LCM Activity is complete on the environments.

This helps in:

- Eliminating human errors.
- Effectively meeting customer downtime commitments.
- Scaling easily across the growing SaaS fleets.
- Monitoring in an almost real time manner.
- Enhancing operational efficiency.

**OPTIMIZED EXECUTION**

Patching and upgrade process has been divided into smallest work units, and they are applied/executed in an optimized way to reduce impact to running systems. Tasks like file replication, staging area preparation, snapshot taking will be done without any impact to production system. And work units get executed in parallel whenever possible to achieve maximum efficiency.

Each patch will first get released through a formal development and QA process, which goes through rounds of testing. Then it will again be tested by Development with environments settings that is same as in Oracle Cloud. Only after Development testing and with proper handoff procedure, this patch will reach Cloud Operations. Cloud Operation will then again test it with staging and internal testing environment which is identical to customer environments, to ensure there's minimum chance of patching issues.

Once the patch is thoroughly tested, it will go through a series of peer-review and planning process before applying. The purpose of review and planning is to avoid any resource/plan conflict or any resource shortage. And there's always roll back plan in case anything goes wrong.

**IMPROVEMENT TO PATCHING ARCHITECTURE**

Oracle Fusion Cloud service is built based on Oracle's Maximum Availability Architecture. With this architecture design, individual system components can become offline without impacting the system's availability. The change management process has leveraged such architecture advantage to achieve minimum downtime.

Upgrades deliver new features and functionality to your environments. All customers are required to take these upgrades so we can maintain consistent code levels for you and other customers. Upgrades are part of the standard maintenance on your environments, and allow us to provide you with a stable and reliable Applications Cloud service.

We perform upgrades to your environments approximately twice a year. We offer a four to six month upgrade window, so you can select an upgrade schedule that works for your business.

*7. Describe your **systems administration/management** capabilities including: monitoring of performance measures, intrusion detection, and error resolution.*

Oracle uses a variety of software tools to monitor the availability and performance of the Oracle Cloud production service as applicable and the operation of infrastructure and network components.

Oracle monitors the hardware that supports the Oracle Cloud Services, and currently generates alerts for monitored network components, such as CPU, memory, storage, database, and other components. Oracle's Operations staff monitors alerts associated with deviations to Oracle defined thresholds, and follows standard operating procedures to investigate and resolve underlying issues.

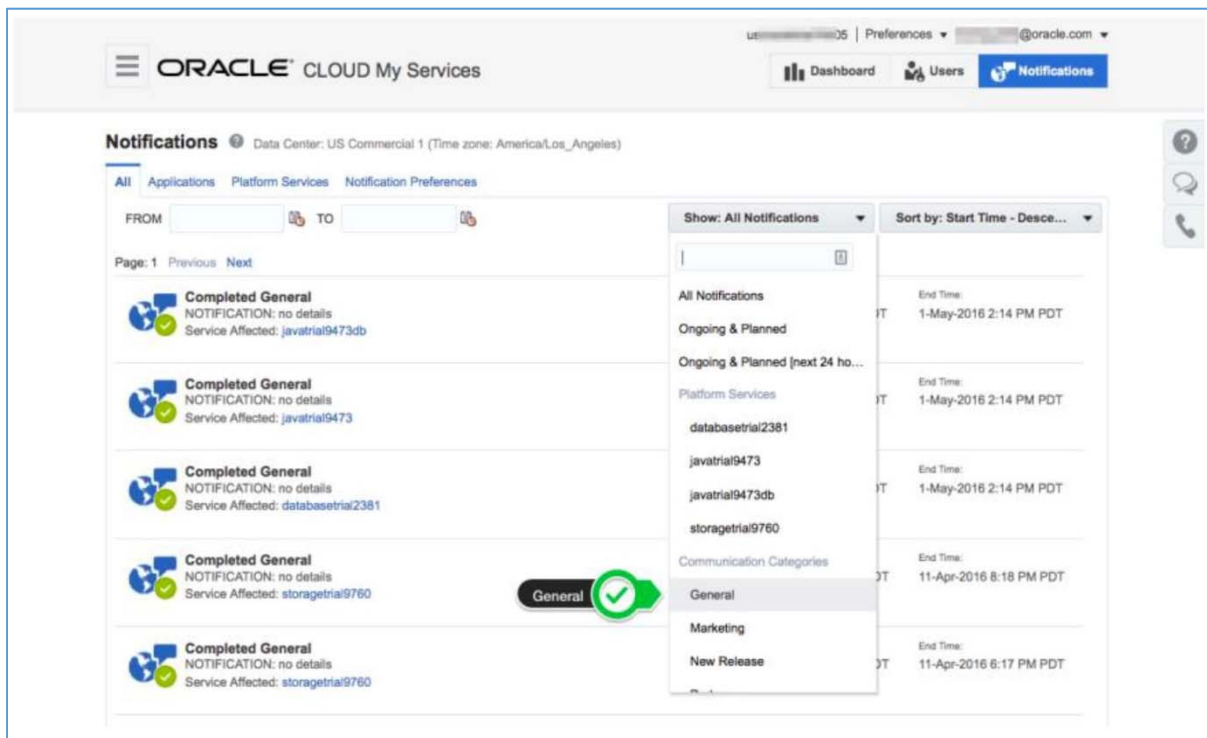
Oracle Cloud uses a Network Intrusion Detection System (NIDS) to protect the Services environments. NIDS sensors are deployed in either Intrusion Prevention Mode (IPS) or Intrusion Detection Mode (IDS) to monitor and proactively block suspicious network traffic from reaching the Services environments. Intrusion Detection policies are based on the combination of three vectors:

- Signatures
- Protocol anomalies
- Statistical anomalies of the network traffic being monitored

NIDS alerts are routed to a centralized monitoring system that is managed by the Oracle Cloud security operations teams 24x7x365. Oracle Cloud Services use Network Intrusion Detection Systems (nIDS) to protect the environment. nIDS sensors are deployed in either IPS (Intrusion Prevention Mode) or IDS (Intrusion Detection Mode) on the network in order to monitor and block suspicious network traffic from reaching the internal network. In addition, our applications are hardened to these same high levels of certification and qualifications required for US DoD DIACAP, G-Cloud IL3, NIST 800.53 and FedRAMP, to name a few.

Oracle evaluates and responds to incidents that create suspicions of unauthorized access to or handling of Customer data whether the data is held on Oracle hardware assets or on the personal hardware assets of Oracle employees and contingent workers. When Oracle's Global Information Security (GIS) organization is informed of such incidents and, depending on the nature of the activity, GIS defines escalation paths and response teams to address those incidents. GIS will work with Customer, and the appropriate technical teams, and law enforcement where necessary to respond to the incident. The goal of the incident response will be to restore the confidentiality, integrity, and availability of Customer's environment, and to establish root causes and remediation steps. Operations staff has documented procedures for addressing incidents where handling of data may have been unauthorized, including prompt and reasonable reporting, escalation procedures, and chain of custody practices.

Lastly, Production Event Notifications or PENs are official documents provided proactively to Oracle Cloud customers and authorized Oracle employees for the unplanned outages or service degradation in Oracle Cloud production environments. PEN provides necessary communications in the form of notifications.



Oracle Cloud Production Event Notifications



*8. Describe how you will help the City move to a new operation at the **end of the contract** term or if the contract is terminated, including the process for notifying of termination.*

After termination or expiration of the services under your order, or at your request, Oracle will delete or otherwise render inaccessible the production services, including your content residing therein, in a manner designed to ensure that they cannot reasonably be accessed or read, unless there is a legal obligation imposed on Oracle preventing it from deleting all or part of the service environment.

For a period of no less than 60 days after the termination or expiration of the services, Oracle will make available your production data via secured protocols, or keep the service system accessible, for the purpose of data retrieval by you. During this period, the service system should not be used for production activities. Oracle has no obligation to retain your content after this 60-day period.

If you need assistance from Oracle to obtain access to or copies of your content, you must create a service request in the Cloud Customer Support Portal applicable to the service (such as My Oracle Support).

Data retrieval and any related assistance by Oracle is not applicable for services that do not store your content. You are responsible for ensuring that if those services are dependent on separate Cloud Services for the storage of data, those separate Cloud Services must have a valid duration through the end of the terminating service to enable data retrieval.

*9. Please provide a copy of your most recent **SSAE 16 Type II audit**.*

Please refer to the SOC I and SOC II reports provided in the Appendix.

## 5 Implementation Plan

*The Vendor is to provide an implementation plan in narrative format supported by an activity-level project plan using Microsoft Project 2010 (or higher) that details how the proposed solution is to be implemented. This implementation plan should include the following elements:*

- 1. General Implementation Approach*
- 2. Project Management Approach*
- 3. Hardware, Software & Storage Design (if applicable) and Installation Consulting*
- 4. Data Conversion Plan*
- 5. Report Development*
- 6. Integrations and Interfaces*
- 7. Training*
- 8. Change Management Approach*
- 9. Testing*
- 10. Operational Redesign Approach*
- 11. System Documentation and Manuals*
- 12. Disaster Recovery Plan*
- 13. Knowledge Transfer*

*The Vendor should not be constrained to only include the above items in the Vendor's proposal response if the Vendor feels that additional elements may add value to the overall implementation.*

*The City requests that the Vendor provide their work plan in a Microsoft Project format as part of the proposal response.*

***It is expected that the Vendor will lead the efforts in each of the implementation areas described below unless stated otherwise.*** Further details on what is to be provided as part of the Vendors proposed implementation plan are included in the following subsections.

### 5.1 General Implementation Approach

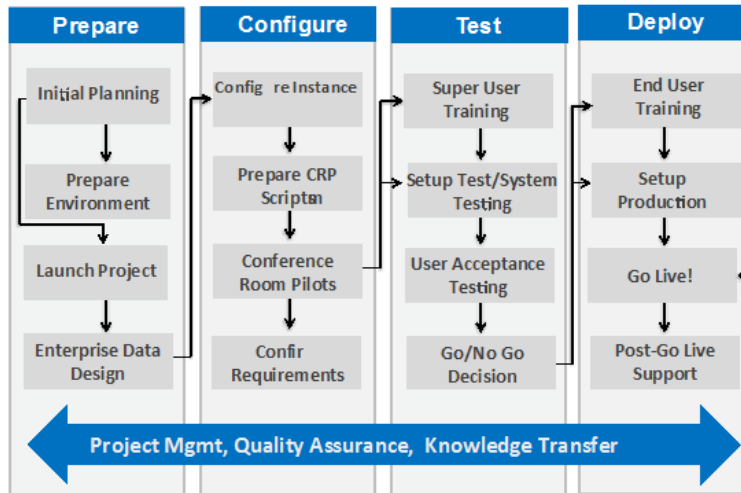
*Provide a general overview of the implementation approach you plan to use for the City that includes addressing the following items:*

#### **RapidApp Methodology**

Implementation costs make up a large proportion of a solution's total cost of ownership and, without careful management, many things can go wrong in the first, critical stages. Our methodology helps to ensure predictable results, less expense, and a faster return on your investment—not just once, but throughout the entire life cycle of the solution.

As part of our methodology, Denovo utilizes the Oracle Modern Best Practices (Business Accelerator) tools to ensure a comprehensive, flexible and affordable implementation. As one of the initial Oracle Cloud ERP and Accelerate partners nationwide, Denovo works closely with their customers to identify key business flows that can quickly be analyzed, documented and deployed to create a working Oracle instance in days to weeks rather than months. Each business flow provided within the Modern Best Practices is based on industry proven business processes that leverages many years of experience and development.

RapidApp comprises four phases—Prepare, Configure, Test and Deploy. The early phases help you identify, quantify, and build an effective project plan. The later phases put your plan into action.



*RapidApp Methodology*

### Phase 1: Prepare

In the prepare phase, our objective is to build your project mission and definition. We will build a roadmap and framework for the entire project. We define the scope and terms; identify people and resources, milestones and targets. We work with your project team to establish and communicate expectations for the project and perform baseline Oracle training. All implementation strategies are explored and decided upon during this phase. Requirements will be confirmed and documented. We will establish the base line technical infrastructure that will be necessary to complete the project. All of these elements are the basis for developing your project plan.

**At the end of the prepare phase, the deliverables include:**

- A quality plan is developed for all phases and deliverables.
- A gap analysis document describing business processes that cannot be accommodated with the non-customized Oracle application functionality.
- The infrastructure necessary to prototype and test the solution will be established, including hardware, software and networking architecture.
- The project team members with roles and responsibilities will be identified.
- Functional and technical training of the project team will begin during this phase.

### Phase 2: Configure

In the Configure phase, you'll establish the boundaries of your project. From the information gathering activities conducted during the prepare phase, we'll identify, analyze, and prioritize any affected business processes, and we'll show you how the solution will impact your business processes, enabling you to make decisions for gap solutions if necessary. Conference Room Pilot sessions (CRP) may also take place during this phase.

**At the conclusion of the configure phase, you will have:**

- A Design specification document outlining the prototype solution to be developed, including any interfaces to be developed and any data migration that needs to take place.
- Application Setup Documents (ASD).

### Phase 3: Test

You're going live soon, and we're helping you prepare. We're with you to update and configure the final system configuration. At this point, the historical and current data will be loaded or entered into the production system. We'll help you conduct system testing to verify that all data is converted and to ensure a smooth transition into production. We'll also help you determine a training approach for your end users, design training material and a training environment, and conduct the training, if requested. Otherwise, a train-the-trainer approach is assumed.

**When we're finished, you'll have:**

- A fully tested, production ready system.
- A complete end user training approach ready for rollout.

## Phase 4: Deploy

Your Oracle solution is live. As you make the transition, we can remain with you in a support role, helping to troubleshoot, teaching you how to maximize the value of your new system, and identifying any new opportunities to continue with the transformation to an E-Business company.

### **At the end of this phase, you will have:**

- Stopped doing your business processes in your legacy system.
- Moved all project support activities to your production support team.
- Trained your end users.

### *1. Describe how you transition from the sales cycle to the implementation phase of the project.*

Oracle has always aggressively solicited input into the development process from a variety of sources including field sales, industry trends, customers and our product and industry advisory councils and user groups. This continues as we develop our Cloud applications. For Cloud, there is even a closer relationship between our field sales staff and development. We meet periodically with development and help them understand what our customers need and help them prioritize development roadmaps. This takes on added significance in the Cloud environment as the development cycle is accelerated. New releases with new functionality are issued several times each year versus once every several years in the traditional on premise application environment. In addition, our customers have direct access to our development organization at events such as Oracle Open World and through Customer Advisory Boards and Executive Sponsors. Customers can even log tickets for enhancement requests to the products for future releases. There is a very close relationship between an industry need and product development delivery.

### *2. Describe key differentiators of the approach as it relates to implementing a solution on time, within budget and with the ability to meet the needs of a diverse client like the City.*

It is important to note that Denovo's methodology and approach toward projects has been developed based on our experience in hundreds of public sector ERP projects, which include dozens of counties, cities and other public sector organizations. There are several key differentiators that we have realized by this knowledge of the industry sector and sub-sector:

- 1) All-encompassing Organizational Change Management. (OCM) must be implemented throughout the project with participation beginning at the project planning stage. Our approach to OCM ensures that all aspects of the organization are addressed throughout the project (people, responsibilities, policies and procedures), and the right stakeholders are participating in the project.
- 2) Top down management support. Our approach ensures that we have the proper level of support from customer senior management to encourage the active and timely participation of key stakeholders to keep the project on track and within budget.
- 3) Senior Solution Assurance Manager. Our solution assurance approach is designed to review the project at key stage gates (and other times as necessary to ensure that the project is on track in meeting the stated goals and objectives of the project and the project stays on time and on budget.
- 4) Heavily engaged Project Manager. Our PMP certified PM is engaged full time with the goal of ensuring that all elements of the project stay on track. While others may assign part time PMs who are working on multiple projects simultaneously, ours is focused solely on this project.
- 5) Comprehensive set of project tools. Built on our best practices for counties, these tools simplify the discovery, design, configuration, construction, testing, training, and support for the project, reducing the effort to complete.
- 6) Senior Consultants with Industry Experience. The experience of our consultant with the software and industry provides the unique ability to get 75%+ of the way there within a matter of weeks.

### *3. Describe how you conclude on a preferred implementation phasing of software modules. What is your recommended approach for this implementation?*

Our proposed project plan is carefully created with the following guiding principles in mind:

- Ensure the solution delivered meets stated requirements in an expeditious schedule, but not so ambitious that it potentially compromises the solution to achieve an aggressive schedule.
- Ensure that a high degree of risk mitigation is built into the project plan and schedule. Make sure that the schedule enables adequate opportunity to ensure that the solution is thoroughly tested, issues resolved, and stakeholder acceptance has been achieved.

- Deliver a solution that efficiently utilizes software functionality by ensuring that the integrated nature of the software is not compromised. Ensure that all applications which interact at a transaction level are rolled out simultaneously.
- Ensure that all of the functionality addressed via the legacy solutions being replaced is introduced to be able to discontinue their use (and eliminate the need for temporary interfaces between these systems and the ERP system.)
- Limit interruptions to day-to-day processes and systems.
- Manage level of stakeholder change to ensure system acceptance by the user community (system socialization.) Introduce change in manageable amounts.
- Provide the most economical approach for addressing the above principles.

We are recommending a single phased project, with the option of segregating go-live dates based on HCM rolled out to coincide with a year or quarter beginning to simplify the payroll data conversion effort.

*4. Describe your approach towards running parallel systems for a period of time. Any unique tools, techniques or methods that you use should be described in this section.*

Denovo discourages running parallel systems. Our experience is that the additional effort in data entry and process in two (2) systems is not necessary. Further, we tend to identify issues with the legacy system and not the new Cloud ERP solution. That being said, we do test with actual results, especially for Payroll, where we will run at least three (3) payrolls “in parallel” using previously completed sequential payrolls from the legacy system.

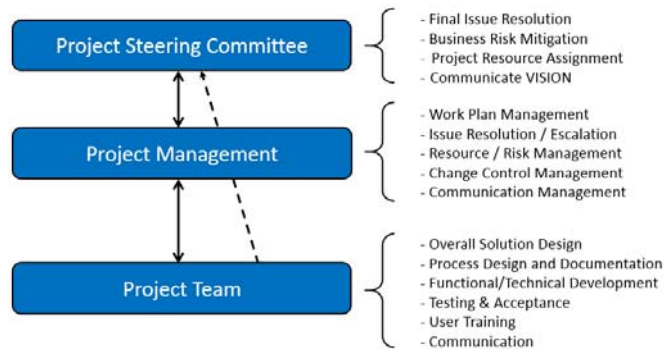
## 5.2 Project Management Approach

*In addition to providing responses to the following items, the Vendor must complete the **Project Management Approach Form** in **section 7.12** of this RFP, and include it in this section of the response.*

### Project Management Approach Form

1.	How does the Vendor plan to manage the vast amount of material that is produced during the project through potential solutions such as a collaboration environment?
	We use our SharePoint site for the project documents and grant access to City stakeholders.
2.	How would you facilitate a shared project plan that includes city tasks as well as vendor tasks to ensure project success and completion?
	As project tasks are shared between City of Hollywood Super Users and Denovo lead business analysts, it is important that we use a single project plan to manage all tasks to ensure project success and task completion. The Denovo Project Manager will own the project plan, but work closely with the City of Hollywood Project Manager to jointly manage the plan and hold team members accountable. Together, the Project Managers will analyze the plan at least weekly, and review it with the team during weekly status meetings to update it accordingly. Tasks will be managed to completion using our on-line tool, Jira, which all team members, City of Hollywood and Denovo, will have access to.
3.	Provide specific information on project close-out activities to transition support to the City.
	Specific tasks include: <ul style="list-style-type: none"> <li>• Create and execute the consultant support schedule (onsite and on call)</li> <li>• Support users with questions and issues</li> <li>• Create and complete project (or phase) closeout punch list</li> <li>• Identify and resolve issues and optimization opportunities</li> <li>• Update all system and user documentation to “as delivered”</li> <li>• Create and execute Operation Transition plan</li> <li>• Plan and Conduct Project (or phase) closeout meeting)</li> <li>• Close out the project (or phase)</li> </ul>
4.	How will project management be resourced?
	The project will be staffed with an available Denovo senior project manager with public sector experience. Please see Project Roles and Responsibilities below:

## Project Roles & Responsibilities



### *Project Steering Committee*

The Project Steering Committee is the Executive Management team with ultimate control over the project, including the budget and scope. The Steering Committee provides strategic direction for the overall project and as such determines the business objectives of the project.

The Project Steering Committee ultimately makes decisions on conflicting business requirements & scope changes. The Project Managers will escalate issues to the Project Steering Committee when appropriate.

### *Project Managers (Customer & Denovo)*

Project Managers for both Customer and Denovo are responsible for the day-to-day management of the project. Specifically, they are responsible for developing and maintaining the project plans and scheduling availability of resources and assigning tasks to those resources. Additionally, the project managers are responsible for managing risks and escalating risks as appropriate.

The Denovo Project Manager is responsible for preparing status reports, tracking the project budget and facilitating steering and status meetings.

The Customer Project Manager is responsible for reviewing deliverables and obtaining acceptance sign-off in timely manner.

### *Project Team Members*

The Denovo Project Team members are responsible for interpreting the Customer business requirements and developing an overall solution design to meet those requirements. Denovo team members will verify the solution by conducting Conference Room Pilot (CRP) sessions, and continue with functional/technical development in the environments as agreed upon in the instance strategy in the Project Plan and Project Scope, Objectives and Approach documents. Additionally, Denovo team members are responsible for system solution testing, solution configuration documentation and knowledge transfer. Lastly, the Denovo Team members will provide post-live support.

The Customer Project Functional Team members are expected to participate in status meetings, review deliverables and provide feedback in a timely manner. Additionally, they are responsible for participating in CRP sessions and Super User Training session and for performing any post-session tasks (i.e. running through CRP scripts after each sessions and completing training exercises given by the Denovo Team members).

An imperative task for the Helzberg Project Functional Team members is to create the business scenarios that will be utilized during User Acceptance Testing and to performing the User Acceptance Testing.

5.	What measures will you take to ensure that the Customer is satisfied (e.g. not on time, not on budget, etc.)?
	Standard implementation methodology procedures and controlling documents are in place to ensure that the customer remains satisfied. These include weekly status meetings, risk management, change control, and scope management. As a final arbitrator of conflict to keep the customer happy, project issues are presented to a steering committee made up of both city of Hollywood and Denovo executives for final resolution.
6.	How will you handle organizational reluctance to adopt new processes and ensure process optimization initially, and ongoing?

	<p>As part of our implementation team, we've included a member of our PMO to manage organizational change. They'll work closely with the Steering Committee to identify the proper approach to communicate and implement organizational change throughout the enterprise to ensure user adoption of industry leading practices inherent in the software.</p>
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*The City expects the Vendor to provide project management resources leading to the successful deployment of the system. This project manager will work as a team member with the City's project management office ("PMO"). It is expected that this project manager will be "on the ground" as appropriate to team with the City PMO. This project manager can be an employee of the Vendor or a partner of the Vendor. In either case, the costs for the project manager should be clearly denoted in the pricing section of this RFP.*

We have segregated PM costs from the other consultants in our pricing section as requested.

*As part of any significant engagement, the City employs a project management approach that is based on the Project Management Institute's project management body of knowledge (PMBOK). The City would expect responding Vendors to adhere to such standards as part of the project.*

Our project management approach is based on PMI PMBOK.

*Provide an overall description of the Vendor project management approach towards this type of engagement and projected timing for major phases.*

## Project Management

The Denovo project manager has overall responsibility for the success of the project. The City's project manager also has a co-responsibility to ensure the success of the project. The work clusters associated with the Project Management Segment includes:

- **Project Planning** – The activities performed under this task include defining the scope of the work to be performed, the project organization, and sponsor information (Senior City Executive who is responsible to the City's management for the successful completion of the project), and an outline of the working relationship between the project team (the City, Denovo, and Oracle) and City management and operations. This task also includes activities for defining the risk management policy and identifies project risks. Additional activities will define the high level project plan, including resource requirements and timeframe. And finally, these activities will define the project budget and the tracking mechanism to be adopted throughout the City's project.
- **Project Infrastructure** – These activities create the Program Management Office (PMO) Organization and Infrastructure. The PMO will be the management structure to many of the sub-projects, which will be associated with the City's Project. The main goal of the infrastructure is to create an environment that will identify, capture and significantly reduce risk to the project's success. It will be the PMO's responsibility to ensure communications between the various projects, track project progress, ensure interdependencies are met, escalate issues, and track and ensure timely resolution of issues.
- **Project Scheduling** – These activities create a detailed project plan and schedule which is used to control the day-to-day activities the team will perform. Denovo utilizes Microsoft Project to create the plan, which will dictate a timeline or schedule to be followed and track assigned resources and progress. We will define the organizational structure of the resources, including defining the roles and responsibilities of each team member. We will use the high-level plan, presented here, as a basis and work closely with the City to create a City specific plan which leverages your strengths and the capabilities of Denovo.
- **PM Ongoing Activities** – This is a series of activities utilized to manage the project's execution. This includes creating timely status reports, conducting timely project meetings, monitoring issues and risk, managing cost and scope, etc.
- **Approvals and Sign-off** – The project team will review all deliverables from this stage with the City's executive management to ensure communications, understanding, and project direction. During this step, it may be necessary to refine some of the documentations of this stage to ensure that the project is in line with the desires of the City's management and expectations. The revised documents will be signed-off by the City's management and will provide input to circle back to the Project Management Segment to refine the project plan, budget, schedule and timeline.
- **Close Project Stages and Segments** – This is a series of activities designed to conclude that all required tasks have been completed and that all of the intellectual property has been documented and retained. We also update and refine the Project Plan, Budget and Schedule. It also provides direction on handling outstanding issues to insure adequate follow through



The Denovo and City project managers will be engaged nearly 100% on the project. The Denovo project manager will be onsite approximately 50% of the time. The Denovo lead Solutions Architect will be responsible for oversight of the integration development.

### *Project Scope Statement*

The Denovo project manager will work with Helzberg to write a Project Scope Statement. The purpose of this statement is to establish boundaries for the project and to ensure that both Denovo and Customer share a common understanding of the goals for the RapidApp Implementation. The scope statement will define the business processes to be included in this implementation, and the services to be provided by Denovo in implementing the Oracle software for Helzberg business use. The Denovo deliverables to be produced over the course of the project will be described to ensure there is a common understanding of the purpose and content of these documents.

The Scope Statement will be used as a reference through all phases of the project to ensure that project work remains within the boundaries defined, and to prevent the team from expending time on efforts that are not applicable to the project. If it is determined that the RapidApp Implementation should be expanded to include additional services or additional uses of the Oracle software, a formal Change Request will be submitted for review and approval by Helzberg prior to beginning the additional work. The Scope Statement will be accompanied by a project team organization structure, identifying the project team members from both Denovo and Customer.

### *Project Plan*

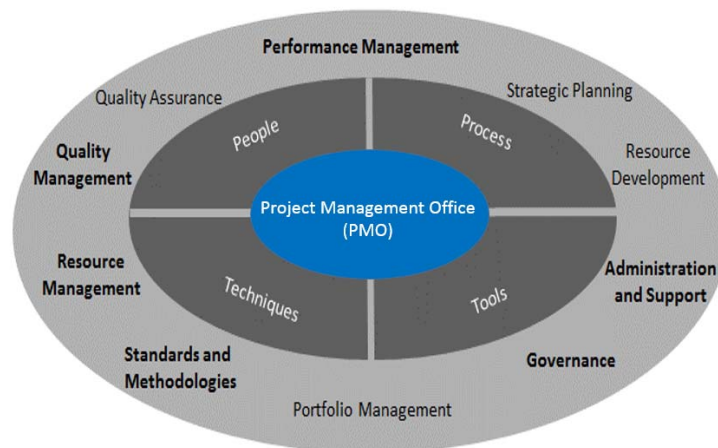
Denovo will work with Customer to develop the third component of the Planning Phase deliverables, a formal project plan for the RapidApp Implementation. The RapidApp Implementation plan will lay out: what needs to be done, by whom, and by when in order to implement the Oracle Applications modules within the scope established in the Project Scope Statement. The plan is a critical tool for providing direction and deadlines for project team members, monitoring team progress, and identifying potential delays so that they can be addressed and prevented. The project plan will include the following:

- High level timeline (key areas of work to be completed with planned deadlines)
- Detailed Work Plan (MS Project plan with low-level tasks and budgeted time)
- Assumptions (all project-related assumptions and constraints which underlie the plan)

## **Project Management Office**

Denovo’s Project Management Office (PMO) program Includes setup and operate a temporary project-specific PMO in support of an Oracle implementation. The primary objectives of the PMO are to:

- Streamline project execution through dissemination of best practice project processes, standards and templates.
- Maintain focus on program objectives through intra and inter project communications.
- Facilitate timely resolution of management issues and recommended scope changes.
- Ensure adequate resource capacity and avoid cross-project resource bottlenecks.



**Denovo’s Project Management Office**  
*(Items in bold are included in a temporary project-based PMO)*



Key components of Denovo’s PMO program relevant to a project specific PMO include:

- **Performance Management:** Aggregating and communicating project performance (schedule, time and cost vs. budget) and monitoring other project performance metrics
- **Governance:** Driving resolution of management issues and facilitating change control.
- **Resource Management:** Managing resource skills, demand, and capacity across projects.
- **Quality Management:** Use of Denovo’s project management methodology and templates for areas such as project scheduling, issue management, risk management, status reporting, deliverable acceptance and financial tracking.
- **Administration and Support:** Facilitation of consistent use of project and collaboration tools (e.g., Daptiv).
- **Standards and Methodologies:** Distribution and education on the use of Denovo RapidApp processes and templates.

Other PMO services such as Strategic Planning, Quality Assurance, Resource Development and Portfolio Management are not included, but are available upon request.

*Provide a high-level work plan for achieving the successful deployment of your proposed system.*

Below is an example of a Denovo RapidApp summary Project Plan used as the baseline for the successful deployment of all our implementation Projects. Once the scope is finalized and dates sets, this plan will be developed into a detailed plan with all customer and implementer tasks clearly defined to track progress.

ID	Task Name	Deliverable	% Complete	Predecessors	Resource Names
1	<b>RapidApp Oracle Project Implementation Methodology</b>		<b>0%</b>		
2	<b>Prepare Phase</b>		<b>0%</b>		
3	<b>Pre-sale Activity</b>		<b>0%</b>		
4	Complete Discovery Analysis		0%		
5	Conduct Validation Meeting		0%		
6	Complete Customer Demo		0%		
7	RapidApp Work Estimator	RM.020	0%		PM
8	Proposal w/ high-level scope definition/reqts, approach, project plan, work/cost estimate		0%		PM
9	Review Master Services Agreement (MSA) w/ Exhibits		0%		PM
10	Conduct Implementation Workshop		0%		
11	Sample HW Specs		0%		
12	Signed Contract for SW and Services		0%		PM
13	<b>Conduct Initial Planning Meeting</b>		<b>0%</b>		<b>Client - PM,PM</b>
14	Make working arrangements		0%		
15	Identify Client Project Team Members		0%		
16	Log request for Sharepoint Workspace & team member access		0%		
17	Log request for JIRA issue tracking project creation		0%		
18	Finalize Detailed Project Plan	WM.020	0%		
19	Share / Review key project docs with Customer		0%		
20	Sample Roles & Responsibilities Guideline		0%		
21	Resource Commitment Plan Template		0%		
22	User Docs (standard Oracle, via MyOracleSupport)		0%		
23	Setup Client on support.oracle.com, have team request CSI access		0%		
24	Review draft of Kickoff ppt deck		0%		
25	<b>Review standard procedures with client (Quality Plan)</b>	<b>QM.010</b>	<b>0%</b>		<b>Client - PM,PM</b>
26	Client quality objectives		0%		
27	Roles & Responsibilities		0%		
28	Project mgmt		0%		
29	Project Control		0%		
30	Documentation		0%		
31	CRP Guidelines		0%		
32	Testing		0%		
33	Training		0%		
34	<b>Follow-up on Client Tasks</b>		<b>0%</b>	<b>3,13</b>	<b>PM</b>
35	Order or Download Software		0%		Mgd Svc Team
36	Order HW or execute Hosting Agreement		0%		
37	Complete Resource Commitment Plan		0%		
38	Supplemental Training Plan (Oracle University)		0%		
39	<b>Launch Project</b>		<b>0%</b>	<b>13,34</b>	
40	Preliminary CR.010	CR.010	0%		PM
41	Kick-Off Meeting		0%		
42	<b>Conduct Team Familiarization Training (TFT)</b>		<b>0%</b>	<b>41</b>	
43	Sys Admin training		0%		SBA-FIN
44	Create Client User Names and Passwords		0%		Client-SysAdmin
45	Apps overview, general navigation		0%	44	SBA-FIN
46	<b>Purchasing</b>		<b>0%</b>		
47	Requisition to Receipt		0%	45	SBA-SC
48	<b>Financials</b>		<b>0%</b>		
49	Supplier Invoice to Payment (AP)		0%	47	SBA-FIN
50	Customer Invoice to Receipt (AR)		0%	49	SBA-FIN
51	Receipt to Assets, Assets to Depreciation (FA)		0%	50	SBA-FIN
52	Bank Stmt to Cash Reconciliation (CE)		0%	51	SBA-FIN
53	Budgets to Approval & Subledger Journal to Post (GL)		0%	52	SBA-FIN
54	Period End Close to Financial Reports		0%	53	SBA-FIN
55	<b>HR/Payroll</b>		<b>0%</b>		
56	Core HR		0%		SBA-HR
57	Time Collection to Payroll Processing		0%		SBA-HR
58	Payroll to Payment		0%		SBA-HR
59	Goal Setting to Appraisal		0%		SBA-HR
60	Career Planning to Performance Mgmt		0%		SBA-HR
61	Talent Review and Development		0%		SBA-HR
62	Benefits to Payroll		0%		SBA-HR
63	Employee Onboarding to Termination		0%		SBA-HR
64	Absence Planning to Productivity Improvement		0%		SBA-HR
65	Succession Planning		0%		SBA-HR
66	Follow-up on Client "Homework"		0%	42	SBA-FIN[15%]
67	<b>Create Enterprise Data Design</b>		<b>0%</b>	<b>54</b>	<b>Architect</b>
68	<b>Enterprise Data Design Work Sessions</b>		<b>0%</b>		
69	Legal Entities, Organization Structure		0%		
70	Chart of Accounts, Currency, Calendar, Accounting Convention		0%	69	
71	Chart of Accounts Segment Values		0%	70	

ID	Task Name	Deliverable	% Complete	Predecessors	Resource Names
72	<b>Key Flexfields</b>		<b>0%</b>	<b>71</b>	
73	Assets		0%		
74	Human Resources		0%		
75	Inventory		0%		
76	Banking, Revenue Accounting, System/Financial Options		0%	72	
77	Suppliers, Customers, Inventory Orgs and Items		0%	76	
78	Financial and Operations Reporting		0%	77	
79	<b>RD.010</b>	<b>RD.010</b>	<b>0%</b>	<b>68</b>	
80	Prepare Enterprise Data Design Document		0%		
81	Client Review and Acceptance		0%	80	Client
82	<b>Configure Phase</b>		<b>0%</b>		
83	<b>Configure DEV instance</b>		<b>0%</b>		<b>SBA</b>
84	<b>Create Initial Requirements Document</b>		<b>0%</b>		
85	Accounting to Financial Reports	<b>RD.050</b>	0%		
86	Supply Chain		0%		
87	HR/Payroll		0%		
88	Configure Instance		0%	84	
89	<b>CRP 1</b>		<b>0%</b>		<b>SBA</b>
90	Unit Testing of DEV instance		0%		
91	CRP Script Preparation	BR.080	0%		
92	<b>CRP Execution</b>		<b>0%</b>	<b>91,90</b>	
93	<b>Purchasing</b>		<b>0%</b>		
94	Requisition to Receipt		0%		
95	<b>Financials</b>		<b>0%</b>	<b>93</b>	
96	Supplier Invoice to Payment (AP)		0%		
97	Customer Invoice to Receipt (AR)		0%	96	
98	Receipt to Assets, Assets to Depreciation (FA)		0%	97	
99	Bank Stmt to Cash Reconciliation (CE)		0%	98	
100	Budgets to Approval & Subledger Journal to Post (GL)		0%	99	
101	Period End Close to Financial Reports		0%	100	
102	<b>HR/Payroll</b>		<b>0%</b>		
103	Core HR		0%		
104	Time Collection to Payroll Processing		0%		
105	Payroll to Payment		0%		
106	Goal Setting to Appraisal		0%		
107	Career Planning to Performance Mgmt		0%		
108	Talent Review and Development		0%		
109	Benefits to Payroll		0%		
110	Employee Onboarding to Termination		0%		
111	Absence Planning to Productivity Improvement		0%		
112	Succession Planning		0%		
113	Client review and sign-off on CRP1 script results	BR.090	0%	101	Client
114	<b>Finalize Requirements</b>		<b>0%</b>	<b>92</b>	<b>SBA-FIN[25%],S</b>
115	Update Scope, Objectives, and Approach	CR.010	0%	113	PM
116	Client Review and Acceptance		0%	115	
117	<b>Deliver Requirements Document</b>	<b>RD.050</b>	<b>0%</b>		
118	Accounting to Financial Reports		0%	113	SBA-FIN
119	Supply Chain		0%	113	SBA-SC
120	Client Review and Acceptance		0%	118,119	Client
121	Document Application Setup Chages from GOLD1 in Application Setup Change Log	BR.099	0%		SBA-FIN,SBA-SC
122	<b>CEMLI</b>		<b>0%</b>		
123	<b>Data Conversion</b>		<b>0%</b>		
124	Prepare Data Conversion Strategy Document	CV.010	0%		STA
125	Client Review and Acceptance		0%	124	Client
126	<b>C01 - Suppliers</b>		<b>0%</b>		
127	Prepare Conversion Mapping document (CV.040)	CV.040	0%		STA
128	Client Review and Acceptance		0%	127	Client
129	Provide Source Data File		0%	128	Client
130	Build and Unit Test Customer conversion		0%	129	OTA
131	<b>C02 - AP Open Supplier Invoices</b>		<b>0%</b>		
132	Prepare Conversion Mapping document (CV.040)	CV.040	0%		STA
133	Client Review and Acceptance		0%	132	Client
134	Provide Source Data File		0%	133	Client
135	Build and Unit Test Customer conversion		0%	134	OTA
136	<b>C03 - Customers</b>		<b>0%</b>		
137	Prepare Conversion Mapping document (CV.040)	CV.040	0%		STA
138	Client Review and Acceptance		0%	137	Client
139	Provide Source Data File		0%	138	Client
140	Build and Unit Test Customer conversion		0%	139	OTA
141	<b>C04 - AR Open Customer Invoices</b>		<b>0%</b>		

ID	Task Name	Deliverable	% Complete	Predecessors	Resource Names
142	Prepare Conversion Mapping document (CV.040)	CV.040	0%		STA
143	Client Review and Acceptance		0%	142	Client
144	Provide Source Data File		0%	143	Client
145	Build and Unit Test Customer conversion		0%	144	OTA
146	<b>C05 - GL Balances</b>		<b>0%</b>		
147	Train Client on WebADI Journal Upload tool		0%		SBA-FIN
148	Prepare data extracts and upload spreadsheets		0%	147	Client
149	<b>C06 - Fixed Assets</b>		<b>0%</b>		
150	Train Client on WebADI Journal Upload tool		0%		SBA-FIN
151	Prepare data extracts and upload spreadsheets		0%		Client
152	<b>C07 - Employees</b>		<b>0%</b>		
153	Prepare Conversion Mapping document (CV.040)	CV.040	0%		STA
154	Client Review and Acceptance		0%	153	Client
155	Provide Source Data File		0%	154	Client
156	Build and Unit Test Customer conversion		0%	155	OTA
157	<b>Other CEMLI</b>		<b>0%</b>		
158	<b>AR Invoice Template</b>		<b>0%</b>		
159	Prepare MD.050 Functional Spec Document	MD.050	0%		STA
160	Client Review and Acceptance		0%	159	Client
161	Build and Unit Test AR Invoice Template		0%	160	OTA
162	<b>AP Check Template</b>		<b>0%</b>		
163	Prepare MD.050 Functional Spec Document	MD.050	0%		STA
164	Client Review and Acceptance		0%	163	Client
165	Build and Unit Test AP Check Template		0%	164	OTA
166	<b>Other CEMLIs</b>		<b>0%</b>		
167	Prepare MD.050 Functional Spec Document	MD.050	0%		STA
168	Client Review and Acceptance		0%	167	Client
169	Build and Unit Test Other Custom Objects		0%	168	OTA
170	<b>CRP2</b>		<b>0%</b>		
171	<b>Prepare TEST instance</b>		<b>0%</b>		
172	Configure TEST instance		0%		Mgd Svc Team
173	Update Configurations from CRP1 (use BR.099)		0%	120	SBA-FIN,SBA-SC
174	Unit Testing of TEST instance		0%		OBA-SC,OBA-FI
175	CRP2 Script Preparation		0%		SBA-FIN,SBA-SC
176	Responsibility Design Session		0%	173	SBA-FIN[15%],S
177	Responsibility Creation in TEST instance		0%	176	Client-SysAdmin
178	<b>CRP2 Execution</b>		<b>0%</b>	<b>177,174,175</b>	
179	<b>Purchasing</b>		<b>0%</b>		
180	CRP2 scenarios (CEMLI and o/s issues from CRP1)		0%		SBA-SC
181	<b>Financials</b>		<b>0%</b>	<b>179</b>	
182	CRP2 scenarios (CEMLI and o/s issues from CRP1)		0%		SBA-FIN
183	<b>HR/Payroll</b>		<b>0%</b>		
184	CRP2 scenarios (CEMLI and o/s issues from CRP1)		0%		
185	Client review and sign-off on CRP2 scripts	BR.090	0%	179,181	Client
186	<b>Prepare Documentation</b>		<b>0%</b>	<b>185</b>	
187	<b>Technical Documentation</b>	<b>MD.120, M0%</b>			
188	<b>C01 - AP Suppliers</b>		<b>0%</b>		
189	Complete MD.120 - Technical Porting Instructions		0%		OTA,STA[15%]
190	Client Review and Acceptance		0%	189	
191	Complete MD.070 Technical Specifications Document		0%	189	OTA,STA[15%]
192	Client Review and Acceptance		0%	191	
193	<b>C02 - AP Open Supplier Invoices</b>		<b>0%</b>		
194	Complete MD.120 - Technical Porting Instructions		0%		OTA,STA[15%]
195	Client Review and Acceptance		0%	194	
196	Complete MD.070 Technical Specifications Document		0%	194	OTA,STA[15%]
197	Client Review and Acceptance		0%	196	
198	<b>C03 - AR Customers</b>		<b>0%</b>		
199	Complete MD.120 - Technical Porting Instructions		0%		OTA,STA[15%]
200	Client Review and Acceptance		0%	199	
201	Complete MD.070 Technical Specifications Document		0%	199	OTA,STA[15%]
202	Client Review and Acceptance		0%	201	
203	<b>C04 - AR Open Customer Invoices</b>		<b>0%</b>		
204	Complete MD.120 - Technical Porting Instructions		0%		OTA,STA[15%]
205	Client Review and Acceptance		0%	204	
206	Complete MD.070 Technical Specifications Document		0%	204	OTA,STA[15%]
207	Client Review and Acceptance		0%	206	
208	<b>C07 - Employees</b>		<b>0%</b>		
209	Complete MD.120 - Technical Porting Instructions		0%		OTA,STA[15%]
210	Client Review and Acceptance		0%	209	
211	Complete MD.070 Technical Specifications Document		0%	209	OTA,STA[15%]
212	Client Review and Acceptance		0%	211	

ID	Task Name	Deliverable	% Complete	Predecessors	Resource Names
213	<b>Functional Documentation</b>	<b>BR-100</b>	<b>0%</b>		
214	BR-100 Configuration Setup Document - Financials		0%	181	OBA-FIN
215	BR-100 Configuration Setup Document - Supply Chain		0%	179	OBA-SC
216	BR-100 Configuration Setup Document - HR/Payroll		0%		OBA-HR
217	<b>Test Phase</b>		<b>0%</b>		<b>SBA-FIN[75%],S</b>
218	<b>Super User Configuration Training</b>		<b>0%</b>	<b>213</b>	
219	Purchasing		0%		SBA-SC
220	Financials		0%		SBA-FIN
221	HR/Payroll		0%	220	
222	System Administration / General Foundation		0%	221	SBA-FIN
223	<b>Configure UAT instance</b>		<b>0%</b>		
224	Update Configurations UAT from CRP 2 (use BR.099)		0%		SBA-FIN,SBA-SC
225	Promote other CEMLI's to UAT instance		0%		STA,OTA
226	<b>Load Data Conversions into UAT instance</b>		<b>0%</b>		
227	C01 - AP Suppliers		0%	225	STA,OTA
228	C02 - AP Open Supplier Invoices		0%	227	STA,OTA
229	C03 - AR Customers		0%	228	STA,OTA
230	C04 - AR Open Customer Invoices		0%	229	STA,OTA
231	C05 - GL Balances		0%	225	STA,OTA
232	C06 - Fixed Assets		0%	225	STA,OTA
233	C07 - Employees		0%		STA,OTA
234	<b>User Acceptance Testing (UAT)</b>		<b>0%</b>		
235	Prepare UAT Test scenarios (start with CRP scripts)	TE.040	0%	185	Client
236	Validate data conversions in UAT instance		0%	226	Client
237	Execute UAT test scripts		0%	235,236	Client
238	Resolve UAT Issues		0%	235FS+2 days	Client,SBA-FIN,S
239	<b>Go/No Go Decision</b>		<b>0%</b>	<b>238</b>	
240	<b>End User Training</b>		<b>0%</b>	<b>239</b>	
241	Purchasing		0%		
242	Financials		0%		
243	HR/Payroll		0%		
244	<b>Deploy Phase</b>		<b>0%</b>		
245	Finalize Detailed Production Deployment Plan	PM.010	0%		
246	Configure PROD		0%	239	SBA-FIN,SBA-SC
247	<b>Load Data Conversions into PROD instance</b>		<b>0%</b>		
248	C01 - AP Suppliers		0%	246	STA,OTA
249	C02 - AP Open Supplier Invoices		0%	248	STA,OTA
250	C03 - AR Customers		0%	249	STA,OTA
251	C04 - AR Open Customer Invoices		0%	250	STA,OTA
252	C05 - GL Balances		0%	246	STA,OTA
253	C06 - Fixed Assets		0%	252	STA,OTA
254	C07 - Employees		0%	246	STA,OTA
255	<b>Go-Live</b>		<b>0%</b>	<b>247</b>	
256	<b>Support</b>		<b>0%</b>	<b>255</b>	
257	Post Go-Live Support at Go-Live		0%	255	SBA-FIN,SBA-SC
258	Post Go-Live Support at first month-end close		0%	255FS+21 day	SBA-FIN,SBA-SC
259	Prepare Project Engagement Summary	PM.060	0%	258	PM
260	Project Management		0%		PM[40%]

## 5.3 Hardware, Software and Storage Design and Installation Consulting

*The City usually installs the required hardware and communications equipment for applications. We are open to other proposals to accomplish a successful deployment. The Vendor is expected to specify, furnish, deliver, install and support all application and system software that may include preinstalling or equipment staging as required with a Hosted or SaaS implementation. What do you propose for the most effective deployment of hardware, communications and related equipment (if applicable)?*

Customer access to Oracle Cloud Applications is achieved through any Internet enabled desktop or mobile device. There is no need to install any dynamically linked libraries or invoke elevated privileges on existing users' desktops to communicate with our Cloud offering. In some instances where the use of excel is preferred we deliver a plugin authentication bridge to allow secured communication from an Excel Spreadsheet and the oracle Cloud instance this service is available for users that would like to use spreadsheets for reporting or data uploads only.

Oracle Cloud applications are accessible via the most common Internet browsers such as Chrome, Microsoft Internet Explorer, Safari, and Firefox. Browser support is available at: <http://www.oracle.com/us/products/system-requirements/overview/index.html>

Third party software may be necessary to take advantage of some desktop integration features, including those listed below. There are Microsoft plug-ins provided, at no additional cost, to support desktop integration.

- Adobe Reader 9 and higher
- Adobe Acrobat 9 Pro and higher
- OBI Reporting supports Excel 2003 and Excel 2007+, PowerPoint 2003 and PowerPoint 2007+
- Outlook 2003, 2007 and 2010

*Additionally, the City expects the selected Vendor to conduct a test of integration with current authentication and ongoing on-premise systems.*

Oracle Cloud uses the SAML standard to enable secure, cross-domain communication between Oracle Cloud and other SAML-enabled Oracle systems, as well as a selected number of non-Oracle identity management systems located on-premises or in a different cloud. As an added service Oracle Cloud operations can register The City's authentication server as a registered IDP to enable cross platform authentication.

## 5.4 Data Conversion Plan

*It is anticipated that data conversion will occur when migrating to the new application. The Vendor is expected to assist the City in the conversion of both electronic and manual data to the new system. It is expected that the City will be responsible for data extraction from current systems and data scrubbing and data pre-processing and that the Vendor will be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new ERP. Please provide pricing for data conversions in the associated Microsoft Excel pricing spreadsheet.*

*1. Describe your general approach towards data conversion and how you would work with the City to conclude on what should be converted.*

Where possible, Denovo leverages FBDL (File Based Date Load) spreadsheets to convert data into the Oracle Cloud. For implementations of this size, Denovo will perform up to three (3) rounds of data conversion in DEV to verify data accuracy and completeness. Denovo will perform up to two (2) load of data into TEST for UAT (if required) and will perform the validated UAT loads into PROD.

Denovo will work with the City to identify procedures to validate the count of records sent from the City (completeness) for each round of loads into DEV, TEST and PROD. Denovo will ask the City to identify reports, screens, or other documentation to validate that data sent from the City for conversion into Oracle Cloud matches expected results (accuracy). Documentation of validated results is requested to be gathered and maintained by the City as required for audit purposes.

*2. Please describe your organization's recommended approach toward retention of legacy data.*

Denovo recommends retention of seven (7) years of historical financial, human resources, and payroll data in the legacy system in archive mode, or in a data warehouse which may be accessed as needed by end users for analytical or audit purposes.

## 5.5 Report Development

*For specific reporting requirements, it is anticipated that the Vendor will take the lead on developing any reports required as part of the initial deployment of the system. The Vendor is expected to provide specialized knowledge and information to the City staff during the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc. In addition to providing responses to the following items, the Vendor must complete the **Report Development Form** in **section 7.13** of this RFP, and include it in this section of the response.*

### Report Development Form

1.	What is the query tool and report writer that Vendor is proposing?
	<p>Oracle and Denovo are proposing Oracle Fusion Financial Reports Center, part of Oracle Fusion Financials Cloud Service. This includes:</p> <ul style="list-style-type: none"> <li>• Financial Reporting Studio, Query &amp; Infolets</li> <li>• SmartView</li> <li>• Oracle Transactional Business Intelligence (OTBi)</li> <li>• BI Publisher</li> </ul>
2.	What is your definition of a report?
	<p>There are different reporting needs within an organization. The CFO needs professional-quality financial statements, financial analysts need to analyze ledger balances, and other users need to perform ad hoc transactional queries. A common complaint from all these professionals is that the data is dispersed across multiple sources and is outdated, inaccurate, and time consuming to gather.</p> <p>Oracle Cloud Applications delivers a state-of-the-art reporting platform that is natively built on top of an analytic data model. Single-step posting from transactions to the analytic data model ensures consistent, timely, and accurate information for both management and external reporting. All the reports work off the same data source and support drill-downs to live source transactions. All queries and reports are accurate up to the minute, providing multidimensional analysis without the need for a separate data warehouse.</p>
3.	What reports are available out of the box? Provide a list and samples at the end of this section.
	There are standard reports for Cloud Financials, Cloud Procurement, Cloud Project Portfolio and Cloud HCM as well as others that are available out of the box. Please see a partial list of Standard Out-of-the-Box reports at the end of this section.
4.	Describe your process for determining the scope of what reports will have to be developed (not out-of-the-box) and what effort it will take to develop and test them?
	<p>Denovo recommends that clients to not look for custom reports until after the completion of CRP1. Oracle Cloud comes seeded with thousands of standard reports, which are utilized globally for most reporting needs. For reporting requirements which may not be met using standard Oracle reports, a reporting workshop will be conducted after completion of CRP1 with the Senior Business Analysts from Denovo and City Super Users and Subject Matter experts. Requirements, format, parameters business rules, and business scenarios are documented by the Senior Business Analyst using a MD.050 (Functional Specification). Once the City signs-off (accepts) the final MD.050, the report will be developed in DEV, and unit tested using the business scenarios provided in the MD.050. The report is then released to the City for system integration and user testing. Once vetted in DEV, reports are migrated to TEST or PROD as required.</p> <p>Report development is estimated using a Low, Medium, and High Complexity Scale.</p> <p>Low – report requires data from 1 object – approximately 40 – 60 person hours to document, develop, and test</p> <p>Medium – report requires data from 2 - 3 objects – approximately 50 – 90 person hours to document, develop, and test</p> <p>High – report requires data 4 or more objects – approximately 80 – 120 person hours to document, develop, and test</p>
5.	It is expected that the system will provide the ability for end-user querying and reporting to be performed without impacting the performance of the transactional system. Does your proposal meet this expectation?
	Yes, all of the proposed inquiry and reporting tools do not impact system performance.



*Provide information on your reporting approach including:*

**1. Description of various methods of reporting including Business Intelligence,**

In Oracle Cloud, BI analytics are woven into the fabric of your business processes so that you can work naturally and intuitively. The flexible, pre-delivered operational reports use real-time transactional data and let you include your own ad hoc queries. Business analytics are embedded on key pages and in transactional flows throughout Oracle Cloud and are linked directly to transactions and other decision points. Each screen shows additional pieces of relevant information that users can use to make decisions and maximize their productivity.

With Oracle's embedded analytics, role-based dashboards, and on-the-fly ad hoc reporting capabilities make data access and interpretation easier than ever before. Users are able to see updates in real-time, and their impact, through embedded analytics. This eliminates the guesswork with dashboards that deliver in-line information while you do your work. Pre-delivered operational reports are enriched with robust and flexible ad hoc query capabilities that access real-time transactional data – no need to push data to a separate warehouse or engage the IT department for a custom report: it's easy, and right at your fingertips.

Oracle Transactional Business Intelligence for Oracle Cloud is a real time, self-service reporting solution for Oracle Cloud. With Oracle Business Intelligence Enterprise Edition (Oracle BI EE) as the standard Oracle query and reporting tool, business users are provided an easy-to-use interface to perform current state analysis in Oracle Cloud applications. In ad-hoc reports, business users can also easily drill on predefined hierarchies, enable action links, compose a dashboard, schedule reports or dashboards for delivery and export the data or reports – all in real-time

Built on Oracle Business Intelligence Enterprise Edition (OBIEE) technologies, Oracle Cloud reporting provides capabilities for every type of user; from managers viewing reports, to individual users creating ad-hoc analyses, to analytical specialist creating advanced analyses and pixel perfect reports with all users sharing a single analytical catalog.

## **Oracle Cloud Applications Reporting Overview**

### *The New Standard for Reporting*

Oracle Fusion Financial Reports Center, part of Oracle Fusion Financials Cloud Service, delivers a unique multi-dimensional reporting and analysis platform that provides real-time access to financial information. Users can quickly report and analyze data from different perspectives from the same system that is used for operational accounting.

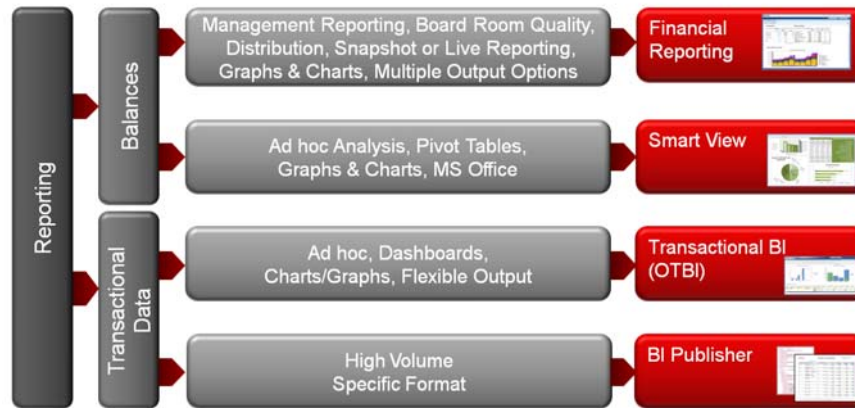
Oracle Cloud Applications are a 100 percent open, standards-based set of integrated modules that are much more than just another ERP system. Unlike traditional systems that consider decision support and intelligence as an afterthought, Oracle Cloud delivers unprecedented business insight to all users. Its revolutionary reporting platform and native business intelligence set the new standard for finance and fundamentally change the way finance professionals work.

There are different reporting needs within an organization. The CFO needs professional-quality financial statements, financial analysts need to analyze ledger balances, and other users need to perform ad hoc transactional queries. A common complaint from all these professionals is that the data is dispersed across multiple sources and is outdated, inaccurate, and time consuming to gather.

Oracle Cloud Applications delivers a state-of-the-art reporting platform that is natively built on top of an analytic data model. Single-step posting from transactions to the analytic data model ensures consistent, timely, and accurate information for both management and external reporting. All the reports work off the same data source and support drill-downs to live source transactions. All queries and reports are accurate up to the minute, providing multidimensional analysis without the need for a separate data warehouse.

Accessing information is different in Oracle Cloud Applications. Users no longer need to depend on IT involvement to create reports or queries. Finance users can gain access to live financial reports and report snapshots through a secure, self-service reporting center. Other users can easily create their own ad hoc transactional queries using predefined business views that use common business language specifically designed for nontechnical users to understand.

The figure below depicts available reporting options.



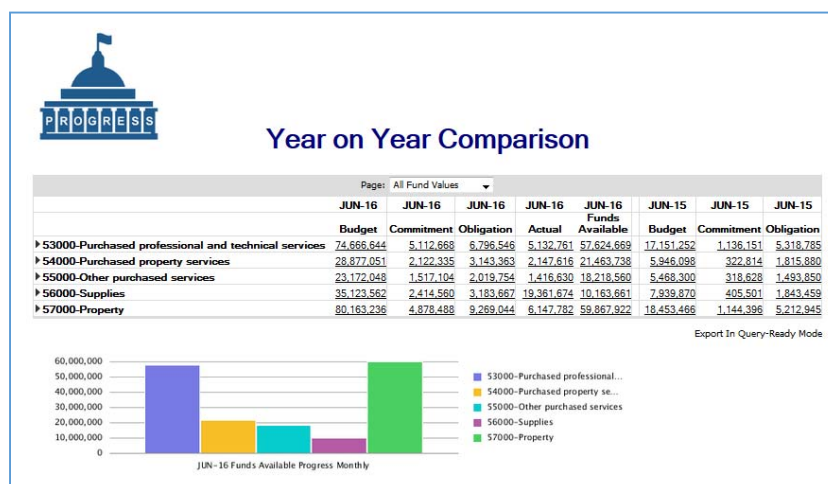
Reporting tools available with Oracle Cloud Applications

### Financial Reporting, Querying & Infolets

Financial Reporting Studio, which will be used to produce all the GASB and CAFR reports, delivers book-quality management reports based on live general ledger balances and hierarchies. In addition to high quality, formatted reports including graphs and charts, Financial Reporting Studio also supports detailed and interactive analysis within the report through slicing-and-dicing, expansions and drilldowns, allowing managers and executives to review strategic financial highlights and trends but with the added capability to investigate the details for a comprehensive understanding of financial performance.

Functional/Programs Activities	Program Revenues				Total Program Revenues	Net Revenues (Expenses) and Changes in Net Position Primary Government			Component Unit
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions		Governmental Activities	Business-type Activities	Total	
<b>Primary Government</b>									
<b>Governmental Activities</b>									
General Government	3,927,681	1,088,792			1,088,792	(4,828,919)	-	(4,828,919)	
Community and Economic Development	2,309,306	399,872	105,574	726,511	1,535,867	(1,382,899)	-	(1,382,899)	
Police	3,820,300	427,869	62,883	82,422	987,776	(9,291,828)	-	(9,291,828)	
Fire and EMS	3,780			73,614	79,614	63,854	-	63,854	
Public Works	2,873,055	1,174,111	588,509	200,185	1,942,808	(1,030,290)	-	(1,030,290)	
Recreation, Cultural and Social	2,098,398	343,312	233,088	187,830	944,240	(195,529)	-	(195,529)	
Interest on Long-Term Debt	924,896	65,439	298,239	36,265	545,412	(89,498)	-	(89,498)	
<b>Total Governmental Activities</b>	11,198,543	2,490,519	1,093,418	1,311,817	4,815,781	(8,278,792)	-	(8,990,812)	
<b>Business-Type Activities</b>									
Water and Waste Water Utility	291,873	63,552	35,236	73,652	172,502	-	(118,177)	(118,177)	
Stormwater Utility	484,718	102,736	8,701	6,330	117,887	-	(968,751)	(968,751)	
Airport Authority	1,028,833	\$74,281	78,896	72,833	825,920	-	(208,313)	(208,313)	
Port Authority	1,553,992			96,351	96,351	-	(1,557,641)	(1,557,641)	
Community Hospital	2,884,455					-	(7,264,452)	(7,264,452)	
<b>Total Business-type Activities</b>	10,724,869	845,519	120,866	249,168	1,210,340	-	(9,814,329)	(9,814,329)	
<b>Total Primary Government</b>	<b>\$21,923,412</b>	<b>\$3,341,038</b>	<b>\$1,214,284</b>	<b>\$1,560,985</b>	<b>\$6,026,121</b>	<b>(8,278,792)</b>	<b>(\$9,814,329)</b>	<b>(\$16,474,940)</b>	

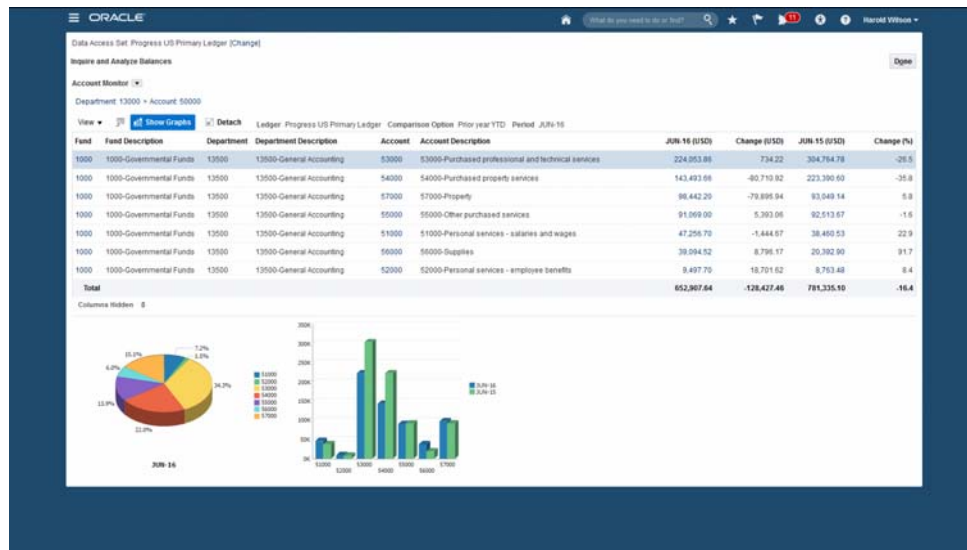
Sample Statement of Activities Financial Report



Sample Comparison Report Financial Report – with Image and Graph

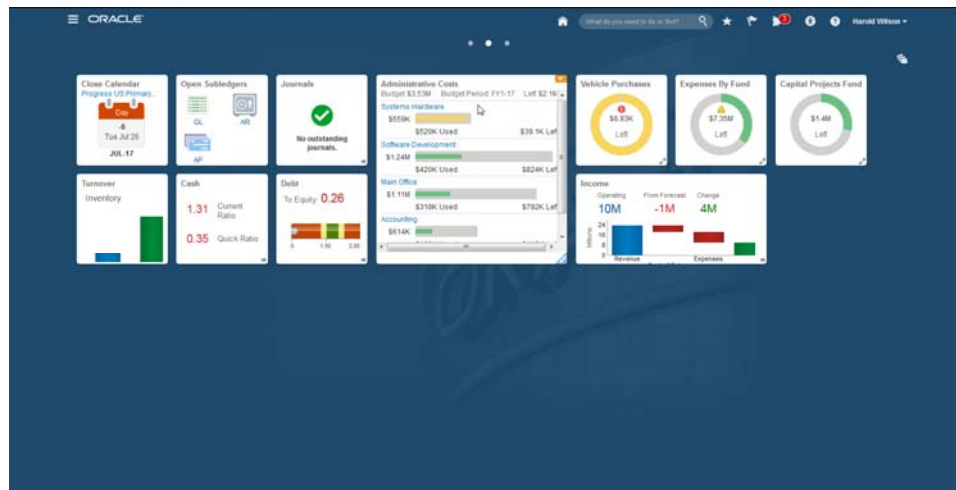
The advantage of financial reporting is that it is based on real-time multi-dimensional account balances in the General Ledger Essbase cube, so users can analyze information rapidly based on pre-aggregated summary balances at every level of the accounting hierarchy (i.e. the summary balances do not need to be calculated at report run-time). Every time a transaction or journal is posted, general ledger balances are created at every possible summarization level in real-time, so account balance inquiries and reporting are fast and up-to-the-minute accurate.

In addition to financial reporting, real time account balance monitoring is available. Researching anomalies in account balances can be cumbersome and time-consuming. When exceptions are identified, it often may be too late to take corrective actions. The Account Monitor and Budgetary Control Dashboard, automatically detects unexpected changes in account balances based on thresholds that you define. You can compare monthly, quarterly, and yearly balances for both the current and previous years as well as their percentage change to assess whether the variance is favorable or unfavorable. You can quickly drill through multiple levels of summarized balances, view different perspectives of the balance, and even drill back to the originating transaction to investigate the root cause of exceptions.



Sample Account Monitor Query

Infolets provide additional information at a glance. Scanning the page gives users the right information just when they are looking for it. Infolets allow users to consume chunks of information from different sources, including Business Intelligence, social tools, transactions, and more, in an efficient, timely, and engaging way directly from the home page. If something needs your attention, it is easy to dig a little deeper.



Sample Infolet Page – View Personalized Information Critical to Your Needs

### Smart View

Smart View is an Excel-based analysis tool, ideal for financial analysts needing to quickly define financial reports and ad hoc queries within a familiar tool. Unlike traditional offline spreadsheet analysis, Smart View is directly integrated to General Ledger balances in real-time.

Pivoting, drag and drop and drilldown can be used to manipulate data and perform ad-hoc analysis against real-time multi-dimensional account balances. Users can either build queries from scratch or export the contents of a financial report to Excel for further analysis. Reports and queries can be saved offline, and then automatically updated with the latest real-time General Ledger data by re-opening the spreadsheet.

	50000-Expenses		41400-Business licenses and permits	42210-Operating -categorical federal grants	42230-Capital federal grants	41100-General property taxes
	June 2016	June 2015	June 2016	June 2016	June 2016	June 2016
4 92360-Streets & Highways	891111.49	423424.71				
5 92500-Community Outreach	2309766		-1007823	-524510		-120003
6 92210-Police Services	3879300		-199672	-105524		-726311
7 92220-Fire Protection	5760		-437600	-62551		-47622
8 92330-Maintenance	539285.65	311534.32				-73614
9 92600-Ports & Recreation	5099766		-522512	-238098		-187630
10 15500-General Accounting	466134.64	781335.1				
11 92310-Water Department	291672.51	157152.96	-63552	-35298		-73652
12 92320-Sewer Department	484718.11	520505.22	-102736	-8701		-6530
13 93110-Airport Authority	1029633		-674291	-76596		-72831
14 93120-Port Authority	1833992					-96331
15 92800-Community Hospital	7264452					

Sample Smart View Worksheet – Connected Analysis to Real-time General Ledger Balances

Although our suggested use case above places Smart View as an Excel add-in, Smart View reports and queries can also be enabled in PowerPoint and Word, allowing real-time financial analysis to be embedded into management reporting packs so that the information used to drive decision-making is always accurate and up-to-date.

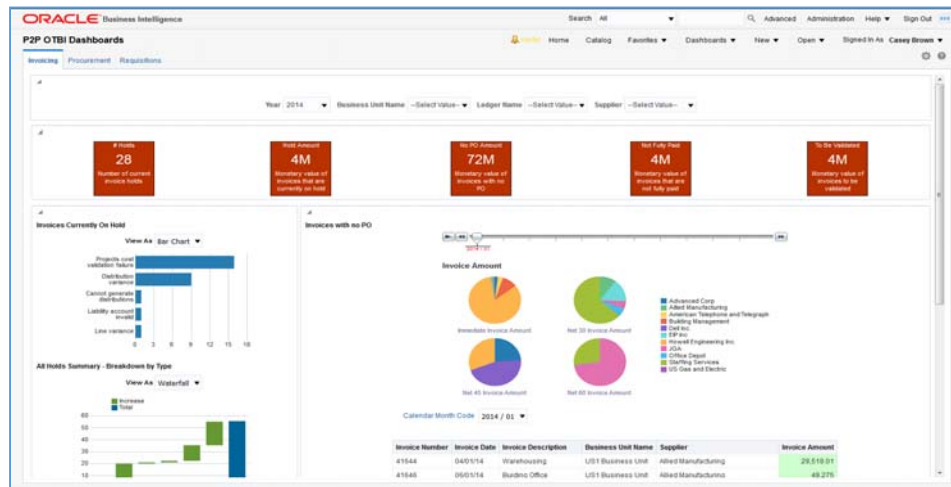
### Oracle Transactional Business Intelligence (OTBI)

Oracle Transactional Business Intelligence’s provides embedded analytics, role-based dashboards, and on-the-fly ad hoc reporting capabilities to Oracle Cloud Applications. Pre-delivered operational reports are enriched with robust and flexible ad hoc query capabilities that access real-time transactional data. OTBI transforms reportable data objects into everyday business terminology. Business users can also easily drill on predefined hierarchies, enable action links, compose a dashboard, and schedule a report or dashboard for delivery and export data or reports. OTBI is fully integrated with the Oracle Cloud applications (roles, flexfields, lookups, and trees). There is no need for additional implementation steps to map security or provide configuration inputs.

- Build rich, visual and interactive reports, and publish to multiple users.
- Create reports using real-time transactional data.
- Easy for business users to access, analyze, and use the transactional information.
- Integrates well with the OBIEE features of saving reports, sending alerts and ability to enable certain business process actions within the Cloud Applications.
- Perform self- service, ad hoc analysis.
- Make better operational decisions based on real-time analysis.

Traditional ad hoc reporting solutions require a person to have deep domain in their subject area and an understanding of data objects in the relevant tables they need to report from. OTBI hides that complexity and transforms the 9,000+ reportable data objects into everyday business terminology. Therefore, if you are looking to see a worker’s average performance rating you will find the reporting object named as “Worker’s Average Performance Rating”. This is all done by using the standard Oracle query and reporting tool (OBIEE). OBIEE has end user tools (Answers, Dashboards) to provide an easy-to-use interface for business users to perform current state analysis of their business applications. Constructed

queries and reports are executed real-time against the transactional schema supported by a layer of objects. In OTBI, business users can also easily drill on predefined hierarchies, enable action links, compose a dashboard, or schedule a report or dashboard for delivery and export data or reports to a variety of file formats.



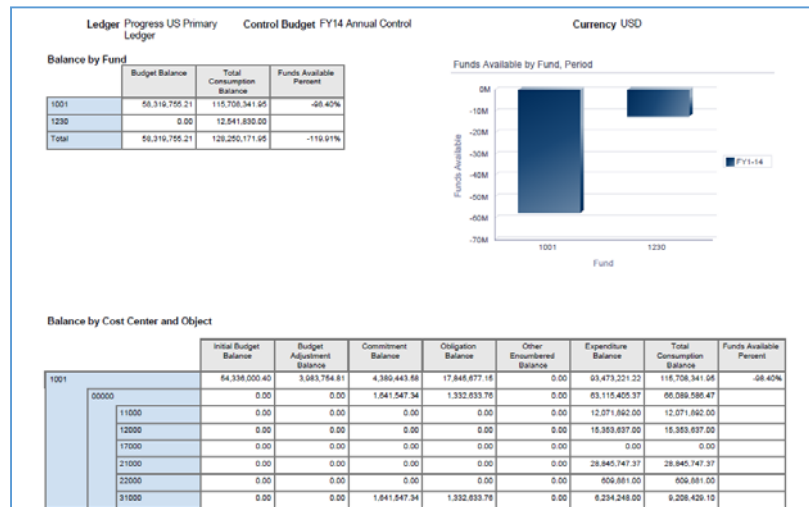
Sample "Procure-To-Pay" OTBI Dashboard

### BI Publisher

Oracle BI Publisher, a standard reporting tool provided with the Oracle Cloud Applications, provides the ability to create high-quality, graphics-based reports by combining templates designed in standard desktop tools, such as Word or Adobe, with XML output. Users can also export query data from the Oracle Cloud Applications into Excel.

BI Publisher is ideal for high volume, highly-formatted transaction-based reports providing details of current operational data. BI Publisher can be used to produce reports such as invoices, shipping labels, government forms, EFT and EDI files, checks, operational reports and correspondence. BI Publisher is already used to deliver pre-packaged reports in Financials such as payment formats, tax reports and other fixed format, high volume documents. This makes it easy to customize and extend the reporting content already available to suit specific business requirements.

End users can easily create report layouts using the BI Publisher Layout Editor directly in a web browser or with familiar desktop tools such as Microsoft Word or Microsoft Excel. On-demand as well as scheduled reports are supported, in a variety of output formats such as HTML, PDF, Word, XML, and machine-readable files such as EFT and EDI. High-volumes of reports can be delivered to multiple destinations like printers, email, fax, WebDAV, or FTP with minimal impact to transactional systems. A single report can be burst with personalized content to multiple output formats and destinations on a scheduled basis.



Delivered BI Publisher Report – Budgetary Control Analysis Report – Shown As PDF



## Partial List of Cloud Applications Standard Out-of-the-Box Reports

### Oracle Financials Cloud Reports

<b>Oracle Financials Cloud 11.x Accounting Hub Reports</b>	
<ul style="list-style-type: none"> <li>Account Analysis by Legal Entity Report</li> <li>Account Analysis Data Model</li> <li>Account Analysis Report</li> <li>Accounting Event Diagnostic Data Model</li> <li>Accounting Event Diagnostic Report</li> <li>Activate Subledger Journal Entry Rule Set Assignments Data Model</li> <li>Activate Subledger Journal Entry Rule Set Assignments Execution Report</li> <li>Create Accounting Data Model</li> <li>Create Accounting Execution Report</li> <li>Create Accrual Reversal Accounting Data Model</li> <li>Create Accrual Reversal Accounting Execution Report</li> <li>Create and Assign Sources Data Model</li> <li>Create and Assign Sources Execution Report</li> <li>Daily Journals Report</li> </ul>	<ul style="list-style-type: none"> <li>Journal Entries Data Model</li> <li>Journal Entries Report</li> <li>Journal Ledger Report</li> <li>Journals and Third Party Report</li> <li>Subledger Accounting Method Setups Report</li> <li>Subledger Accounting Method Setups Report</li> <li>Subledger Detail Journal Report</li> <li>Subledger Period Close Exceptions Data Model</li> <li>Subledger Period Close Exceptions Report</li> <li>T-Accounts Data Model</li> <li>T-Accounts Report</li> <li>Third Party Account Balance Report</li> <li>Third Party Balances Summary Report</li> <li>Third Party Detail and Balances Report</li> <li>Third-Party Balances Data Model</li> <li>Third-Party Balances Report</li> </ul>
<b>Oracle Financials Cloud 11.x Advanced Collections Reports</b>	
<ul style="list-style-type: none"> <li>Aging by Common Currency Data Model</li> <li>Aging by Common Currency Report</li> <li>Collections Adjustment Confirmation Delivery</li> <li>Collections Adjustment Confirmation Delivery Data Model</li> <li>Collections Aging 4 Bucket Data Model</li> <li>Collections Aging 4 Bucket Report</li> <li>Collections Aging 7 Bucket Data Model</li> <li>Collections Aging 7 Bucket Report</li> <li>Collections Aging by Collector 7 Bucket Data Model</li> <li>Collections Aging by Collector 7 Bucket Report</li> <li>Collections Dispute Confirmation Delivery</li> </ul>	<ul style="list-style-type: none"> <li>Collections Dispute Confirmation Delivery Data Model</li> <li>Collections Payment Confirmation Delivery Collections Payment Confirmation Delivery Data Model</li> <li>Collections Promise Confirmation Delivery</li> <li>Collections Promise Confirmation Delivery Data Model</li> <li>Collections Send Dunning Letters Data Model</li> <li>Promise Reconciliation Data Model</li> <li>Promise Reconciliation Report</li> <li>Send Dunning Letters</li> <li>Validate Customer Dunning Setup Data Model</li> <li>Validate Customer Dunning Setup Report</li> </ul>
<b>Oracle Financials Cloud 11.x Assets Reports</b>	
<ul style="list-style-type: none"> <li>Asset Additions by Responsibility Data Model</li> <li>Asset Additions by Responsibility Report</li> <li>Asset Additions Data Model</li> <li>Asset Additions Report</li> <li>Asset Balances Register</li> <li>Asset by Impairment Data Model</li> <li>Asset Category Change Data Model</li> <li>Asset Category Change Report</li> <li>Asset Impairment Report</li> <li>Asset Register Data Model</li> <li>Asset Register Report</li> <li>Asset Register Report Data Model</li> <li>Asset Retirements Data Model</li> <li>Asset Retirements Report</li> <li>Asset Transaction History Data Model</li> <li>Asset Transaction History Report</li> <li>Asset Transfers Data Model</li> <li>Asset Transfers Report</li> <li>Assets by Cash Generating Unit Data Model</li> <li>Assets by Cash Generating Unit Report</li> <li>CIP Capitalization Data Model</li> <li>CIP Capitalization Report</li> <li>CIP Detail Data Model</li> <li>CIP Detail Report</li> </ul>	<ul style="list-style-type: none"> <li>Create Mass Additions Data Model</li> <li>Create Mass Additions Report</li> <li>Delete Mass Additions Data Model</li> <li>Delete Mass Additions Report</li> <li>Form 4562 - Depreciation and Amortization Data Model</li> <li>Form 4562 - Depreciation and Amortization Report</li> <li>Form 4797 - Gain From Disposition of 1245 Property Data Model</li> <li>Form 4797 - Gain From Disposition of 1245 Property Report</li> <li>Group Asset Detail Data Model</li> <li>Group Asset Detail Report</li> <li>Group Asset Listing</li> <li>Group Asset Listing Data Model</li> <li>Group Asset Summary Data Model</li> <li>Group Asset Summary Report</li> <li>Hypothetical Depreciation Analysis Data Model</li> <li>Hypothetical Depreciation Analysis Report</li> <li>Journal Entry Reserve Data Model</li> <li>Journal Entry Reserve Ledger</li> <li>Post Mass Additions Data Model</li> <li>Post Mass Additions Report</li> <li>Property Tax Data Model</li> <li>Property Tax Report</li> </ul>

<ul style="list-style-type: none"> <li>• CIP Summary Data Model</li> <li>• CIP Summary Report</li> <li>• Cost Adjustment Data Model</li> <li>• Cost Adjustment Report</li> <li>• Cost Clearing Reconciliation Data Model</li> <li>• Cost Clearing Reconciliation Report</li> <li>• Cost Detail Data Model</li> <li>• Cost Detail Report</li> <li>• Cost Summary Data Model</li> <li>• Cost Summary Report</li> </ul>	<ul style="list-style-type: none"> <li>• Reserve Detail Data Model</li> <li>• Reserve Detail Report</li> <li>• Reserve Summary Data Model</li> <li>• Reserve Summary Report</li> <li>• Revaluation Reserve Detail Data Model</li> <li>• Revaluation Reserve Detail Report</li> <li>• Revaluation Reserve Summary Data Model</li> <li>• Revaluation Reserve Summary Report</li> <li>• What-If Depreciation Analysis Data Model</li> <li>• What-If Depreciation Analysis Report</li> </ul>
<b>Oracle Financials Cloud 11.x Budgetary Control Reports</b>	
<ul style="list-style-type: none"> <li>• Budget Import Analysis Report Data Model</li> <li>• Budget Import Analysis Report: Budget Release for Consumption</li> <li>• Budget Import Analysis Report: Control Budget Balance</li> <li>• Budget Import Execution Report</li> <li>• Budget Import Execution Report Data Model</li> <li>• Budgetary Control - Transactions Real Time</li> <li>• Budgetary Control Analysis Data Model</li> <li>• Budgetary Control Analysis Report - Account Activities Report</li> </ul>	<ul style="list-style-type: none"> <li>• Budgetary Control Analysis Report - Funds Available Trend Report</li> <li>• Budgetary Control Analysis Report - View Funds Available Report</li> <li>• Budgetary Control Exception Analysis Report</li> <li>• Budgetary Control Results for Batch Report</li> <li>• Budgetary Control Results For Batch Report Data Model</li> <li>• Budgetary Control Results Report</li> <li>• Budgetary Control Results Report Data Model</li> <li>• Exception Analysis Report Data Model</li> </ul>
<b>Oracle Financials Cloud 11.x Cash Management Reports</b>	
<ul style="list-style-type: none"> <li>• Bank Statement Analysis Report</li> <li>• Bank Statement Analysis Report</li> <li>• Bank Statement Analysis Report</li> <li>• Bank Statement ISO Processing Report</li> <li>• Bank Statement Report</li> </ul>	<ul style="list-style-type: none"> <li>• Bank Statement Report Data Model</li> <li>• Cash in Transit Report</li> <li>• Cash in Transit Report Data Model</li> <li>• Cash to General Ledger Reconciliation Report</li> <li>• Cash to General Ledger Reconciliation Report Data Model</li> </ul>
<b>Oracle Financials Cloud 11.x Expenses Reports</b>	
<ul style="list-style-type: none"> <li>• Printable Expense Report Format</li> </ul>	
<b>Oracle Financials Cloud 11.x General Ledger Reports</b>	
<ul style="list-style-type: none"> <li>• Account Analysis for Contra Account Data Model</li> <li>• Account Analysis for Contra Account Report</li> <li>• Account Analysis Report</li> <li>• Average Balance Audit Account Analysis Data Model</li> <li>• Average Balance Audit Account Analysis Report</li> <li>• Balancing Segment Value Assignment Data Model</li> <li>• Balancing Segment Value Assignment Report</li> <li>• Chart of Accounts Mapping Rules Data Model</li> <li>• Chart of Accounts Mapping Rules Report</li> <li>• Enterprise Structures Setup Report</li> <li>• General Journals Report</li> <li>• General Ledger Account Details Report</li> <li>• General Ledger and Subledger Accounting by Journal Lines Report</li> <li>• General Ledger Data Model</li> <li>• General Ledger Journal and Balance Report</li> </ul>	<ul style="list-style-type: none"> <li>• General Ledger Journal and Balance Report Data Model</li> <li>• General Ledger Journal Entry Report</li> <li>• General Ledger Journal Entry Report Data Model</li> <li>• General Ledger Trial Balance Data Model</li> <li>• General Ledger Trial Balance Report</li> <li>• Journals Batch Summary Data Model</li> <li>• Journals Batch Summary Report</li> <li>• Journals Data Model</li> <li>• Journals Day Book Report</li> <li>• Journals Details Report</li> <li>• Journals Report</li> <li>• Trial Balance - Average Data Model</li> <li>• Trial Balance - Average Report</li> <li>• Trial Balance Data Model</li> <li>• Trial Balance Report</li> <li>• Trial Balance Report</li> </ul>
<b>Oracle Financials Cloud 11.x Intercompany Accounting Reports</b>	
<ul style="list-style-type: none"> <li>• Intercompany Account Details Data Model</li> <li>• Intercompany Account Details Report</li> <li>• Intercompany Reconciliation Data Model</li> <li>• Intercompany Reconciliation Journal Lines Report</li> <li>• Intercompany Reconciliation Period Summary Report</li> </ul>	<ul style="list-style-type: none"> <li>• Intercompany Reconciliation Summary By Source Report</li> <li>• Intercompany Transaction Summary Data Model</li> <li>• Intercompany Transaction Summary Report</li> <li>• Intercompany Transaction Summary Report</li> </ul>
<b>Oracle Financials Cloud 11.x Payables Reports</b>	
<ul style="list-style-type: none"> <li>• Import Payables Invoices</li> <li>• Import Payables Invoices Data Model</li> </ul>	<ul style="list-style-type: none"> <li>• Payables to Ledger Reconciliation Report</li> <li>• Payables Trial Balance Data Model</li> </ul>



<ul style="list-style-type: none"> <li>• Payables Cash Requirement Data Model</li> <li>• Payables Cash Requirement Report</li> <li>• Payables Credit Memo Matching Report</li> <li>• Payables Discounts Taken and Lost Data Model</li> <li>• Payables Discounts Taken and Lost Report</li> <li>• Payables Discounts Taken and Lost Report</li> <li>• Payables Invoice Aging Data Model</li> <li>• Payables Invoice Aging Report</li> <li>• Payables Invoice Audit by Voucher Number Listing</li> <li>• Payables Invoice Audit Listing</li> <li>• Payables Invoice Register</li> <li>• Payables Invoice Register</li> <li>• Payables Invoice Register Data Model</li> <li>• Payables Key Indicators Data Model</li> <li>• Payables Key Indicators Report</li> <li>• Payables Matched and Modified Receipts Data Model</li> <li>• Payables Matched and Modified Receipts Report</li> <li>• Payables Matching Detail Data Model</li> <li>• Payables Matching Detail Report</li> <li>• Payables Matching Hold Detail Data Model</li> <li>• Payables Matching Hold Detail Report</li> <li>• Payables Negative Supplier Balance Report</li> <li>• Payables Open Items Revaluation Data Model</li> <li>• Payables Open Items Revaluation Report</li> <li>• Payables Payment Register</li> <li>• Payables Payment Register</li> <li>• Payables Payment Register Data Model</li> <li>• Payables Period Close Exceptions Data Model</li> <li>• Payables Period Close Exceptions Report</li> <li>• Payables Posted Invoices Register</li> <li>• Payables Posted Payments Register</li> <li>• Payables Selected Installments Selection Data Model</li> <li>• Payables Selected Installments Selection Report</li> </ul>	<ul style="list-style-type: none"> <li>• Payables Trial Balance Report</li> <li>• Payables Unaccounted Transactions and Sweep Data Model</li> <li>• Payables Unaccounted Transactions and Sweep Report</li> <li>• Payables Withholding Tax by Tax Authority Report</li> <li>• Payables Withholding Tax Letter</li> <li>• Payables Withholding Tax Letter Data Model</li> <li>• Payables Withholding Tax Report</li> <li>• Payment Audit by Voucher Number Data Model</li> <li>• Payment Audit by Voucher Number Report</li> <li>• Payment Register with Bank Charges for Japan Data Model</li> <li>• Prepayment Remittance Notice</li> <li>• Prepayment Remittance Notice Data Model</li> <li>• Update and Report Income Tax Details</li> <li>• Update and Report Income Tax Details Data Model</li> <li>• Update Matured Bills Payable Status</li> <li>• Update Matured Bills Payable Status Data Model</li> <li>• US 1096 Data Model</li> <li>• US 1096 Report</li> <li>• US 1099 Data Model</li> <li>• US 1099 Electronic Media Data Model</li> <li>• US 1099 Electronic Media Report</li> <li>• US 1099 Forms - Comma Delimited Format</li> <li>• US 1099 Forms - Comma Delimited Format Data Model</li> <li>• US 1099 Invoice Exceptions Data Model</li> <li>• US 1099 Invoice Exceptions Report</li> <li>• US 1099 Payments Data Model</li> <li>• US 1099 Payments Report</li> <li>• US 1099 Report</li> <li>• US 1099 Supplier Exceptions Data Model</li> <li>• US 1099 Supplier Exceptions Report</li> <li>• Validate Payables Invoice</li> <li>• Validate Payables Invoices Data Model</li> </ul>
<b>Oracle Financials Cloud 11.x Payments Reports</b>	
<ul style="list-style-type: none"> <li>• Disbursement Accompanying Letter Formats</li> <li>• Disbursement Payment File Register Formats</li> <li>• Disbursement Payment Process Request Status Report Formats</li> </ul>	<ul style="list-style-type: none"> <li>• Disbursement Positive Pay File Formats</li> <li>• Disbursement Separate Remittance Advice Formats</li> <li>• Funds Capture Accompanying Letter Formats</li> <li>• Funds Capture Payer Notification Formats</li> </ul>
<b>Oracle Financials Cloud 11.x Receivables Reports</b>	
<ul style="list-style-type: none"> <li>• Automatic Bills Receivable Remittance Execution Data Model</li> <li>• Automatic Bills Receivable Remittance Execution Report</li> <li>• Automatic Bills Receivable Transactions Batch Data Model</li> <li>• Automatic Bills Receivable Transactions Batch Report</li> <li>• Automatic Receipt Creation and Remittance Execution Data Model</li> <li>• Automatic Receipt Creation and Remittance Execution Report</li> <li>• Bad Debt Provision Data Model</li> <li>• Bad Debt Provision Report</li> <li>• Bank Risk Data Model</li> <li>• Bank Risk Report</li> <li>• Billing History Data Model</li> <li>• Billing History Report</li> <li>• Clear Receipts Automatically Execution Data Model</li> <li>• Clear Receipts Automatically Execution Report</li> <li>• Close Matured Bills Receivable Data Model</li> <li>• Close Matured Bills Receivable Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>• Import AutoInvoice Execution Data Model</li> <li>• Import AutoInvoice Execution Report Invoices Posted to Suspense Data Model</li> <li>• Invoices Posted to Suspense Report</li> <li>• Potential Reconciling Items Data Model</li> <li>• Potential Reconciling Items Report</li> <li>• Prepare Receivables to General Ledger Reconciliation Process</li> <li>• Print Adjustments Data Model</li> <li>• Print Adjustments Report</li> <li>• Print Balance Forward Bills Data Model</li> <li>• Print Bills Receivable Data Model</li> <li>• Print Bills Receivable Report</li> <li>• Print Chargebacks Template</li> <li>• Print Credit Memos Template</li> <li>• Print Debit Memos Template</li> <li>• Print Detailed Balance Forward Bills Template</li> <li>• Print Invoices Template</li> <li>• Print Summary Balance Forward Bills Template</li> <li>• Print Transactions Data Model</li> <li>• Process Receipts Through Lockbox Execution Data Model</li> </ul>

<ul style="list-style-type: none"> <li>• Create Automatic Receipt Write-offs Execution Data Model</li> <li>• Create Automatic Receipt Write-offs Execution Report</li> <li>• Create Customer Statements Execution Data Model</li> <li>• Create Customer Statements Execution Report</li> <li>• Customer Account Status Data Model</li> <li>• Customer Account Status Report</li> <li>• Customer Balances Revaluation Data Model</li> <li>• Customer Balances Revaluation Report</li> <li>• Customer Listing Report</li> <li>• Customer Listing Report</li> <li>• Customer Listing Report</li> <li>• Customer Listing Report</li> <li>• Customer Listing Report</li> <li>• Document Number Audit Data Model</li> <li>• Document Number Audit Report</li> <li>• Format Automatic Receipts Data Model</li> <li>• Format Automatic Receipts Report</li> <li>• Generate Late Charges Data Model</li> <li>• Generate Late Charges Report</li> </ul>	<ul style="list-style-type: none"> <li>• Process Receipts Through Lockbox Execution Report</li> <li>• Receipts Awaiting Bank Clearance Data Model</li> <li>• Receipts Awaiting Bank Clearance Report</li> <li>• Receipts Awaiting Remittance Data Model</li> <li>• Receipts Awaiting Remittance Report</li> <li>• Receipts Days Late Analysis Data Model</li> <li>• Receipts Days Late Analysis Report</li> <li>• Receivables Aging by General Ledger Account Data Model</li> <li>• Receivables Aging by General Ledger Account Report</li> <li>• Receivables Open Items Revaluation Data Model</li> <li>• Receivables Open Items Revaluation Report</li> <li>• Receivables Projected Gains and Losses Data Model</li> <li>• Receivables Projected Gains and Losses Report</li> <li>• Receivables to General Ledger Reconciliation Report</li> <li>• Recognize Revenue Execution Data Model</li> <li>• Recognize Revenue Execution Report</li> <li>• Reversal Status Data Model</li> <li>• Reversal Status Report</li> <li>• Transaction Details Data Model</li> <li>• Transaction Details Report</li> </ul>
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**Oracle Financials Cloud 11.x Revenue Management Reports**

- Revenue Contract Account Activity Report

**Oracle Financials Cloud 11.x Tax Reports**

<ul style="list-style-type: none"> <li>• Financial Tax Register</li> <li>• Financial Tax Register Data Model</li> <li>• Interim Tax Register</li> <li>• Interim Tax Register Data Model</li> <li>• Payables Transaction Tax Audit Data Model</li> <li>• Payables Transaction Tax Data Model</li> <li>• Payables Transaction Tax Journal Data Model</li> <li>• Receivables Transaction Tax Data Model</li> <li>• Receivables Transaction Tax Journal Data Model</li> <li>• Sales Tax Data Model</li> <li>• Sales Tax Report</li> <li>• Tax Allocation Exception Report</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Allocations Listing Report</li> <li>• Tax Audit Trail Report</li> <li>• Tax Box Allocation Data Model</li> <li>• Tax Box Return Preparation Report</li> <li>• Tax Reconciliation By Taxable Account Data Model</li> <li>• Tax Reconciliation by Taxable Account Report</li> <li>• Tax Reconciliation Report</li> <li>• Tax Register</li> <li>• Use Tax Liability Data Model</li> <li>• Use Tax Liability Report</li> <li>• Yearly Tax Report</li> </ul>
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**Oracle HCM Cloud Reports**

**Oracle HCM Cloud 11.x Benefits Reports**

<ul style="list-style-type: none"> <li>• Person Enrollment Kit Report</li> <li>• Person Enrollment Summary Report</li> <li>• Person Enrollments Results</li> <li>• Totals by Life Event - Weekly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Totals by Life Event Name for Potential Life Events - Weekly Report</li> <li>• Totals by Life Event Status for Potential Life Events - Weekly Report</li> <li>• Totals by Locations for Potential Life Events - Weekly Report</li> </ul>
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**Oracle HCM Cloud 11.x Compensation Reports**

<ul style="list-style-type: none"> <li>• Total Compensation Statement Report</li> <li>• Workforce Compensation Print Statement</li> <li>• Salary Basis Report</li> <li>• Salary Components Report</li> <li>• Salary Detail Report</li> <li>• Stock Detail Report</li> <li>• Compensation Allocation by Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Compensation Target to Actual</li> <li>• Pay for Performance</li> <li>• Salary Outliers</li> <li>• Salary Quartile</li> <li>• Workers Without Salary Adjustment</li> <li>• Salary Change Percent Trend</li> </ul>
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**Oracle HCM Cloud 11.x Total Compensation Statements Report**

- Total Compensation Statement Report

<b>Oracle HCM Cloud 11.x Data Exchange Reports</b>	
<ul style="list-style-type: none"> <li>Summary for Coexistence Data</li> </ul>	<ul style="list-style-type: none"> <li>Summary for Import Data</li> </ul>
<b>Oracle HCM Cloud 11.x Fusion Tap - HCM Reports</b>	
<ul style="list-style-type: none"> <li>Absence Breakdown - Detailed Report</li> <li>Absence Breakdown by Type - Current Fiscal Year</li> <li>Absence Breakdown Detailed Report</li> <li>Absence Dashboard</li> <li>Absence Key Performance Indicator</li> <li>Absence Year over Year Trend</li> <li>Contingent Workforce Key Performance Indicator</li> <li>Headcount by Department</li> <li>Headcount by Manager</li> <li>Headcount by Office Location</li> <li>Headcount by Type of Worker</li> <li>Headcount Dashboard</li> <li>Headcount Key Performance Indicator</li> <li>Headcount Office Workers vs Virtual Workers</li> <li>Hires by Country</li> <li>Hires by Department</li> <li>Hires by Grade Year over Year Trend Report</li> <li>Hires by Job Family &amp; Grade Trend Report</li> <li>Hiring by Country Trend Report</li> <li>Hiring Dashboard</li> </ul>	<ul style="list-style-type: none"> <li>Hiring Key Performance Indicator</li> <li>Hiring Year over Year Trend Report</li> <li>Hiring Year over Year Trend Report by Country</li> <li>My Organization Dashboard</li> <li>Pay for Performance Dashboard</li> <li>Pay for Performance -Detailed Report</li> <li>Pay for Performance -Salary Increase</li> <li>Pay for Performance -Stock Distribution</li> <li>Span of Control by Department</li> <li>Span of Control Key Performance Indicator</li> <li>Top Performer Exercisable Options Key Performance Indicator</li> <li>Worker Assignment Changes by Country</li> <li>Worker Assignment Changes by Type</li> <li>Worker Assignment Changes by Type - Detail Report</li> <li>Worker Assignment Changes by Type - Year over Year Trend</li> <li>Worker Assignment Changes Qtr Over Qtr Trend</li> <li>Worker Transactions Key Performance Indicator</li> </ul>
<b>Oracle HCM Cloud 11.x Global HR Reports</b>	
<ul style="list-style-type: none"> <li>Document Expiry Report</li> <li>Manager Resources Dashboard</li> <li>Print Portrait</li> <li>Print Portrait</li> <li>Print Portrait</li> <li>Absence Details</li> <li>Assignment Details</li> </ul>	<ul style="list-style-type: none"> <li>Assignment Headcount by Department</li> <li>Department Details</li> <li>Grade Details</li> <li>Job Details</li> <li>Location Details</li> <li>Position Details</li> </ul>
<b>Oracle HCM Cloud 11.x Global Payroll Reports</b>	
<ul style="list-style-type: none"> <li>Balance Exception Report</li> <li>Deduction Report</li> <li>Element Result Report</li> <li>Gross-to-Net report</li> <li>Payment Register Report</li> <li>Payroll Activity Report</li> <li>Payroll Register Report</li> <li>Payroll Balance Report</li> <li>Payroll Validation Report</li> <li>Statutory Deduction Register</li> <li>Third-Party Payment Register Report</li> <li>Payroll Costing Report</li> </ul>	<ul style="list-style-type: none"> <li>Breakdown of Payment</li> <li>Clearing Account Summary</li> <li>Costing Adjustments</li> <li>Costing Summary</li> <li>Error and Warnings</li> <li>Gross Calculation</li> <li>Gross to Net</li> <li>Items Requiring My Attention</li> <li>Payroll Flows in Progress</li> <li>Payslip analytic</li> <li>People Processed by Status</li> </ul>
<b>Oracle HCM Cloud 11.x Global Management Reports</b>	
<ul style="list-style-type: none"> <li>Goal Plan Performance Goals Report</li> <li>Selected Development Goals Report</li> <li>Selected Performance Goals Report</li> </ul>	<ul style="list-style-type: none"> <li>Selected Personal Goals Report</li> <li>Goal Attainment</li> <li>Goal Progress Summary</li> </ul>
<b>Oracle HCM Cloud 11.x Goals Reports</b>	
<ul style="list-style-type: none"> <li>Percent of Workers Aligned with Organization Goals</li> </ul>	
<b>Oracle HCM Cloud 11.x HRMS (US) Reports</b>	
<ul style="list-style-type: none"> <li>EEO-1 Establishment Electronic Report</li> <li>Employee Active Payroll Balance Report</li> <li>Multiple Worksite Report</li> <li>New Hire State Electronic Report</li> </ul>	<ul style="list-style-type: none"> <li>VETS-100A Establishment Electronic Report</li> <li>VETS-4212 Establishment Electronic Report</li> <li>W-2 Employee Report</li> <li>W-2 Register</li> </ul>

<ul style="list-style-type: none"> <li>US Online Payslip</li> <li>VETS-100 Establishment Electronic Report</li> </ul>	<ul style="list-style-type: none"> <li>W-2c Employee Report</li> <li>1095-C Employee Report</li> </ul>
<b>Oracle HCM Cloud 11.x Performance Management Reports</b>	
<ul style="list-style-type: none"> <li>Performance Document Worker And Manager Ratings Report</li> <li>Performance Document Worker Ratings Report</li> <li>Identify Risk of Loss Reasons</li> <li>Identify Top Talent (using Performance and Potential)</li> <li>High Performance / High Potential / High Risk</li> <li>Performance and Potential</li> </ul>	<ul style="list-style-type: none"> <li>Rating Distribution</li> <li>Rating History</li> <li>Task Completion Status</li> <li>Task Completion Summary per Manager</li> <li>Performance Document Status</li> <li>Performance Calibration</li> </ul>
<b>Oracle HCM Cloud 11.x Profile Management Reports</b>	
<ul style="list-style-type: none"> <li>Talent Profile Summary</li> <li>Competency Gap Chart</li> </ul>	
<b>Oracle HCM Cloud 11.x Succession Management Reports</b>	
<ul style="list-style-type: none"> <li>Succession Plan Strength</li> <li>Succession Plan Candidate Readiness by Plan</li> </ul>	<ul style="list-style-type: none"> <li>Succession Plan Candidate Readiness Across Plans</li> </ul>
<b>Oracle HCM Cloud 11.x Talent Review Reports</b>	
<ul style="list-style-type: none"> <li>Talent Performance by Potential Matrix</li> <li>Talent Review Box Chart Matrix</li> </ul>	<ul style="list-style-type: none"> <li>Prior Meetings</li> </ul>
<b>Oracle HCM Cloud 11.x Workforce Predictions Reports</b>	
<ul style="list-style-type: none"> <li>Individual Prediction Reasons (Performance)</li> <li>Individual Prediction Reasons (Voluntary Terminations)</li> <li>Predictive What-If Modeling Area</li> <li>Predictive Work Area Graph</li> </ul>	<ul style="list-style-type: none"> <li>Predictive Work Area Table</li> <li>Team Prediction Reasons (Performance)</li> <li>Team Prediction Reasons (Voluntary Termination)</li> </ul>
<b>Oracle HCM Cloud 11.x Workforce Management Reports</b>	
<ul style="list-style-type: none"> <li>Head Count</li> <li>Workforce Mobility</li> <li>Headcount by Employee Category and Person Type</li> <li>Workforce Events</li> <li>Team Diversity</li> </ul>	<ul style="list-style-type: none"> <li>Absence Overview</li> <li>Absence Trend</li> <li>Terminations Overview</li> <li>Workers Detailed Report</li> </ul>

## Oracle Procurement Cloud Reports

<b>Oracle Procurement Cloud 11.x Purchasing Reports</b>	
<ul style="list-style-type: none"> <li>Requisition Line Volume</li> <li>Requisition Line Cycle Time</li> <li>Processed Transactions</li> <li>Processed Orders</li> <li>Requisition Aging</li> <li>Requisition Line Aging</li> <li>Requisition Lines in Process by Status</li> </ul>	<ul style="list-style-type: none"> <li>Requisition Lines in Process by Top 10 Buyers</li> <li>Requisition Lines in Process for a Buyer</li> <li>Requisition Lines in Requisition Pool By Top 10 Buyers</li> <li>Unprocessed Requisition Lines Aging by Buyer</li> <li>Unprocessed Requisition Lines Aging for a Buyer</li> <li>Unprocessed Requisition Lines by Buyer</li> </ul>
<b>Oracle Procurement Cloud 11.x Supplier Model Reports</b>	
<ul style="list-style-type: none"> <li>Supplier Merge Report</li> <li>Supplier Import Report</li> </ul>	
<b>Oracle Procurement Cloud 11.x Sourcing Reports</b>	
<ul style="list-style-type: none"> <li>Negotiation Requirement Preview Report</li> <li>Negotiation Requirement Variable Substitution</li> </ul>	<ul style="list-style-type: none"> <li>Supplier Negotiation PDF Report</li> <li>Supplier Negotiation Response PDF Report</li> </ul>
<b>Oracle Procurement Cloud 11.x Self Service Procurement Reports</b>	
<ul style="list-style-type: none"> <li>Purchase Requisition PDF Report</li> <li>Requisition Import Exceptions Report</li> </ul>	

<b>Oracle Procurement Cloud 11.x Purchasing Reports</b>	
<ul style="list-style-type: none"> <li>• Purchase Document PDF Report</li> <li>• Purchase Document Terms and Conditions PDF Sub Template</li> <li>• Purchasing Process Output and Exception Listing</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement Dashboard</li> <li>• Purchase Order PDF Report</li> <li>• Purchase Agreement PDF Report</li> </ul>
<b>Oracle Procurement Cloud 11.x Supplier Model Reports</b>	
<ul style="list-style-type: none"> <li>• Export Supplier Data for Import Template</li> <li>• Export Supplier Address Data for Import Template</li> <li>• Export Supplier Contact Data for Import Template</li> <li>• Export Supplier Contact Address Data for Import Template</li> </ul>	<ul style="list-style-type: none"> <li>• Export Supplier Products and Services Category Data for Import Template</li> <li>• Export Supplier Site Assignment Data for Import Template</li> <li>• Export Supplier Site Data for Import Template</li> </ul>
<b>Oracle Procurement Cloud 11.x Supplier Qualification Management Reports</b>	
<ul style="list-style-type: none"> <li>• Listing of suppliers receiving negotiation award by qualification outcome</li> <li>• Suppliers by purchase order amount and qualification details</li> <li>• Qualifications for suppliers with business classification</li> </ul>	<ul style="list-style-type: none"> <li>• Track month over month progress for qualifications</li> <li>• Listing of pending questionnaire responses</li> <li>• Listing of question responses for a qualification area</li> <li>• Listing of questions with new revision and impacted qualification areas</li> </ul>

### Oracle Project Portfolio Management Cloud Reports

<b>BI Publisher Reports</b>	
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - GMS Reports</b>	
<ul style="list-style-type: none"> <li>• Federal Financial Report</li> <li>• Import Awards Report</li> </ul>	
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJB Reports</b>	
<ul style="list-style-type: none"> <li>• Billing Event Upload Error Report</li> <li>• Delete Unreleased Invoices Execution Report</li> <li>• Export Invoice Data Report</li> <li>• Export Revenue Data Report</li> <li>• Generate Invoices Execution Report</li> <li>• Generate Revenue Execution Report</li> <li>• Reclassify Billing Offset Balances Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>• Preview Invoice Report</li> <li>• Preview SF270 Report</li> <li>• Reclassify Billing Offset Balances Execution Report</li> <li>• Transfer Invoice Details to Receivables Execution Report</li> <li>• Update Invoice Details from Receivables Execution Report</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJC Reports</b>	
<ul style="list-style-type: none"> <li>• Adjust All Expenditure Items Execution Report</li> <li>• Create Periodic Capital Events Execution Report</li> <li>• Delete Allocation Transactions Execution Report</li> <li>• Delete Capitalized Interest Transactions Execution Report</li> <li>• Distribute Borrowed and Lent Amounts Execution Report</li> <li>• Fusion Projects Coexistence Cross-Charge Data Report</li> <li>• Fusion Projects Coexistence Data Output Report</li> <li>• Generate Allocations Execution Report</li> <li>• Generate Asset Lines Execution Report</li> <li>• Generate Burden Transactions Execution Report</li> <li>• Generate Capitalized Interest Transactions Execution Report Identify Cross-Charge Transactions Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>• Import and Process Cost Transactions Execution Report</li> <li>• Recalculate Burden Cost Amounts Execution Report</li> <li>• Release Capitalized Interest Transactions Execution Report</li> <li>• Release Allocation Transactions Execution Report</li> <li>• Reverse Allocation Transactions Execution Report</li> <li>• Reverse Capitalized Interest Transactions Execution Report</li> <li>• Sweep Transaction Accounting Events Execution Report</li> <li>• Transfer Assets to Oracle Fusion Assets Execution Report</li> <li>• Update Asset Details from Oracle Fusion Assets Execution Report</li> <li>• Update Work Type Execution Report</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJF Reports</b>	

<ul style="list-style-type: none"> <li>Accounting and Project Accounting Periods Close Exceptions Report</li> <li>Build New Organization Burden Multipliers Execution Report</li> <li>Change Project and Task Organizations Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>Denormalize Organization Hierarchies Execution Report</li> <li>Import Project Report</li> <li>Import Project Tasks Report</li> <li>Open Accounting and Project Accounting Periods Execution Report</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJO Reports</b>	
<ul style="list-style-type: none"> <li>Generate Financial Plan Amounts Execution Report</li> <li>Import Project Budget Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>Update Financial Project Plan and Progress Execution Report</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJR Reports</b>	
<ul style="list-style-type: none"> <li>Absence Management Transfer Processing Report</li> <li>Import Project Resource Assignments Execution Report</li> <li>Import Project Resource Requests Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>Update Resource Rates for Project Enterprise Resources Execution Report</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJS Reports</b>	
<ul style="list-style-type: none"> <li>Generate KPI Values Execution Report</li> <li>Maintain Project Performance Data Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>Update Project Contract Performance Data Execution Report</li> <li>Update Project Performance Data Execution Report</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x BI Publisher - PJT Reports</b>	
<ul style="list-style-type: none"> <li>Import Project Enterprise Resources Execution Report</li> <li>Import Project Plan Execution Report</li> </ul>	<ul style="list-style-type: none"> <li>Import Resource Actual Hours Execution Report</li> <li>Update Project Plan Data Execution Report</li> </ul>
<b>OBIA Reports</b>	
<b>Oracle Project Portfolio Management Cloud 11.x OBIA – Project-Billing Reports</b>	
<ul style="list-style-type: none"> <li>Billing Cumulative Trend by Quarter by Project</li> <li>ITD Actual Revenue Details by Organization</li> <li>Billing Summary by Project</li> <li>Billing Summary by Task</li> <li>Invoice Details by Project by Customer</li> <li>Unallocated Funding Amount for Active Contracts</li> <li>ITD Actual Revenue Details by Project</li> <li>Revenue by Customer and Organization</li> <li>Project Billing Transaction Details</li> </ul>	<ul style="list-style-type: none"> <li>Billing Details by Organization</li> <li>Billing Summary by Project</li> <li>Event Revenue Details by Project</li> <li>Billing Summary by Project by Customer</li> <li>Billing Trend by Fiscal Period by Project</li> <li>Billing Trend by Quarter by Project</li> <li>Cumulative Billing Trend by Fiscal Period by Project</li> <li>Cumulative Billing Trend by Quarter by Project</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x OBIA – Project-Revenue Reports</b>	
<ul style="list-style-type: none"> <li>Revenue by Project Location</li> <li>Revenue Trend by Project Location by Fiscal Quarter</li> <li>Revenue by Project, Top Task and Customer</li> <li>ITD Actual Revenue Details by Organization</li> <li>ITD Actual Revenue Details by Project</li> <li>Revenue by Customer and Organization</li> <li>Revenue Distribution by Employee</li> <li>Cumulative Revenue Trend by Fiscal Period by Project</li> <li>Cumulative Revenue Trend by Quarter by Project</li> <li>Revenue Distribution by Job Name</li> </ul>	<ul style="list-style-type: none"> <li>Event Revenue Details by Project</li> <li>Project Revenue Transaction Details</li> <li>Revenue Quarter Over Quarter Trend by Project</li> <li>Revenue by Customer</li> <li>Revenue by Project Manager</li> <li>Revenue Distribution by Task</li> <li>Revenue Fiscal Period Over Period Trend by Project</li> <li>Revenue Period Over Period Trend by Project</li> <li>Table: Project revenue transactions by task</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x OBIA r – Project-Commitment Reports</b>	
<ul style="list-style-type: none"> <li>Project Commitment Detail</li> <li>Table: commitments by task</li> </ul>	
<b>Oracle Project Portfolio Management Cloud 11.x OBIA – Project-Cost Reports</b>	



<ul style="list-style-type: none"> <li>• Cost Fiscal Period Over Period Trend by Project</li> <li>• Cumulative Cost Trend by Fiscal Period by Project</li> <li>• Actual Cost by Project Financial Resource</li> <li>• Actual Cost Distribution by Employee</li> <li>• Actual Cost Distribution by Job Name</li> <li>• Capitalizable Cost by Organization</li> <li>• Actual Cost Distribution by Non Labor Resource</li> <li>• Projects in Progress</li> <li>• Actual Cost Distribution by Top Task</li> <li>• Actual Efforts by Project, Financial Resource</li> <li>• Actual Total Cost, Equipment Cost, and Labor Cost by Project</li> <li>• Cost Quarter Over Quarter Trend by Project</li> </ul>	<ul style="list-style-type: none"> <li>• Cumulative Cost Trend by Quarter by Project</li> <li>• Project Cost Transaction Details</li> <li>• Actual Efforts by Organization by Financial Resource</li> <li>• Actual Total Cost, Billable Cost Trend by Fiscal Quarter</li> <li>• Billability</li> <li>• Actual Cost by Organization by Financial Resource</li> <li>• Table: Project cost transactions by task</li> <li>• Task List</li> <li>• Active Projects List</li> <li>• Cumulative Cost Billability by Project</li> <li>• Work Plan</li> <li>• Expenditure Details by Project by Expenditure Category</li> </ul>
<p><b>Oracle Project Portfolio Management Cloud 11.x OBIA – Project-Cross Charge Reports</b></p>	
<ul style="list-style-type: none"> <li>• Cross Charge Details by Organization</li> <li>• Cross Charge Profitability Overview Basic Summary</li> <li>• Cost Source by Organization</li> <li>• Cross Charge Profitability Overview</li> <li>• Organization and Project Cross Charge Cost Details</li> <li>• Organization and Project Cross Charge Revenue Details</li> <li>• Organization Cross Charge Revenue Details</li> <li>• Organization Resource Cross Charge Cost Details</li> <li>• Organization Resource Cross Charge Revenue Details</li> <li>• Own Cost Trend vs Prior Year</li> <li>• Own Revenue % of Organization Revenue</li> <li>• Own Revenue Trend vs Prior Year</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue Source by Organization</li> <li>• Organization and Project Cross Charge Cost Details Vertical Layout</li> <li>• Organization and Project Cross Charge Revenue Details Vertical Layout</li> <li>• Cross Charge Details by Provider Organization</li> <li>• Cross Charge Details by Receiver Organization</li> <li>• Cumulative Project Cross Charge Cost Details</li> <li>• Cumulative Project Cross Charge Revenue Details</li> <li>• Project Cross Charge Cost Details</li> <li>• Project Cross Charge Revenue Details</li> </ul>
<p><b>Oracle Project Portfolio Management Cloud 11.x OBIA - Project-Funding Reports</b></p>	
<ul style="list-style-type: none"> <li>• Funding Details by Customer by Project by Top Task</li> <li>• Funding Summary by Customer by Project by Top Task</li> <li>• Funding Summary by Organization</li> <li>• Funding Summary by Project</li> <li>• Lost Funding Amount for Closed Projects</li> <li>• Billing Summary by Project by Customer</li> <li>• Remaining Funding Amount for Active Projects</li> <li>• Tile: funding amount ITD</li> <li>• Contract Summary by Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Funding Details by Organization</li> <li>• Remaining Funding Not Started by Organization</li> <li>• Tile: funding remaining percentage ITD</li> <li>• Tile: funding remaining percentage</li> <li>• Remaining Funding Not Started by Project</li> <li>• Remaining Funding Amount by Organization for Active Projects</li> <li>• Unallocated Funding Amount for Active Contracts</li> </ul>
<p><b>Oracle Project Portfolio Management Cloud 11.x OBIA - Project-Budget Reports</b></p>	
<ul style="list-style-type: none"> <li>• Budget Changes by Project</li> <li>• Cost Budget Changes by Project</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Transactions by Project</li> </ul>
<p><b>Oracle Project Portfolio Management Cloud 11.x OBIA - Project-Performance Reports</b></p>	
<ul style="list-style-type: none"> <li>• Project Health by Margin Performance</li> <li>• Approved Projects list with Margin greater than 30%</li> <li>• Approved Projects list with Margin less than 0%</li> <li>• ITD Actual Cost Details by Project</li> <li>• Approved Projects list with Margin less than 30%</li> <li>• Cumulative Margin and Cost</li> <li>• Actual Cost by Project Manager</li> <li>• ITD Performance (Budget and Actual) by Quarter</li> <li>• ITD Performance Report by Quarter</li> <li>• Profitability Details By Task</li> <li>• Project Health by Cost Performance</li> <li>• Revenue by Customer Satisfaction Level</li> <li>• Top 10 Profitable Projects</li> <li>• Revenue by Top Customers by Top Projects</li> <li>• Year to Date (YTD) Profitability by Project</li> <li>• Bar graph: profit comparison by organization</li> <li>• Legend</li> <li>• Line graph: profit trend by organization</li> </ul>	<ul style="list-style-type: none"> <li>• View selector: revenue details by time, job, and revenue category</li> <li>• Project Commitment Basic Summary</li> <li>• Cost Budget Details by Organization</li> <li>• Actual Cost by Organization by Financial Resource</li> <li>• Cost Budget PTD (Fiscal Period) and ITD Cost Budget Details by Resource</li> <li>• Cost Performance by Organization</li> <li>• Project Commitment Summary</li> <li>• Cost Trend by Fiscal Period</li> <li>• Cumulative Cost by Resource</li> <li>• Cumulative Cost by Top Resources</li> <li>• Cumulative Cost Trend by Fiscal Period</li> <li>• Cumulative Cost Variance by Project</li> <li>• Cumulative Cost Variance by Resource</li> <li>• Cumulative Cost Variance by Top Projects</li> <li>• Cumulative Cost Variance by Top Resources</li> <li>• Labor Effort Trend by GL Period</li> </ul>



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| <ul style="list-style-type: none"> <li>• Tile: organizations over budgeted cost</li> <li>• Tile: organizations over budgeted revenue</li> <li>• Tile: organizations under budgeted margin</li> <li>• Tile: projects over budgeted cost</li> <li>• Tile: projects over budgeted revenue</li> <li>• Tile: projects under budgeted margin</li> <li>• Title: organization financial summary</li> <li>• Trellis: project performance summary by organization</li> <li>• Tile: cost amount ITD</li> <li>• Tile: margin percentage ITD</li> <li>• Tile: nonbillable cost percentage ITD</li> <li>• Tile: unbilled revenue amount ITD</li> <li>• Tile: variance with budgeted cost ITD</li> <li>• Tile: variance with budgeted revenue ITD</li> <li>• Tile: variance with forecasted cost ITD</li> <li>• View selector: project cost details by task, job, and time</li> <li>• Detail: number and description by Project</li> <li>• Detail: priority and customer by Project</li> <li>• Detail: project manager and organization by Project</li> <li>• Detail: start date and end date by Project</li> <li>• Detail: type and class by Project</li> <li>• Title: project name</li> <li>• Legend</li> <li>• Pivot: project performance, estimate at completion</li> <li>• Pivot: project performance, inception to date</li> <li>• Pivot: project performance, period to date</li> <li>• Tile: variance with forecasted revenue ITD</li> <li>• Bubble graph: task outlook</li> <li>• Pie graph: cost distribution ITD</li> <li>• Pivot: task performance summary</li> <li>• Tile: tasks accruing cost</li> <li>• Tile: tasks over budgeted cost</li> <li>• Tile: tasks under budgeted margin</li> <li>• Tile: tasks under budgeted revenue</li> <li>• Bubble graph: project outlook</li> <li>• Legend</li> <li>• Line graph: revenue trend by project</li> <li>• Pivot: project performance summary</li> <li>• Tile: projects active</li> <li>• Tile: projects closed</li> <li>• Tile: projects over budgeted cost</li> <li>• Tile: projects over budgeted revenue</li> <li>• Tile: projects unapproved</li> <li>• Tile: projects under budgeted margin</li> <li>• Title: project performance summary</li> <li>• Tile: cost amount ITD</li> <li>• Tile: margin percentage ITD</li> <li>• Tile: nonbillable cost percentage ITD</li> <li>• Tile: unbilled revenue amount ITD</li> <li>• Tile: variance with budgeted cost ITD</li> <li>• Tile: variance with budgeted revenue ITD</li> <li>• Tile: variance with forecasted cost ITD</li> <li>• View selector: task cost details by expenditure, job, and time</li> <li>• Tile: actual commitment amount</li> <li>• Tile: budgeted cost amount ITD</li> <li>• Tile: budgeted revenue amount ITD</li> <li>• Tile: cost amount ITD</li> <li>• Tile: revenue amount ITD</li> <li>• Detail: Task ID and type</li> <li>• Detail: project name and project manager</li> <li>• Detail: start date and completion date</li> </ul> | <ul style="list-style-type: none"> <li>• Cost Budget PTD (Fiscal Period) and ITD Details by Resource</li> <li>• Earned Value PTD and ITD by Organization and Project</li> <li>• Period Project Performance by Cost and Schedule Index</li> <li>• Project Performance by Cost and Schedule Index (ITD)</li> <li>• Actual Profitability by Organization, Project Class, Project Type</li> <li>• Actual Profitability by Project Manager</li> <li>• Actual Profitability by Project, Revenue Category</li> <li>• Actual Profitability Trend and Distribution by Fiscal Period</li> <li>• Actual Profitability Trend by Organization by Fiscal Period</li> <li>• Actual Profitability Trend by Project by Fiscal Period</li> <li>• Actual Profitability Year Over Year Changes by Organization</li> <li>• Forecast Profitability by Organization, Project Class, Project Type</li> <li>• Forecast Profitability by Project Manager</li> <li>• Forecast Profitability by Project, Revenue Category</li> <li>• ITD Performance (Forecast, Budget and Actual) by Quarter by Organization</li> <li>• Margin % Change Over Previous Quarter by Organization</li> <li>• Margin Change Quarter Over Quarter Trend by Organization</li> <li>• Margin Change Quarter Over Quarter Trend by Project</li> <li>• Profitability by Customer</li> <li>• Profitability by Job Code</li> <li>• Profitability by Top Customers</li> <li>• Profitability by Top Job Codes</li> <li>• Profitability Details by Project Organization</li> <li>• Profitability Summary by Organization</li> <li>• Year to Date (YTD) Profitability by Organization</li> <li>• Cost</li> <li>• Cost Trend</li> <li>• Effort</li> <li>• Gauges</li> <li>• ITD Performance (Forecast, Budget and Actual) by Quarter</li> <li>• Margin % Trend</li> <li>• Margin Change Quarter Over Quarter Trend by Fiscal Quarter</li> <li>• My Projects</li> <li>• Profitability Details By Project</li> <li>• Project Financial Performance Overview</li> <li>• Billing</li> <li>• Revenue</li> <li>• Cost Variance % by Task and Expenditure Category ITD</li> <li>• Cumulative Earned Value by Project (ITD)</li> <li>• Cumulative Earned Value by Project and Task</li> <li>• Cumulative Earned Value Trend</li> <li>• Period Earned Value by Project</li> <li>• Period Project Performance by Cost and Schedule Index</li> <li>• Project Performance by Cost and Schedule Index (ITD)</li> <li>• Task Dates and % Complete</li> <li>• Tile: Cost ITD</li> <li>• Tile: Cost Performance Index ITD</li> <li>• Tile: Cost Variance ITD</li> <li>• Tile: Earned Value ITD</li> <li>• Tile: Plan Value ITD</li> <li>• Tile: Schedule Performance Index ITD</li> </ul> |
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<ul style="list-style-type: none"> <li>Title: task name</li> <li>Pivot: task performance, estimate at completion</li> <li>Pivot: task performance, inception to date</li> <li>Pivot: task performance, period to date</li> <li>Tile: budgeted cost amount ITD</li> <li>Tile: budgeted revenue amount ITD</li> <li>Tile: margin percentage ITD</li> <li>Tile: variance with budgeted cost ITD</li> <li>Tile: variance with budgeted revenue ITD</li> <li>Tile: variance with forecasted cost ITD</li> <li>Tile: variance with forecasted revenue ITD</li> <li>Detail: number and description</li> <li>Detail: priority and customer</li> <li>Detail: project manager and organization</li> <li>Detail: start date and end date</li> <li>Detail: type and class</li> <li>Tile: budgeted margin percentage ITD</li> <li>Tile: forecasted margin percentage ITD</li> <li>Tile: variance with budgeted margin ITD</li> <li>Tile: variance with forecasted margin ITD</li> <li>View selector: margin details by task, time, job, and expenditure category</li> <li>Tile: revenue billed percentage ITD</li> <li>View selector: revenue details by task, time, job, and revenue category</li> <li>Table: cost transactions by task</li> <li>Table: revenue transactions by task</li> <li>Detail: ID and type</li> <li>Legend</li> <li>Tile: budgeted margin percentage ITD</li> <li>Tile: forecasted margin percentage ITD</li> <li>Tile: revenue billed percentage</li> <li>View selector: margin details by time, job, and expenditure category</li> </ul>	<ul style="list-style-type: none"> <li>Tile: Schedule Variance ITD</li> <li>Tile: To Complete Cost Performance Index</li> <li>Tile: To Complete Schedule Performance Index</li> <li>To Complete Cost Performance Index by Project</li> <li>To Complete Schedule Performance Index by Project</li> <li>Cumulative Revenue Trend by Fiscal Period</li> <li>Revenue Trend by Fiscal Period</li> <li>Approved Projects list with Cost Variance greater than 30%</li> <li>Approved Projects list with Cost Variance less than 0%</li> <li>Approved Projects list with Cost Variance less than 30%</li> <li>Billing by Organization</li> <li>Billing Trend by Fiscal Period</li> <li>Budget Trend by GL Period</li> <li>Cumulative Budget Trend by GL Period</li> <li>Billability</li> <li>Cost Budget Trend by Fiscal Period</li> <li>Cost Budget YTD and ITD Details by Resource</li> <li>Cumulative Billing Trend by Fiscal Period</li> <li>Cumulative Cost Budget Trend by Fiscal Period</li> <li>Cost Budget Accuracy by Financial Resource</li> <li>Cost Budget Accuracy by Organization</li> <li>ITD Cost Variance % by Quarter by Organization</li> <li>ITD Performance (Forecast, Budget and Actual) by Organization</li> <li>Project Health by Cost Performance</li> <li>Project Health by Cost Performance</li> <li>Project Performance by Cost Variance</li> <li>Unbillable Details by Organization</li> <li>Budget Accuracy by Financial Resource</li> <li>Budget Accuracy by Project</li> <li>Project Performance by Margin</li> </ul>
<b>OTBI Reports</b>	
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - GMS Reports</b>	
<ul style="list-style-type: none"> <li>Award List</li> <li>Award Project Funding Details</li> </ul>	
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJB Reports</b>	
<ul style="list-style-type: none"> <li>Project Billing - Invoiced Transactions</li> <li>Invoices by Status</li> <li>Project Billing - Invoice Lines</li> <li>Project Contract List</li> </ul>	<ul style="list-style-type: none"> <li>Project Contract Lines</li> <li>Project Revenue - Contract Lines</li> <li>Project Revenue - Recognized Transactions</li> <li>Project Revenue by Contract</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJC Reports</b>	
<ul style="list-style-type: none"> <li>Capital Asset Assignments</li> <li>Capital Asset Lines</li> <li>Capital Assets</li> <li>Capital Expenditures</li> <li>CIP Account Analysis</li> <li>Project Capital Costs</li> </ul>	<ul style="list-style-type: none"> <li>Project Expenditure Items</li> <li>Project Cost Account Reconciliation</li> <li>Project Cost by Transaction Source Details</li> <li>Project Cost by Transaction Source</li> <li>Noncapitalized Cost for Capitalizable Tasks</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJE Reports</b>	
<ul style="list-style-type: none"> <li>Change Order Details</li> <li>Change Orders By Participant Status</li> <li>Change Orders By Reason</li> </ul>	<ul style="list-style-type: none"> <li>Change Orders Summary</li> <li>Deliverables Due in My Projects Analysis</li> <li>Deliverables Not Started in My Projects Analysis</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJF Reports</b>	
<ul style="list-style-type: none"> <li>Project List</li> <li>Project Tasks</li> </ul>	

<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJL Reports</b>	
<ul style="list-style-type: none"> <li>• My Upcoming Tasks</li> <li>• Project Work Coming Due</li> </ul>	
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJR Reports</b>	
<ul style="list-style-type: none"> <li>• Project Resource Request Forecast Revenue</li> <li>• Projected Revenue Shortfall by Resource</li> <li>• Resource Capacity Planning by Project Role</li> </ul>	<ul style="list-style-type: none"> <li>• Resource Pool Actual Utilization by Resource and Month</li> <li>• Resource Pool Projected and Actual Utilization by Resource</li> </ul>
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJS Reports</b>	
<ul style="list-style-type: none"> <li>• Budget and Actual Cost Comparison by Business Unit</li> <li>• Project Income Statement</li> </ul>	
<b>Oracle Project Portfolio Management Cloud 11.x OTBI - PJT Reports</b>	
<ul style="list-style-type: none"> <li>• Actual Project Labor Margin Report</li> <li>• Backlog Completeness Check Analysis</li> <li>• Backlog Item Sprint Velocity Analysis</li> <li>• Backlog Item Status Analysis</li> <li>• Delegate Access Analysis</li> <li>• EPS Element Access Analysis</li> <li>• All Work Items in My Projects Analysis</li> <li>• Placeholder Resources on My Projects</li> <li>• Planned and Actual Labor Comparison</li> </ul>	<ul style="list-style-type: none"> <li>• Project Cost Variance</li> <li>• Project Hours by Backlog Item Analysis</li> <li>• Remaining Project Hours</li> <li>• Resource Allocation and Task Assignment Comparison by Week</li> <li>• Resources Currently on My Projects</li> <li>• Tasks Scheduled Outside of Resource Assignment Dates Analysis</li> <li>• Total and Actual EPS Node Cost</li> </ul>

**2. Methods for the City to identify, specify, and develop required custom City reports during the implementation.**

During the Configure Phase of the Project, Denovo lead Business Analysts will review a list reports compiled by the business process Super Users. The reports will be prioritized using the MoSCoW approach of ‘Must Have’, ‘Should Have’, ‘Could Have’, and ‘Won’t Have’. The reports will then be mapped to existing system standard reports to identify a match, and MD.050’s will be developed for those ‘Must Have’ reports, and further analysis of the ‘Should Have’ reports will be performed to ensure whether they are absolutely necessary.

### 5.6 Integrations and Interfaces

*It is expected that information generally would need to be entered only once into the system. Modules within the system should be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the City. Existing City interfaces between core modules that may currently exist (e.g., AP posting to GL) or shadow systems that will likely be replaced are not included as they are assumed to be included in an integrated ERP System.*

*The Microsoft Excel pricing sheet contains a listing of current and/or desired application interfaces. Please provide pricing for interface development in the associated Microsoft Excel pricing spreadsheet.*

*In addition:*

**1. Describe the extent to which the various modules are integrated together versus being purchased separately and interfaced**

Oracle ERP and HCM modules reside on one common architecture framework; therefore, the integration/synchronization is built directly into the application. Oracle also provides pre-built integration with the Oracle Talent Acquisition Cloud to Oracle HCM Cloud and Oracle EPM Cloud to Oracle ERP/HCM Cloud.

2. Describe your approach towards interfacing and integration with other solutions including use of specific tools, methods and standards.

Integration methods provided within Oracle Cloud Applications



Denovo utilizes Oracle ADF Services, File Based Data Loads, and exposed Web Services (SOAP or REST) to perform one way or bi-directional integrations as required.

3. Describe data exchange standards (e.g. XML, Web Services, or EDI) supported or provided by your product.

Oracle offers multiple ways to integrate Oracle Cloud applications with your existing infrastructure and information technology assets, whether integrations call for real-time or batch interaction.

- **Inbound Integration** – for moving data into the Oracle Cloud applications, Oracle offers two simple solutions, File Based Loaders, and Spreadsheet Loaders. These solutions allow for error correction and support the same common set of objects that are required for integration.
- **Outbound Integration** – to export data from the Oracle Cloud applications, Oracle offers solutions, including BI Publisher and Oracle Transactional Business Intelligence (OTBI).
- **Web Services** – Oracle Cloud applications support the use of Web Services to provide a standardized way of integrating Cloud services with other disparate application systems.

Oracle also offers optional PaaS (Platform as a Service) offerings which can serve as enterprise integration tools for the City:

- **Integration Cloud Service** – Oracle Integration Cloud Service (ICS) delivers best in class “Hybrid” Integration. ICS is a simple and powerful integration platform in the cloud to maximize the value of your investments in SaaS and on-premises applications. It includes an intuitive web based integration designer for point and click integration between applications and a rich monitoring dashboard that provides real-time insight into the transactions, all running on a mature runtime platform on Oracle Public Cloud. ICS will help accelerate integration projects and significantly shorten the time-to-market through its intuitive and simplified designer, an intelligent data mapper, and a library of adapters to connect to various applications.
- **SOA Cloud Service** – Oracle SOA Cloud Service is the platform for innovation and speed. Through the automation technology available in the cloud, Oracle SOA Cloud Service is able to rapidly provision new environments for you with just a few clicks. Because the environment is built automatically, your administrators and developers can spend more time on value added tasks, like actually building better SOA Composite applications and Service Bus projects. Projects can start immediately, and developers are free to innovate. Ongoing maintenance is also dramatically reduced with automated tooling for your administrator to perform single click patching, backups, and scale out.

Oracle SOA Suite is a comprehensive, standards-based software suite to build, deploy and manage integration following the concepts of service-oriented architecture (SOA). The components of the suite benefit from consistent tooling, a single deployment and management model, end-to-end security and unified metadata management. Oracle SOA Suite helps

businesses lower costs by allowing maximum re-use of existing IT investments and assets, regardless of the environment (OS, application server, etc.) they run in, or the technology they were built upon. It is easy-to-use, re-use focused, unified application development tooling and end-to-end lifecycle management support further reduces development and maintenance cost and complexity.

*4. As it pertains to the City's current technical environment described previously, identify potential issues for integrating with specific technologies that are used within the City.*

N/A. The proposed solution is for a SaaS deployment.

*5. If local customizations are made, do you provide any tools or assistance to easily incorporate customizations into new version/releases of your software?*

Oracle Cloud Applications can be extended via Applications Composer (form modifications) and via Reporting, but cannot be customized.

*6. The Microsoft Excel pricing spreadsheet contains a listing of current and/or desired City application interfaces and their likely need in a future integrated environment. Provide pricing for interfaces in the associated Microsoft Excel pricing spreadsheet*

Pricing for interfaces has been provided in the pricing spreadsheet as requested.

## 5.7 Training

*In addition to providing responses to the following items, the Vendor must complete the **Training Form** in **section 7.14** of this RFP, and include it in this section of the response.*

### Training Form

1.	What is your recommended approach to training (End-user vs. train the trainer), for this City, and why?
	<p>With an organization the size of the City, a large percentage of which are also system users, ensuring that the knowledge transfer is effective and comprehensive, and is typically completed just prior to Go-Live to ensure knowledge retention.</p> <p>Although the City is considering End User OR Train the Trainer (commonly referred to as Project Team) as two possible different options. We feel it is impossible to effectively implement and expect any new system to be successfully adopted without both. Consequently, Denovo is recommending the use of Maverick ENGAGE who has created a learning platform that utilizes both.</p> <p><b>Project Team vs. End User Methods and Styles of Training</b></p> <p>Maverick ENGAGE encapsulates two types of training to create a more complete training solution to better serve the City of Hollywood in this very important business transformation.</p> <p>We also, rely on the following effective knowledge transfer technique:</p> <ol style="list-style-type: none"> <li>1. One-on-one mentoring either from Denovo consultants or City SMEs for areas where limited users are expected to perform specific system functions or for a user that “just can’t get it” through the other offered forms of training and knowledge transfer.</li> </ol>
2.	What types of training documentation will be developed by the Vendor?
	<ol style="list-style-type: none"> <li>1. User Familiarization Training Guides – Training Guides based on Modern Best Practices, recorded and executed in an Oracle Vision Demonstration Environment</li> <li>2. CRP Scripts and Sessions</li> <li>3. BR100 System Configuration Documentation – used for Super User Configuration Training</li> </ol> <p>The following materials MAY be produced or utilized, depending on the City</p> <ol style="list-style-type: none"> <li>1. End-User Training materials – recorded in the City environment after CRP2, if the City elects for Denovo to “Train-the-User”</li> <li>2. Online subscription based end-user training provided by Maverick</li> </ol>
3.	What additional tools will be used in developing the training material?
	<ol style="list-style-type: none"> <li>1. Setup Configurator</li> <li>2. Maverick Engage Training tool with is an option for the City to consider</li> </ol>

4.	Describe the opportunities for ongoing training.
	<ol style="list-style-type: none"> <li>1. Subscription based per-user training from Maverick</li> <li>2. On-line, in-person and guided learning provided by Oracle University</li> <li>3. One-off, ad hoc custom training provided by Denovo</li> </ol>
5.	Describe the Vendor’s ability to provide online training material versus classroom training.
	Online training is part of the Maverick ENGAGE solution Denovo is proposing. There are also other offerings available through Oracle University upon request.

*The City intends to explore the advantages, disadvantages and related costs of two implementation training approaches:*

- 3. End User Training Approach:** All end-user and technical training will be performed on-site through implementation and be performed by the Vendor.
- a. End user implementation training will be provided by the Vendor and include joint participation by the relevant City process owner team lead supporting the process area in the new software system.
  - b. Technical Implementation training will include training for City IT staff on the technologies required to support the new ERP system.

### End-User Training

End-User training is different in a few key ways from project team training. While project team training is a deep dive into the total functionality of the software, end-user training covers only a specific transaction for each training session. Maverick ENGAGE End-user training is role-based and includes both instruction and practice labs for each transaction. The end use training portion of ENGAGE is self-paced and is completed just prior to go live by functional users who use the new system after configuration and design.

All of training for end users occurs within the final four (4) weeks prior to and for the first couple of weeks after go-live in each phase.

End User Training will include:

- **Establish Training Plans** – Determine who to train (all users or groups of users on certain topics?), on what (ideally break the topics down to small and controlled subjects so that training is “Just Enough” and does not cover areas that a user would likely never use), when (ideally “Just-in-time” that is as close to the user needing the information as is possible), and how (class-room style, Computer Based Training, Train the Trainer, internet-based training etc.).
- **Develop Job Descriptions** – The best way to train users is by job description. Establish a job and train end users on how to do that job which includes processes and systems.
- **Create Desk Procedures** – High-level cheat sheets of frequently needed procedures by Job Description.
- **Create End User Training Materials** – Based on Job Descriptions, Workflow, and Desk Procedures, more detailed Training Materials for a business area which would contain multiple Jobs and how they relate to each other. Ideally these Procedures would become support documentation post “cut-over”.
- **Develop Curriculum for Training Classes** – Once Job Descriptions are agreed to, the content of classes and/or methods of training must be established.
- **Gather City’s-specific Data for Training Environment** – Data needed for the Materials (i.e., forms, invoices, etc.), will be gathered and formatted appropriately. Create Materials for Training Classes – sample data, sample screens, real life scenarios with the City’s data must be gathered for preparation of Training Materials for each Curriculum.
- **Create Training Environment** – Both a technological Environment (covered in the Technology Design, Development, & Deployment Phase) and an aura of learning. People learn best in an environment of learning. If the environment is noisy, too hot or cold, too congested, or provides poor visibility, people will not be able to learn.

**4. Train the Trainer Approach:** The Vendor will incorporate a “train the trainer” approach where only key City team leads will be trained through implementation on their modules and then they will train the remainder of the City staff in their respective areas.

- a. There would be roughly ten SME’s) for each module including one team lead. This training would be provided at a City facility.
- b. Training materials supplied by the Vendor would be used by SME’s and team leads for training their staff.
- c. Web conference or remote online tutorial sessions would be available to SME and team lead staff to participate in after initial training was completed in their module.



*d. Technical implementation training will include training only key IT staff (six) to support the new system.*

### Project Team Training

Project team training is a deep dive into the software. This training covers the functionality as well as setup and configuration of the software. This training is best done prior to fit-gap, and is often the first activity on the project. This helps the project team make more informed system design decisions for the implementation. This training is for a small, select group of individuals responsible for working with the system implementer to design, configure, and test a new ERP system. Maverick’s project team training prepares this group, the project team, with a firm foundation and a successful implementation process.

In addition to the above training methods, we also provide “**Train the Implementation Team**” training. It is very important that the City’s members of the integration team have a basic knowledge of the ERP system so that they can be an active member of the team in configuring and testing the system. Denovo will only train City Team Resources on what they need to know; when they need to know it ... thus becoming more effective training that will stay with them longer.

- **Just-in-time Training** – Conducted by members of the Denovo team with the ERP system-specific materials for the areas which need training, when they need it.
- **Instructor Led Training** – Optional approach to just in-time training where Denovo will lead classroom style training for the project team prior to the start of the definition stage

The Learning Segment is designed to support and facilitate the City’s Implementation project for the purposes of delivering training materials and training sessions. It also documents how the knowledge transfer will be facilitated between the Project’s consulting resources and the City’s resources.

Stage	Deliverables	Definition	Responsibility	
			Denovo	City
Project Knowledge Transfer	Project Portal	Denovo-hosted SharePoint Project Site setup with consultant and City access granted	Sole	
Training & Mentoring	Training & Mentoring Plan	Strategy, approach and schedule document for training stakeholders	Joint	Joint
	City Team Overviews	the ERP system overviews of system functionality by module proposed for City team members (provided during definition stage)	Primary	Attend
	Training Materials	Course agendas, documentation, and setup for end-user training workshops	Assist	Primary
	Train-the-Trainer Training Workshops	Consultant led training of City stakeholders who become end user trainers	Primary	Attend
	End User Training Workshops	City led end user training	Assist	Primary

As described in our narrative on the Learning Segment of Denovo’s project implementation methodology, training and more broadly, knowledge transfer is typically delivered in a “multi-prong” approach. It has been proven that the best knowledge transfer occurs in “doing”, that is repetitive use of the system. As such, our overall training strategy has been crafted to provide City stakeholders numerous opportunities to touch the system.

The role of system trainer from a Denovo consultant perspective is usually filled by the functional and technical consultants responsible for implementing the solution. The purpose of this is approach is:

1. These consultants are the most familiar with the City’s configuration of the software, as well as the division of roles and responsibilities related to using the system.
2. The process for training goes beyond the traditional training workshop, as mentoring occurs throughout the project – first for the core team and continuing to an expanded audience through the implementation and testing cycles.

*The Vendor should provide an overall description of **both** training methods, including the following:*

- *General timeframes in which both types of training will be conducted*
- *The Vendor must list the nature, level, and amount of training to be provided for both options in each of the following areas:*
  - *Technical training (e.g., programming, operations, etc.)*
  - *User training*
  - *Other staff (e.g., executive level administrative staff)*



MAVERICK ENGAGE training subscription for Cloud is the platform for the Oracle Cloud training we propose. Details of MAVERICK ENGAGE training plan are described below.

1. MAVERICK ENGAGE Subscription would need to be purchased in advance for this proposal.

2. System Administrators (project team of 4-15 students) attend instructor-led training (ILT) sessions that cover key elements of implementation and integration of Oracle Cloud HCM and Financials / Purchasing. This training is **ONLY** for System Administrators and will take approximately 10 full days of ILT for Financials / Purchasing and 5 full days of ILT for Human Capital Management. Training will utilize the ENGAGE subscription for training content, which a Maverick Cloud Training subject matter expert (SME) will lead.

3. After 1 month of System Administrators working on the project and **frequently** practicing the implementation training within ENGAGE, Functional leads will on their own use MAVERICK ENGAGE to complete training to prepare them for the implementation and configuration sessions with Denovo. This is a more transactional level of training, which will also demonstrate key functions within Cloud that are relevant to implementation.

4. Just prior to go-live, City of Denovo to develop job roles, descriptions, and a list of required training content for each role. We assume the client wants to perform training on a larger user population themselves. Maverick can, however, complete this task if needed for additional cost. We are flexible and willing to step in and fill required training gaps as needed to make the implementation a complete success.

5. **Sustainment of Maverick ENGAGE** is built into the subscription price. Maverick will make the many required system updates to the ENGAGE training curriculum as part of the subscription price. In addition to including updates, Maverick will perform a yearly business process evaluation. This is a process that looks at any updated functionality of Cloud that would permit the client to gain greater ROI through utilization of new functionality. ***This is a process that is lacking in most of our competitor's training services.***

#### **Details about Maverick ENGAGE**

Maverick ENGAGE offers an Oracle Cloud and Taleo training model that is both innovative and unique to the industry. Our subscription-based online training solution delivers 24/7 learning opportunities for both your project team and functional end users at their work locations.

We created a way to drastically reduce the time and financial commitment to keep your users' training up to date. As technical and functional updates are rolled out in the Oracle Cloud software (expected to be over 500 updates three times a year), Maverick will update the applicable training components and deliver the updated training content directly to you online, through your subscription.

Maverick offers optional customized documentation and branding based on your specific project and processes. We can also provide optional onsite instructor hours to kick off your project and get your team started in the right direction.

Maverick ENGAGE's guided simulations offer unique learning opportunities. Time and again, studies have shown repetition to be the most effective way to promote user retention. Our Tell ME, Show ME, Let ME simulation system of learning allows the user to repeat tasks without the risk of failure or making changes to the live environment.

The three phases of the Maverick ENGAGE training model are described in more detail below.

**TELL ME** what I need to know The purpose of the Tell ME phase is to inform learners about the specific business objectives and outcomes that affect their particular roles and responsibilities. During this portion of training, learners are guided step-by-step through the business processes they will be using. Along the way, detailed information boxes appear at key steps, supplementing the procedural sequence with instructional content that explains both the "how" and the "why" of each step. The Tell ME portion of the training gives users a clear understanding of where their jobs fit into the overall process and the impact their actions have on other parts of the organization.

**SHOW ME** what I need to do Once users understand the context and objectives of their tasks, they are ready to begin practicing the step-by-step procedure. In the Show ME phase, learners are given the same activity, but this time step-by-step instructions are paired with standout hot spots to assist them in repeating the processes on their own. Learners may repeat this portion of the activity as many times as needed in order to become comfortable with their new processes without the risk of failure or changing anything within the live environment.

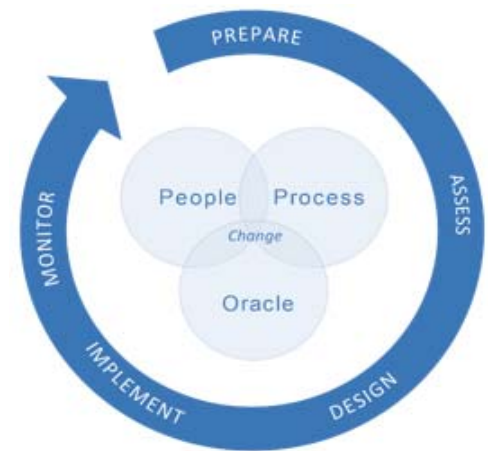
**LET ME** practice and become familiar The Let ME phase of ENGAGE training is when the training wheels finally come off and the learner is tasked with performing an activity with minimal help or instruction. The simulated environment contains only general instruction, requiring the learner to apply knowledge learned during the first two phases of the training. Learners are able to confidently execute transactions on their own, as they now understand the functions of the system and the transactions they need to execute to perform their daily work.

## 5.8 Change Management Approach

*The City recognizes that a movement from the current environment to a new solution will present change management challenges. The Vendor should clearly identify their approach towards Change Management and how is it integrated into every aspect of the project, including any unique approaches or tools that will be used. Vendor must provide a Plan of Action & Milestone time line for the various phases regarding their change management approach.*

The difference between the long term success and failure of any new system project often based on an organization's ability to prepare its people. Its scope spans executives, implementation teams functional managers, users and IT. Denovo's change management methodology, based on Oracle's Unified Method, is integrated with our RapidApp™ application implementation methodology. The primary goal of Denovo's approach is to help organizations quickly align their people with Oracle systems and business processes. Supporting objectives are to:

- Establish executive sponsorship and management advocacy.
- Align business objectives and technology capabilities throughout the organization.
- Establish a measurement system that provides an evaluation of organizational performance to determine whether expectations were met during implementation and after production cutover.
- Increase stakeholder commitment to the new technology and resulting changes; build support for the implementation by informing, involving, and including stakeholders throughout the process.
- Accelerate the implementation project team's ability to work together through team building and organization-specific application learning.
- Determine human performance support implications so that the organizational structures and job roles align to meet new performance expectations resulting from the technology change.
- Create a user-friendly environment for learning about the new technology by developing learning and performance strategies and plans that promote the optimum performance of users on the new system.
- Optimize the information technology groups' infrastructure to help ensure the ongoing support of the applications (including ongoing learning and certification plans so that information technology employees can continuously optimize system functionality to meet business needs).



**Denovo's Change Management Methodology**

Denovo's change management process starts at the strategic level with executives and then identifies the particular human and organizational challenges such that a time-sensitive and pragmatic approach to change can be tailored to an organization's specific needs. In addition to increasing user adoption rates, the approach is focused on maintaining productivity through often-difficult technological transitions. This in turn enables the organization to more easily meet deadlines, realize business objectives, and maximize return on investment.

The result is a disciplined commitment to the adoption of the new Oracle technology, processes and procedures, creating a more engaged user population with a shared vision of success. By identifying and mitigating risks, generating change momentum, fostering effective communication, preparing managers and end users for the new processes, roles and responsibilities and supporting end-user acceptance, the Denovo process helps better manage the "soft" side of the implementation.

Denovo's Change Management methodology includes five components:

- The **Prepare Phase** is intended to setup your change management program for success. The phase begins with an executive workshop where a clear definition of change objectives is defined. In addition to identifying objectives, this workshop is an important first step and gaining executive alignment, establishing roles and responsibilities, and identifying change issues. At the conclusion of the phase, a change management approach

is defined, a plan is detailed, and change leaders are identified. Communication of this information to key stakeholders is essential.

- The **Assess Phase** is where your organization is sampled to determine the readiness for change. Once this is understood, a change management approach can be defined and communicated to the change management project. This assessment is performed via surveys as well as manager and end user workshops.
- The **Design Phase** includes three primary components. First, it is where actual changes are identified and defined in terms of system usage, business processes and people. Given that Oracle software has inherent business processes against which it is implemented, the primary focus of this phase is comparing these business processes and software user experience against the current state. Out of this assessment, the impact and changes to people, at all levels of the organization, can be defined.

The second component to the design phase is definition of key performance indicators so that change progress can be measured. The third component is definition of a communication campaign and training program. The communication campaign defines target audiences, key messages, communication mechanisms and schedule. The training program defines training objectives, delivery method (e.g., Oracle UPK), the student population, the content to which each population is to be training and how training success will be measured.

- The **Implement Phase** begins with implementing the mechanism to capture the key performance indicators defined in the Design Phase. Additionally, this is part of the change management program where all levels of your organization are communicated to and trained. The goal of the communications and training is to motivate people and garner their change support by answering the common change questions, what, when, where and why of the change and the most important question ‘What is in it for me’? A survey at the end of the phase ensures that any issues are captured and addressed.
- The **Monitor Phase** is the final step in the process. This is where results are measured against KPI’s, interpreted and communicated. Any negative indicators are evaluated and considered as candidates for additional training or communications.

The results of a change management program is an organization that has ‘bought into’ the use of Oracle and is ready, willing and able to ensure its success in alignment with company objectives.

## 5.9 Testing

*The Vendor should describe their recommended approach to the following types of testing that are anticipated to be performed on the project and the type of assistance they anticipate providing to the City related to such testing:*

- a. System testing*
- b. Integration testing*
- c. Stress/performance testing*
- d. User acceptance testing (UAT)*

Denovo will create a Testing Requirements and Strategy Document (TE.010) which will be used to identify the Business System Testing requirements and strategy to be used for the testing of the system you are implementing. This also includes the recommended approach to testing, how to manage testing errors, and the criteria for accepting test results.

The Testing Requirements and Strategy includes a listing of the types and purpose of each testing task as well as an explanation of the testing environments. In addition, it covers the tools used to perform testing. In the Testing Requirements and Strategy, you establish or provide the following:

- a list of testing requirements
- an overview of the strategy, including relevant background, the testing approach, critical success factors for successful testing, and the risks associated with not performing adequate testing
- an understanding of the type and purpose of each testing task
- an understanding of the deliverables for each testing task
- an overview of the testing tools
- an overview of how problems will be managed
- detailed acceptance criteria for testing

**a. System Testing**

Test the functionality based on elementary business functions, validations, calculations, error-handling, module security, user interface, help text, and adherence to standards.

System Tests test the entire application by testing the integration between business processes. In addition, test database journaling, security, documentation, manual data, converted data, reconciliation with legacy systems, job streams, backup and recovery, and data archival.

Regression testing may occur during this task if application extensions need to be retested in order to validate that prior defects have been corrected.

**b. Integration Testing**

Test the coexistence and integration of the application system with neighboring applications systems. If there are other systems your application must coexist and interface with, then you need to state your assumptions about these interfaces and decide whether to require a distinct systems integration test.

**c. Stress/performance testing**

The PT.010 the Performance Testing Strategy Document. It documents the scope and objectives of performance testing for the project. It outlines the Performance Testing approach that is to be followed, and the strategy for achieving the stated objectives.

This task requires the identification of the strategies, standards, and policies for Performance Testing. The information needed to prepare the strategy and document the results generally comes from either the existing business information systems strategy or documents, or discussions with senior project and IS organization management. Once you define and document the Performance Testing Strategy, it should be reviewed and accepted by management before progressing with the rest of performance testing.

**d. User Acceptance Testing**

Verify that the new application system meets user acceptance criteria and simulates live production in the production environment (or a suitably configured production-like environment) with users executing system scripts on recently converted data. If key users participated in system and systems integration testing, acceptance testing can be perfunctory. In addition, document your assumptions for the user acceptance criteria.

## 5.10 Operational Redesign

*With the deployment of a new application, the City wishes to take advantage of capabilities within the software that provide support for operational improvements. Vendors are requested to describe their approach towards operational redesign including discussion on the optimal time in which to conduct redesign as it relates to implementation of the new software. What is your approach to process re-engineering to better facilitate the adoption of your optimized software driven process, as opposed to the tendency of entities wanting to replicate their old process in a new system?*

Denovo leverages “Oracle Modern Best Practices” which have been created by Oracle in order to best leverage Cloud Functionality. Rather than performing a traditional requirements and to-be process design sessions, Denovo gathers business data required to configured a baseline system for a Conference Room Pilot, and then, lets the solution drive the discussion. This approach is called a “Solution Driven” implementation. It is based on the use of a pre-defined business solution (for example, Oracle Modern Best Practices) as the proposed client business solution and tailoring that solution to the client's requirements during the project. In a solution-driven approach, the foundational elements of the business solution are already reflected in the components that comprise the pre-defined solution. In an Oracle COTS implementation this typically consists of (1) business process models (or business flows) depicting the functionality included, (2) pre-determined setup values that enable a working application instance to be established quickly for familiarization/mapping purposes, and (3) pre-defined demo/test scripts based on the pre-defined setup values, which can be used to demonstrate the functionality included. In general, the solution-driven approach seeks to avoid, or minimize, customizations by promoting leading practice use of standard functionality to meet common business needs.

*In addition, please describe your organization's capabilities to assist in a Citywide redesign of the chart of accounts to best leverage the capabilities*

As part of our standard methodology, all of our projects start with an Enterprise Data Design (EDD). This is the process and task within the Prepare Phase of our Project Methodology whereby we analyze an enterprises organizational structure and confirm the Chart of Accounts design. Leading this effort will be one of our Solution Architects that has 15+ years of experience implementing financial systems in public and private industry. At the completion of the EDD, the customer is given our standard deliverable (RD.010 – Enterprise Data Design Document), clearly documenting the Organizational Structure, along with the segments and values of the Chart of Accounts Structure. This document becomes a controlling document throughout the project lifecycle for which the project team frequently references

## 5.11 System Documentation and Manuals

*The Vendor is expected to provide user manuals and online help for use by the City as part of the initial training and on-going operational support. Additionally, the Vendor is expected to provide technical documentation.*

*1. Describe what documentation (user guide, technical guide, training materials, etc.) is available on the system proposed and any related costs.*

Oracle provides a full set of product documentation, in electronic format with its products. This documentation can include installation guides, system administration guides, user guides, service manuals, technical reference manuals, release notes, as well as other deliverables that vary by product. Documentation is accessible and downloadable through Oracle's support site: <http://www.oracle.com/technetwork/indexes/documentation/index.html>. Depending on the product, the online manuals are in either a PDF file format, which can be viewed using Adobe Acrobat Reader, or in an HTML file format, which can be viewed in a web browser. Documentation for each product and release is also contained in a compressed document file by product and release.

*2. Describe what types of documentation you anticipate developing during the course of the project.*

Denovo will provide the following Documentation and Manuals as required for the implementation:

- User Familiarization Training Guides
- Quality Plan
- Status Reports
- CV.010 – Data Conversion Requirements and Strategy
- CV.040 – Data Conversion Mapping
- BR.010 – Gap Analysis
- RD.010 – Enterprise Data Design
- MD.050 – Functional Specification
- MD.070 – Technical Specification
- TE.020 – Unit Test Script
- TE.050 – System Test Script
- BR.100 – Application Setup Document
- DO-070 – User Guides

Costs to develop standard deliverables as listed above are included in the implementation costs.

Additional training materials are available as part of the Maverick Engage training solution, if selected.

## 5.12 Disaster Recovery Plan

*Please describe the services you provide around disaster recovery, if any, as part of your proposed solution.*

Disaster Recovery services are provided in order to restore service capability in the case of a major disaster, as declared by Oracle, that leads to loss of a data center and corresponding service unavailability. Within Oracle Cloud Services, a disaster means an unplanned event or condition that causes a complete loss of access to the primary site used to provide the Oracle Cloud Services such that the Customer production environments at the primary site are not available.

Oracle Cloud Services provide an infrastructure that incorporates a comprehensive data backup strategy. The Oracle Cloud includes redundant capabilities such as power sources, cooling systems, telecommunications services, networking, application domains, data storage, physical and virtual servers, and databases.

Oracle has two separate data centers that function as primary and secondary sites for Oracle Cloud Services. Customer's production standby (secondary site) environment will reside in a data center separate from customer's primary site. Oracle will commence the disaster recovery plan upon its declaration of a disaster, and will target to recover the production data and use reasonable efforts to re-establish the production environment at the secondary site. For major regional jurisdictional areas (such as the United States or the European Union) Oracle operates both a production and secondary site within that region. Customer data is replicated in physically separate facilities in order to restore full services in the event of a disaster at a primary site.

More details on Oracle's Disaster Recovery policy can be found in the Oracle SaaS Public Cloud Services document at: <http://www.oracle.com/us/corporate/contracts/saas-public-cloud-services-pillar-3089814.pdf>.

## 5.13 Knowledge Transfer

*The Vendor should describe their process for ensuring that a transfer of knowledge occurs back to City staff such that staff is capable of supporting and maintaining the application in the most proficient manner once the Vendor implementation engagement is complete.*

Denovo employs a collaborative consulting approach whereby we work with the City so that knowledge transfer occurs throughout the project. The City will be requested to utilize the Maverick Engage Training program for Financials, Procurement, HCM, and Project Management for at least three (3) weeks prior to the start of field work. This will ensure the users have a general sense of Oracle functionality before the project kick-off. This training will be limited to projected Country Super Users and SMEs, and is not intended for end-users.

Immediately following the project kick-off, Denovo will conduct User Familiarization Training, using Oracle Modern Best Practices, Oracle UPK documentation, and an Oracle Vision demonstration environment. This training is expected to take approximately three (3) weeks. Upon completion of UFT, client super users will be given homework to complete prior to the start of CRP 1 (e.g. The Super users from Supplier Invoice to Payment will be asked to enter X number of suppliers, into an environment, Y invoices for each supplier, and pay Z invoices. Proof of the execution of homework is a gatekeeping item for entrance to the CRP.

Super users will navigate through pre-defined CRP scripts in a DEV environment using City data, with assistance from a senior business analyst. Super users are then asked to extend the baseline TE.050 scripts used for CRP 1 to include City specific use cases. These use cases, and any standard items, or CEMLIIs not demonstrated in CRP 1, are used to conduct CRP 2.

Upon completion of CRP 2, the Senior Business Analysts will conduct one-on-one training sessions with each City Super user to review the BR-100 Application Set Up document, which demonstrates how the system was configured to meet City business objectives.

End-user training is conducted shortly after the successful execution of UAT. End-users will also be given access to the online training materials provided by Maverick after the execution of UAT. Personalized instructor led training may also be provided at this time, prior to Go-Live.



## 6 Staffing Plan

In addition to providing responses to the following items, the Vendor must complete the **Staffing Plan Form** in section 7.15 of this RFP and include it in this section of the response.

### Staffing Plan Form

1.	Identify the degree to which Vendor staff will be onsite versus off-site during the project.			
	Denovo methodology involves a participative implementation approach between customer and consultants. As such, it is important that consultants be on-site for a majority of the project working closely with city of Hollywood Super Users. We anticipate being on-site approximately 80% of the time. This can vary over different phases of the project. For example, if we are moving from the Prepare Phase to the Configure Phase, and most of our consulting effort will be heads down performing system configuration, then we may request to work remotely. In this case, if deemed acceptable by the customer, then our resources will work remotely to cut costs.			
2.	Provide the resource and configuration requirements for the Vendor's staff during the implementation:			
	Number of workstations	Ten (10) in the War Room, and ten (10) dedicated work area in the training room		
	Number of desks	Ten (10) in the War Room, and ten (10) dedicated work area in the training room		
	Number and size of dedicated rooms for the project	Two (2) – “War Room” for meetings and design, Dedicated Training / CRP / UAT sessions		
	Parking	Ten (10)		
	Telephones	Ten (10)		
	Network accessibility needs	WiFi		
	White boards	Two (2) in the War Room and one (1) in the training room		
	Flip charts	N/A		
	Power requirements	Twenty (20) in the War Room, and dedicated work stations with power in the Training Room		
	Other resource needs			
3.	Use the table provided below to identify the number of City business staff expected to be committed to the project implementation. Initial identification of project roles has been provided but should be supplemented or revised by Vendors based on their experience in implementing their product in similar environments.			
		<i>Project Role</i>	<i>Project Responsibilities</i>	<i>FTE</i>
		Executive Sponsor(s)	<ul style="list-style-type: none"> <li>Participate in strategic discussion</li> <li>Provide project vision</li> <li>Support overall project scope</li> </ul>	.33
		Project Manager	<ul style="list-style-type: none"> <li>Responsible for the daily management</li> <li>Understand the City business objectives</li> <li>Obtain physical resources</li> <li>Managers user schedules</li> <li>Manages milestones and quality</li> </ul>	1
		Project Administrator	<ul style="list-style-type: none"> <li>Gathers time and expense details</li> <li>Assembles status reports and provides weekly status summary</li> <li>Ad hoc project reporting as needed</li> </ul>	1
		Functional Process Owners	<ul style="list-style-type: none"> <li>Super User</li> <li>Primary point of contact for City and Denovo</li> <li>Own the solution for the City during and after the implementation</li> <li>Participate in workshops, training sessions and conference room pilots</li> </ul>	.5 (per functional area)



	Functional Process Team Participants (per member involvement)	<ul style="list-style-type: none"> <li>Provide input into data and system needs</li> <li>Drive the solution with the Super User and Denovo team to ensure requirements are captured, approved, and met.</li> </ul>	
	Training Coordinator Team Lead	<ul style="list-style-type: none"> <li>Develop training plan</li> <li>Coordinate training activities and follow up on client homework</li> </ul>	.3
	Change Management Team Lead	<ul style="list-style-type: none"> <li>Coordinate with Communications Lead for the City and Project manager for Denovo</li> <li>Create change procedures and adoption plans</li> </ul>	.3
	Communications Team Lead	<ul style="list-style-type: none"> <li>Coordinate with Change Lead for the City and Project manager for Denovo</li> <li>Draft and distribute communications for project direction, meetings and major milestones</li> </ul>	.3
	Other Roles		
	Other Roles		
	Other Roles		

4. Use the table below to identify the number of technical resources expected to be committed to the project implementation. Initial identification of project roles has been provided but should be supplemented or revised by Vendors based on their experience in implementing their product in similar environments.

Project Role	# of FTEs	Skill Set Required	Training Required?	Training Provided?
Help Desk	2	Knowledge of Oracle Cloud	Y	Y
Trainer	.5	Knowledge of Oracle Cloud	Y	N
DBA	0			
Report Developer	2	Knowledge of Oracle Financials Cloud for fin report development Knowledge of Payroll and Benefit fields for new and updated HCM reporting	Y	Y
Application Support	1	Knowledge of Oracle Cloud	Y	N
System Administrator	1	Knowledge of Oracle Cloud	Y	Y
Security Administrator				
Other Roles				
Other Roles				
Other Roles				
Other Roles				

1. The Vendor must provide an Organizational Chart identifying all personnel who will be a part of this Effort and detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, , experience/certifications, etc.). Include resumes for all personnel that will be assigned to the project. If the Vendor is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project.

Please see the Org Chart in Question #2 below.

As a general rule, consultants will be assigned to the project full time throughout the life of the project. The exceptions are technical consultants and developers, who are engaged only when required during the project.

Denovo intends on assigning consultants to this project for these project roles below, it must be understand that this assignment is pending availability at time of contract execution. We will give the City the opportunity to vet and accept candidates that may be presented prior to any resource being committed to the project.

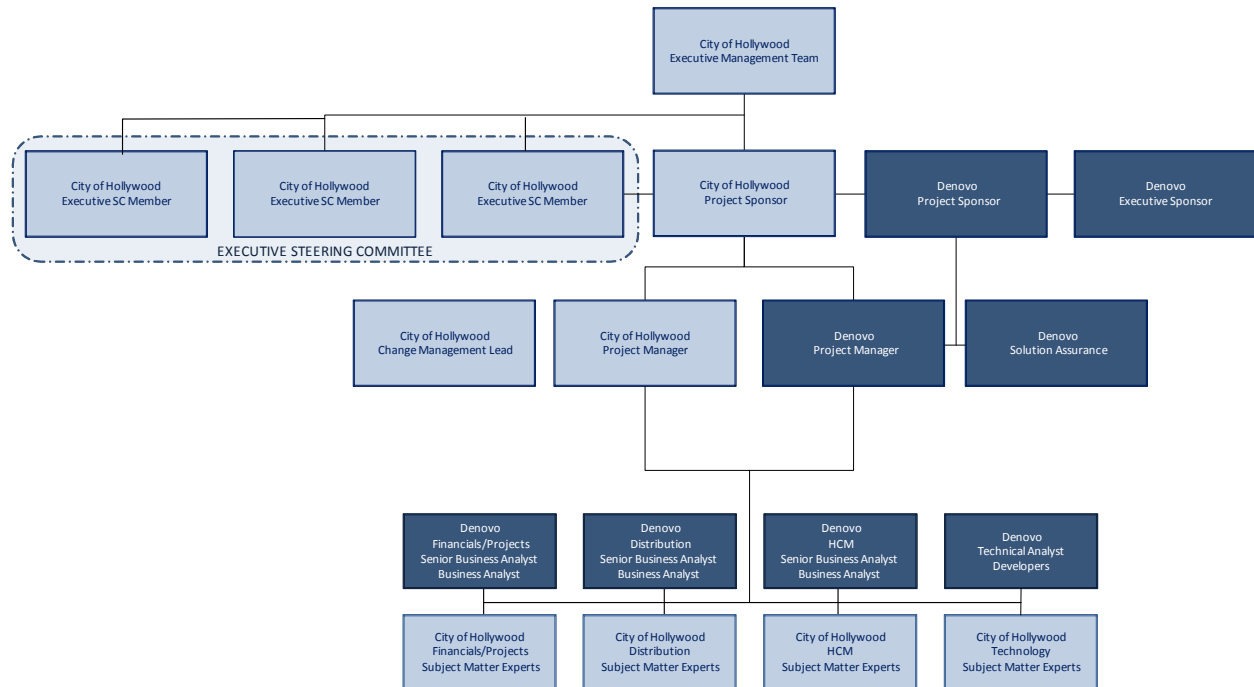
We are able to submit representative resumes at this time for these proposed roles. Again, it must be understand that these resources are only representative, as Denovo cannot assign and/or dedicate a team to a project prior to contracts being signed and availability of resources at time of signing.

- Project Sponsor/Solution Assurance (.25 FTE)
- Project Manager (1 FTE)
- Project Administrator (1 FTE)
- Senior Business Analyst - Financials and Projects (1 FTE)
- Business Administrator - Financials and Projects (1 FTE)
- Senior Business Analyst – Human Capital Management (1 FTE)
- Business Administrator – Human Capital Management (1 FTE)
- Technical Analyst (2 FTEs)
- Developer (3 to 4 FTEs)

Representative resumes have been provided on the following pages.

2. Please provide an overall project organizational structure for City staff involvement during the project. Identify the roles and responsibilities of each component of this structure. This includes an appropriate governance structure in which to manage the project.

The following project organizational chart depicts how the Denovo consultants and City stakeholders will interact as a team on this project:



## Representative Resumes

### Project Sponsor/Solution Assurance

#### Executive Summary:

This professional has over 15 years of industry and consulting experience in the areas of Finance and Information Technology dealing with small and medium sized businesses, as well as Fortune 1000 companies. He started as a staff accountant in the healthcare industry performing month end close activities and eventually M & A support. Next, he served as a senior accountant at a Professional Employment Organization, participating in a successful IPO, and later 10Q and 10K filings. He then moved out of industry and into consulting as a business analyst working on several packaged software implementations as well as custom reporting projects. He moved into the role of senior business analyst, and then founded a consulting group with several other consultants, eventually merging with another firm. Following the merger he moved on to gain valuable experience as a Manager and then the Director of ERP for the American Institute of Certified Public Accountants. This professional oversaw all projects and staff related to supporting the Oracle Environment for the AICPA. He is currently the Vice President of Consulting Services at Denovo overseeing all aspects of service delivery and project management. With roles in over two dozen packaged software implementations, experience with business process redesign and SOX compliance reviews, he brings a wide range of understanding and expertise any engagement.

#### Industries and Expertise:

<b>Industries:</b>	Communications, Consumer Goods, Education & Research, Financial Services, High Technology, Life Sciences, Professional Services, Public Sector, and Wholesale Distribution
<b>Software Packages:</b>	Oracle Applications – Release 10.7 – R12.1.2
<b>Modules:</b>	Financials, General Ledger, Accounts Payable, Accounts Receivable, CE, Fixed Assets, Approvals Management Engine (AME), iExpenses, eTEXT, PA Billing, Supply Chain, Projects, CRM, and DBI, Advanced Pricing Analysis, Quoting, Shipping, Revenue Recognition, Purchasing and iProcurement, Oracle EDI, iProcurement Punchouts, PO Output PO Output, Manufacturing, Inventory, OPM Financials, Oracle FSG, Oracle ADI
<b>Development Tools:</b>	BI Publisher, OBIEE, XML Publisher, Oracle Report Designer Rx, Oracle FSGs, SQLPlus, SQL Navigator, TOAD, SQL Developer, OBI Dashboards, MRC, Visual Basic, Discoverer
<b>Languages:</b>	PL/SQL
<b>Other:</b>	Microsoft Office – Proficient with all Office Tools, including: Word, Excel, Outlook, Access, Power Point, Projects, and Visio, Solaris 8 to Solaris 10

#### Key Clients and Projects:

##### International Language Education Company

###### Senior Analyst

- Lead Financials Analyst for rollout of Oracle Applications 11.5.9 Financials and Supply Chain to the Republic of Korea.
- Supported a full cycle project including requirements gathering, system configuration, unit and system integration testing, creation of all documentation and post live support.

##### Education Publishing Company

###### Project Manager / Lead Analyst

- Project Manager and lead financials analyst supporting a team of two additional functional analysts and two technical developers for R12.1 financials, supply chain, CRM, and DBI implementation.
- Specific areas for focus were advanced pricing analysis and configuration, design and testing of quoting, shipping, and revenue recognition customizations and extensions required by the publishing industry.

##### Investment Management Firm

###### Project Manager / Lead Financials Analyst

- Managed team of 2 functional consultants and one technical consultant for an Oracle Financials Accelerate Project using Oracle R12.0.5.
- Modules implemented include GL, AP, AR, CE, FA, AME and iExpenses.
- Implementation includes AME Approval flows leveraging custom objects in iExpense and AP, eTEXT outbound payments using SFTP, and FSG presentation using OBI Dashboards.

##### International Credit Risk Management Firm

###### Project Manager / Lead Financials Analyst

- Project Manager and lead analyst supporting a team of one additional functional analyst and two technical analysts for Oracle 12.0.3 implementation of GL, AP, CE, Payments, BI Publisher, and OBIEE.

### **National Modular Facility Provider**

#### ***Project Manager***

- Project Manager leading a team of three functional and four technical consultants for database migration from Solaris 8 to Solaris 10, while migrating Oracle Applications from single tier to multi-tier configuration.
- Project also included implementation of Oracle 11.5.10 Purchasing and iProcurement across 110 locations for iPro, and two shared services purchasing locations.
- Implementation leveraged Oracle EDI, iProcurement Punchouts, XML Publisher, and PO Output for Communication.
- Implemented and configured Discoverer 10g EUL in Apps mode with several custom hierarchies and drill downs.

### **International Tele-Com Information Provider**

#### ***Project Manager / Lead Financials Analyst***

- Project Manager and lead analyst with 6 additional functional and two technical analysts for Oracle 11.5.9 implementation of Financials and Purchasing across 8 operating units and sets of books, four currencies including MRC, in the United States, Canada, and Europe.
- Responsible for project budget and timeline, all deliverables, and all General Ledger system configurations.
- Project highlights include MRC, consolidations, elimination entries, reports, UK and Irish BACs transmission using Oracle standard format and transmission of Austrian electronic payments.

### **National Animal Feed & Fertilizer Processing and Distribution Organization**

#### ***Project Manager / Lead Financials Analyst***

- Project Manager and Financials Lead of seven consultants, five functional and two technical, for business process redesign and Oracle re-implementation.
- Responsible for project timeline and budget, project deliverables, and configuration of the Oracle GL and Purchasing modules to work with custom freight solution to capture and bill freight.

### **National Professional Services Organization**

#### ***Project Manager***

- Project Manager for Financials implementation of Oracle 11.5.9 for a national professional services organization.
- Responsible for all project deliverables, application setup and testing, delivering custom training and providing end user support post go-live.

### **National Cell Phone Service Provider**

#### ***Senior Business Analyst***

- Lead analyst for a 10.7 to 11.5.8 upgrade of Oracle Financials, Manufacturing and Inventory.
- Responsible for development and execution of upgrade documentation and set up steps, unit and system test scripts, and validation reporting.

### **Regional Social Services Provider**

#### ***Senior Business Analyst***

- Lead analyst on implementation of Oracle Applications release 11.5.6 GL, AP and FA.
- Duties included coordinating business process analysis, conducting business process simulation sessions and application setup and testing.
- Was also responsible for setting up Oracle Report Designer Rx and Oracle FSGs as well as custom Visual Basic macros to assist with report distribution needs.

### **International HR Software, Training and Content Provider**

#### ***Senior Business Analyst***

- Lead analyst on 10.7 to 11.0.3 upgrade of Oracle Applications for GL, AP, PO, AR, FA and PA.
- Responsible for all phases of analysis, design and testing of financial and purchasing modules; as well as design and testing of several custom account generators and workflows needed for PA.
- Specific tasks included redesigning several descriptive flexfields to facilitate resource level revenue tracking in PA, as well as to ease detail level reporting for reconciliation of the general and sub-ledgers to the PA module.
- Designed and tested all go-live financial reports and assisted in the development of custom SQL and PL/SQL needed to open PO and AP/AR invoice conversions as well as conversion of detailed project information.
- Provided End User Training on new features of the Oracle E-Business Suite in GL, AP, FA and Discoverer.

### **International Life Sciences Technology Company**

#### ***Senior Business Analyst***

- Lead analyst on implementation of Oracle Applications release 11.5.5 GL, AP, and OPM Financials which included detailed integration analysis and testing of account creation and cost from the OPM modules to AR and GL.
- Responsible for all phases of analysis, design and testing.
- In addition, helped design and test go-live financial statements designed using Oracle FSG and Oracle ADI.

### **National Provider of Dental Products**

#### **Senior Business Analyst**

- Lead analyst on phase 2 implementation of Oracle Applications release 10.7 NCA for INV, OE and FA.
- Setup new inventory organizations, order cycles and types to meet the business requirements of a newly acquired business to integrate with existing Oracle setups for locations implemented previously.
- Designed several new FSGs to integrate the new location in the monthly reporting process.

### **International Telecom Research and Development Company**

#### **Lead Analyst**

- Implementation of Oracle Applications 10.7 NCA for GL, AP, AR, PO and PA Billing and Costing.
- Responsible for all phases of analysis, design and testing of financial, purchasing and project accounting modules.
- This project required that a detailed reconciliation by project, task, and expenditure item be performed monthly.
- Several descriptive flexfields and custom SQL to generate accounts using flexbuilder were designed to facilitate in creating reports for this task.

#### **Education:**

- Juris Doctorate, Temple University School of Law, Philadelphia, PA - May 2002
- Bachelor of Arts in Economics and Business Administration, Ursinus College, Collegeville, PA - May 1995

#### **Affiliations:**

- Pennsylvania, New Jersey, and American Bar Associations
- New Jersey Institute of Certified Public Accountants
- OAUG, MAOAUG, DCOAUG, BIS Special Interest Group

#### **Publications:**

- Collaborate 2010 – Multiperiod Accounting in R12 – A User’s Guide
- Collaborate 2009 – Using BI Publisher to Format Electronic Outbound Payments
- Collaborate 2008 – Introduction to the Subledger Accounting Engine in R12
- Collaborate 2007 – Account Generators in the Order to Cash Cycle
- 2006 – Cradle to Grave – Reconciling Projects to AP to GL – Oracle Open World
- 2003 – Sarbanes-Oxley and Oracle Applications – SOX Compliance
- NEOAUG 2002 – Making Oracle Discoverer Work with Oracle Applications
- NEOAUG 2000, MAOAUG 1999 – Get Up and Running on Oracle Discoverer
- OAUG Fall 2000 – Panel Moderator *Oracle Discoverer*, Panel Member *FSG Reporting Panel*
- OAUG Spring 2000 – Panel Member *FSG Reporting Panel*

## Project Manager

### Executive Summary:

This consultant is an accomplished Managing Director (owner), Program Manager/Project Management, Senior Project Manager, Senior JD Edwards Consultant and Independent Senior Business Consultant with 28 years of consulting experience implementing ERP HCM/Payroll, financials, distribution, data warehousing and third party applications. She has deep experience managing ERP Business Development efforts leading full cycle software implementations, Hosting and Managed Services installations, upgrades, migrations, testing, training, documentation, recruiting and mentoring. Her strengths are Change Management, Process Improvement, Organizational Modeling, Lean Processing and Strategic Planning and holds PMP and LSS certifications. She is self-motivated, analytical and has excellent verbal and written communicator.

### Industries and Expertise:

<b>Industries:</b>	Education & Research, Financial Services, Healthcare, Industrial Manufacturing, Life Sciences, Media & Entertainment, Public Sector, Travel & Transportation, and Wholesale Distribution
<b>Software Packages:</b>	JD Edwards World, Genesis, World Vision, OneWorld through Xe, EnterpriseOne 8.9 through 9.1
<b>Modules:</b>	Fixed Assets, Accounts Receivable, Cash and Credit Management, Accounts Payable, General Ledger I & II, Job Costing, Payroll I & II, 1099 & W-2, Human Resources I & II, Recruitment Management, Compensation Management, Performance Management, Competency Management, MSS, ESS Injury Tracking, Claims Management, Skills Tracking, Benefits, AP to Purchasing, Purchasing, Sales Order Processing, Inventory Management, Item Master, Manufacturing Accounting MRP, Concentration in HRIS specific to AAP, EEO and HIPPA compliancy
<b>Methodologies &amp; Case Tools:</b>	WorldWriter, FASTR, Financial Reporting, Training, Enterprise Report Writer and EDI transaction sets 810, 820, 850, 855 and 897's and CRM UPK, JAD, REP, Fast track, Agile, and Ontrack
<b>Other:</b>	PeopleSoft 6,7,8, 9.1 & 9.2, SAP, MAS90, ASI, JBA, PROS Pricing Solution, Premier POS, Lawson, Great Plains, BAAN, Oracle, B2B/B2C, Siebel, Ironside, Vantive, Worksight, HBS, AMOS, SABA e-education, Remedy, WMS, TMS, EDI Gentran, Harbinger, Peregrine, IBM VAN, GE Tradeweb, WebEC, Peachtree, MS Excel, Word, Project, Access, Power Point, Visio, Varsity Shipper, Crystal Enterprise, Clarity, Optio, Vertex, ADP, Banner, OVR, Bottomline, Toad, Kronos, USGPlanIT, USGTrackIT and other custom legacy applications.

### Key Clients and Projects:

#### Denovo Ventures, LLC – Boulder, CO

##### *PMO Program Lead - Project Manager / PMO Group*

- Report directly to the PMO Delivery Director sharing responsibility of hiring, mentoring, establishing PMO standards and delivery team
- PMO Program Manager and PMO member of Denovo's 200 employees providing Delivery, Hosting and Managed Services in the JD Edwards EnterpriseOne space
- Program Manager/Project Manager for Denovo for Public Sector engagements
- Primary Project Manager for Denovo implementing Hosting and Managed Services implementation from Hosting build-outs to lifting from legacy systems with hand-off to Managed Services
- One of 18 Sr. PM's building and maturing the PMO Group on SharePoint with governess, processes and templates from Sales to Delivery to Service Delivery
- Serve as a PM for one to multiple projects varied in size, scope and effort
- Assist Denovo Sales Team with proposals, demos, POC's and Solution Assurance

#### Kansas Turnpike Authority – Wichita, KS

##### *Senior Project Manager*

- PM team of KTA team for 23, (Denovo team of 9 and KTA team of 13.)
- Net new JD Edwards EnterpriseOne 9.1.5 implementation of Finance (AR, AP, FA, Project Accounting), Distribution (Procurement, SO, Inventory, CAM), Payroll/HR (Payroll, Benefits Administration)
- OVR, UPK, integrations to benefits and banking, extensive custom reporting and training to 30 locations. Conversions from customized system, tollroad POS system and peripheral manual processes provided mapping, conversion and validation challenges
- Benefits Administration configuration provided many challenges due to KTA's exception rules for 500 employees. 80/20 rule proved to be 20/80 due to legacy processes whereby client extended to employees varied and different benefit rules based on individual agreements made at hire
- Project length eight (8) months

### **Maine DOT - Augusta, ME**

#### ***Sr. Project Manager***

- PM team of MDOT core team of 18 Delivery Services team of nine and Denovo Hosted and Managed Services internal team of more than 30
- Upgrade of JD Edwards 8.12 to 9.1 of HCM/Payroll with multiple interfaces push and pull to third party services
- Staging of the Hosting environment for a lift from MDOT Oracle database to a Denovo staged Oracle environment with final migration to SQL database
- Data conversions, custom development, custom reporting, testing, UPK training
- Project in process with October 2015 Go Live projected date

### **Connecticut Airport Authority - Windsor Locks, CT**

#### ***Sr. Project Manager***

- PM team of core team of twenty including client team, developers and CNC specialist, Senior Tech Architect implementation of Financials, Procurement, Real Estate Management migrating from PeopleSoft and AS/400 custom application to JD Edwards EnterpriseOne 9.1 on Denovo's Hosted and Managed Services environment
- Implemented multi-location Bradley Int'l Airport, surrounding smaller airports, Leasing Office and Engineering remote locations.
- Delivered scoping sessions, charter, communication plan, issues/risk, change management, project plan and SOW
- Internal forecasting, MSS approvals and staffing
- Initiation and tracking of Phase II scope

### **Apio, Inc. – Guadalupe, CA**

#### ***Sr. Project Manager***

- PM team of four consultants, developer and CNC specialist from EnterpriseOne 9.0 to 9.2 along with an OS upgrade
- Heavy modifications in Distribution and Manufacturing requiring retro-fits with concentration on testing.
- Performed gap analysis on net new functionality with configuration to support
- Delivered scoping sessions, charter, communication plan, issues/risk management, change management, project plan and SOW
- Internal forecasting, MSS approvals and staffing
- Initiation and tracking of Phase II scope

### **Holiday Retirement – Lake Oswego, OR**

#### ***Sr. Project Manager***

- Performed an analysis on stalled installed of 9.1 HR/Payroll
- Identified configuration gap to Steering Committee with a project timeline for implementation
- Defined & documented environment structure, environment protocol, promotion and user access
- Delivered scope, charter, communication plan, issues/risk managements, change management, project plan and SOW
- Internal forecasting, MSS approvals and staffing

### **Monterey Mushroom – Watsonville, CA**

#### ***Sr. Project Manager***

- Performed an analysis on stalled installed of EnterpriseOne 9.1 HR/Payroll
- Identified configuration gap to Steering Committee with a project timeline for implementation
- Defined & documented environment structure, environment protocol, promotion and user access
- Delivered scope, charter, communication plan, issues/risk managements, change management, project plan and SOW
- Internal forecasting, MSS approvals and staffing

### **Metropolitan Airport Commission (MAC) – Minneapolis, MN**

#### ***Project Manager / Senior JD Edwards Consultant***

- Performed a discovery effort to identify requirements for a Scheduling solution to support MAC Airport Police, Fire and Field Maintenance Departments
- Attended demonstrations and consultations with LOGIS Stakeholders and implementation team
- Assessed the ability of LOGIS "Work Force Director" Timekeeping & Scheduling solution to meet MAC departmental requirements
- Developed Current Process and Current Requirements documentation
- Developed a findings documents outlining the ability for LOGIS to meeting MAC's requirements
- Proposed and presented Timekeeping Assessment recommendation, approach and next steps to Stakeholders
- Implemented and integrated third party WFD Scheduling application at multi-locations
- Performed a Late Fees configuration discovery and process effort for the Airport Tenant Division with configuration and process improvement recommendations deliverable



- Performed a POS assessment for the Airport Badging Office resulting in the recommendation of new EnterpriseOne preferred vendor third party software, POS RFP, POS vendor selection and implementation and integration of new POS into EnterpriseOne

#### **Johnson & Johnson/DePuy Orthopedic & Spine Division – Insight Global**

##### ***Project Manager***

- Project Manager for the implementation of the PROS pricing product utilizing “AGILE” SDLC methodology.
- Defined the current and future business, developed the data elements – DRD data loads, migrated JD Edwards, SAP and Atlas data into the PROS Pricing application.
- Held configuration workshops, designed user dashboards, identified user groups, ensured appropriate training and Change Management for this vendor hosted application. SharePoint is selected venue for process assets, compliancy and all project documentation. PMBOK guided compliancy and SDLC methodology using SharePoint toolset. Clarity used for time tracking, budgeting, risk management and project updates to the Executive Sponsors.
- Participant in the scope, OneWorld and CAR efforts for future streams of Phase II PROS product internal hosting and Phase III integration and infrastructure of the PROS product into JD Edwards, SAP, Atlas, FilePro Maker, custom applications and data warehouse.
- Project Manager for the Technical and Verify & Deploy stage of the Pricing Integration project.
- Using the “custom” SDLC methodology ensured compliancy against the Compliance Report and Compliance Plan, Technical Integration, CAVRE analysis and documentation. PM standards exercised to project Phase Gate reviews. Project reviews closed out with a “pass” grade status.

#### **Board of Regents/Georgia University System**

##### ***Project Manager/Data Warehouse Manager***

- Managed the upgrade of JD Edwards EnterpriseOne 8.9 to 8.12 HCM/ Payroll (Benefits, Recruitment, Compensation, Performance Management, Time and Labor, ESS & MSS).
- Project Manager for the consolidation and migration of SAP financials to shared services model in tandem with implementing iStrategy and reporting selection of Cognos. Responsibilities include defining scopes, lean processing using LSS (DMAIC methodology), functional report specs, dashboard definition, configuration, conversions, interfaces, bolt-on, testing and training.
- Served as a PM for the JD Edwards HR/Payroll implementation to ADP following standard SDLC.
- Managed the data mart lead resources through releases and production lifecycle.
- Assisted in defining release content, scope, staffing requirements and deliverables, Oversee the coordination of daily activities of project teams internally and externally to ensure time lines and projects tasks are delivered on time and budget. Application implementations include PeopleSoft, Banner, Blackboard Web E-Learning and various third party applications.
- Responsible for identifying process improvement opportunities, process flows, Change Management, Risk Management and Issues tracking within the data warehouse ADM, HRDM and FDM marts using LSS process improvement methodology.
- Worked closely with program areas to determine the priorities of special projects along with assessing resources.
- Served as a Project Manager and responsible for managing special projects, monitoring project benchmarks and milestones.
- Intervened, escalated and managed resource issues and expectations with Project Sponsors, Directors, Executive Directors and Program Managers.
- Identified, recommended, developed and implemented change management across program and datamarts using USG TrackIT.
- Performed employee performance evaluations, employee development, promotions, hiring and staffing requirements.
- Managed and mentored data warehouse leads on defining and reviewing production and scheduled deployments / releases, interfaces and upgrades to the Academic, Financial and HR/Payroll data marts.
- Served as Project Manager of 9i to 10G Oracle upgrade.

#### **Dixie Group / Longview Fibre / Royal Caribbean / Johnson County of Wisconsin / OUC of Orlando / Tiffany / Mueller / Hard Rock Casino / City of Jacksonville / Conglomerate / MDI**

- Created and managed project plans, project charters, POC’s, ROI’s and funding for review and implementation.
- Implemented and upgraded and migrated SAP, PeopleSoft, JD Edwards World, OneWorld Xe, EnterpriseOne Financials, HCM/Payroll, (EEO, AAP, OSHA, HIPPA compliancy), ESS, MSS, Time and Labor, Recruitment Mgmt, Compensation Mgmt, Competency Mgmt and Payroll suites across various industries.
- Identified and tested ESU’s and baseline upgrades, integrations, migrations, conversions and modifications. Utilize UPK tool for configuration, testing and training.
- Provided Business Development for JD Edwards HR Payroll and Financial Practice.
- Served as SME to define business processes, conversions, data modeling, data mapping, interfaces, third party integrations, define report specifications, security roles, e-mail notifications and workflows.
- Performed strategic planning and execution of training models and scripts for CRP’s. Transfer of knowledge to super and end users with configuration and documentation.

- Performed Change Management, Risk assessment and SOX compliancy across Financial, Distribution and HR/Payroll suites/modules.
- Served as PM liaison between team members, department leads and Executive Committee with weekly status updates, project timelines, deliverables, tasks, resources, gap analysis and solution initiatives using industry standard project management tools.
- Identified resourcing requirements, recruit, negotiate resource contracts, facilitate on-boarding process and manage project teams during SDLC.
- Managed Supply Chain initiative of upgrade from GE EDI Harbinger to Peregrine in an entertainment/travel industry.
- Provided analysis with the design of the business rules and mapping for EDI transaction sets.
- Provided analysis, configuration and testing for JD Edwards OneWorld Distribution in a Logistics industry.
- Implemented the integration of SABA E-Education of PeopleSoft to Oracle database in manufacturing and banking environments.

## **IBM**

### **Project Manager/Senior BA**

- Project Manager / Senior Business Analyst – JD Edwards – Responsible for creating project plan, project charter and funding for a review and implementation, migrations, interfaces, bolt-ons, upgrades or modification of PeopleSoft, JD Edwards World and OneWorld products.
- Served as a team member on World/OneWorld implementation effort in a functional financial role. Project Manager role on the Dryden Oil account implementing all suites of World in a multi-currency and multi-location environment. Successful Go Live and reference account.
- Installed, configured and defined all financial business requirements at Wolverine of GA, A/P and A/R modules. Assist in mass restructuring of BAAN ERP Practice by integrating resources into the JD Edwards Practice.
- Attended methodology class and JD Edwards yearly conference as a vendor representative and received PMP certification.

### **Senior Business Analyst**

- *Senior Business Analyst on multiple implementation and migration efforts. Primary area of expertise was Financials, HR and Payroll.*
- *Attended JD Edwards's HR/Payroll, Financial and Distribution training classes and obtained certifications.*
- *Wrote and developed A7.3 CBT Financials and Distribution written in World Vision for JD Edwards.*
- *Served as a team member of E-Commerce JD Edwards configuration product and upgrade of Genesis product.*

### **Engagement Manager/Project Manager/Business Analyst**

- Served as Engagement Manager to develop a core JD Edwards Practice as part of ERP Corporate Division. Successful merger of JD Edwards shops into corporate location with major business re-engineering and structuring to support enterprise wide initiatives.
- Negotiated JD Edwards's partnership as an OneWorld Technical CNC training and support strategic solutions partner.
- Worked specifically on OneWorld training committee for both functional and technical.
- Attended JD Edwards yearly conference as exhibitor. Support Modis staff in marketing, sales, business development, defining measurements and recruiting efforts.
- Managed full cycle implementations, upgrades, PTF's third party migrations to basic documentation and training.
- Served as Business Analyst working with JD Edwards, ASI, Lawson, PeopleSoft and various other core solutions.
- Provided functional expertise at the four-year project at UPS installing hub distribution center in Louisville, KY.
- Installed software as a functional consultant at two major telecommunication companies their Call Centers, SOP Inventory and CRM along with various migration, integration's and customizations.
- Provided functional full cycle conversions of financial and distribution suite at major airlines, automotive corporation and retail companies.
- Acquired extensive EDI, RFD and third party shipping exposure at each location.

## **Certifications and Affiliations:**

- TQM
- JIT
- PMP
- Lean Six Sigma White, Yellow and Green Belt
- Oracle Pre-Sales Champion Certification
- Oracle Sales & Support Champion Certification
- JD Edwards certifications in Fixed Assets, Accounts Receivable, Accounts Payable, General Ledger I&II, Payroll I&II, 1099 &W-2, Human Resources I&II, AP to Purchasing, Purchasing, Sales Order Processing, WorldWriter, FASTR, OneWorld Expedition, Accelerator, and UPK.

## Project Administrator

### Executive Summary:

This consultant is a skilled Project Manager with more than 23 years of experience and a focus on project planning, cost estimating, scheduling, procurement, vendor management, and tracking and reporting of complex engineering projects. She is enthusiastic about orchestrating multiple vendors and stakeholders to make sure that the formal, informal and unexpressed requirements are met and surpassed in every mission. She has been responsible to set up projects in JD Edwards according to Work Breakdown Structures (WBS) in order to track costs and report status utilizing Cost Performance Index (CPI) and Schedule Performance Index (SPI). This consultant has led internal training of technical leads on federal compliance criteria (EVMS) for project planning and monitoring required for winning these types of lucrative government contracts. She leads weekly status meetings incorporating daily updates for customers, assists with creation and maintenance of project plans, milestones, and budgets. She manages project funding and labor forecasts to avoid cost overruns and other surprises. She prepares ETC/EAC estimates by polling program staff and managers to gather data in real time. She works with customers to compile and create reports and analysis of cost, schedule and staffing news for monthly management reviews.

### Industries and Expertise:

<b>Industries:</b>	Aerospace and Defense, Automotive, Chemicals, Communications, Engineering & Construction, and Public Sector
<b>Software Packages:</b>	JD Edwards OneWorld/EnterpriseOne Product Suite
<b>Modules:</b>	Finance, Accounting, Payroll, Internal Audit, Revenue and Accounts Payable
<b>Other:</b>	MS Office Suite including Excel, Word and Power Point, MS Project, SAP, MPM (EVMS Application)

### Key Clients and Projects:

#### DigitalGlobe - Longmont, CO

##### *Associate Project Manager*

- Provided project management activities for their merger and acquisition of GeoEye, Inc., a rival satellite imagery company. Role at was within the Project Management group under the lead of Sr. Project Managers.
- Assisted in the set-up, maintenance and tracking of all crucial project plans and budgets employing multiple project tools for the Finance and Accounting groups in preparation for their merger with GeoEye.
- Maintained and updated all documents required from the consulting company brought in as the legal go-between for the merger.
- Proactively communicated to team members as to when critical milestones and synergies were to take place.
- Assisted in the creation and maintenance of project plans, milestones and budgets from key inputs in Finance, Accounting, Payroll, Internal Audit, Revenue and Accounts Payable groups.
- Led twice-weekly status meetings incorporating daily updates in this fast-changing, merger environment.
- Reported progress weekly to project Stakeholders including the overall Program Manager and the Vice President of Finance Planning and Analysis.

#### GeoEye, Inc. - Thornton, CO

##### *Associate Project Manager*

- Provided cost estimates for proposals and project analysis and controls for their “Eyes in the Skies” projects.
- Reported to the Senior Project Controls Manager within the Project Controls group.
- Developed cost estimates utilizing inputs from Sales and Engineering groups that reflected both realistic costs as well as profitable financial standards for each and every bid.
- Set up projects in JD Edwards according to Work Breakdown Structures (WBS) in order to track costs and report status utilizing Cost Performance Index (CPI) and Schedule Performance Index (SPI).

#### Ball Aerospace and Technologies - Longmont, CO

##### *Sr. Business Analyst*

- Responsible for keeping the business and functional managers and all team members in the loop with critical project data, put together timely Earned Value Management reporting (in accordance with approved EVMS descriptions) and shepherded project changes through the pipeline from concept to negotiations.
- Installed and managed the Performance Measurement Baseline (PMB) as changes were contractually approved.
- Oversaw earned value management system including maintenance, reporting and analysis, educating users on EVM in the process.
- Closely managed project funding and labor forecasts to avoid cost overruns and other surprises.
- Prepared ETC/EAC estimates by polling program staff and managers to gather data in real time.
- Compiled and created reports and analysis of cost, schedule and staffing news for monthly management reviews.

**Lockheed Martin - Denver, CO**

***Sr. Project Planner***

- Responsibilities were on-site at Lockheed Martin in Denver on the Orion Project.
- Key planning position within the Engineering group responsible for designing the Crew Module Structure.
- Planned and tracked detail design, engineering releases, SOW's, vendor specifications, fabrication and test and reported status to both management and IMS planning group responsible for EV reporting.
- Performed schedule integration in MS Project with manufacturing planners to ensure engineering releases are meeting assembly need dates.
- Identified schedule trends and provide recommendations for corrective action to schedule impacts.
- Performed rolling wave planning by providing schedule milestones and tasks in conjunction with IMS guidelines.

**Ericsson Inc., R&D Division - Boulder, CO**

***Sr. Project Analyst***

- This was the project focal point position with full responsibility for planning, coordinating and delivering the material requirements for a wide range of commodity supplies used in support of medium to large global wireless infrastructure development projects.
- Led and refereed meetings with hardware/software/test engineering, project managers and product stakeholders to establish quantities, need dates and budgets for new prototype products.
- Chaired weekly status meetings between our technical staff and suppliers and resolved critical delivery issues.
- Proposed and created a more efficient project position that combined material planning, scheduling and management with procurement and follow-through activities, greatly increasing communications and saving the company the salary of a new hire.
- Spearheaded efforts to streamline policies and procedures for the purchasing and delivery of products from inter-company sites in China, Sweden and Europe, eliminating costly delays.
- Co-led the successful implementation of a new Project Billing/Procurement System (SAP) for division-wide use that met corporate criteria and kept R&D flexibility intact.
- Created processes and training materials and effectively trained over 60 employees on the use and capabilities of SAP system that were unique to this R&D facility.

**Ball Aerospace and Technologies - Boulder, CO**

***Lead Project Business Analyst***

- Responsible to look after critical engineering projects for the division, including budget planning, milestone identification, cost and schedule monitoring, variance analysis and customer reporting on +\$60M space instrument projects for the federal government.
- Led internal training of technical leads on federal compliance criteria (EVMS) for project planning and monitoring required for winning these types of lucrative government contracts.
- Consistently provided timely, thorough and comprehensive project status reports.
- Enhanced team cohesiveness by consistently demonstrating strong interpersonal skills vital for integrating diverse disciplines on large and complex projects.

**Education:**

- B.A., Community Services, California State University Chico, Chico, California

**Certificates:**

- Certificate of Completion in Project Management Training – Ericsson, Inc. and Ball Aerospace,
- Certificate in New Energy Technologies, Leeds School of Business, University of Colorado, Boulder

## Senior Business Analyst - Financials and Projects

### Executive Summary:

This professional is a highly skilled Analyst with more than 15 years of experience implementing Oracle Applications software for clients in various industries. He specializes in the design and implementation of Oracle financials projects, including all financials modules as well as procurement, inventory, cash management, service contracts, order management and BI Publisher. He has been responsible for creation of Software Implementation Requirements and other deliverables, planning and delivery of Business Process Simulation sessions. Created custom super-user training materials. He has provided guidance and advice to Executive Steering Committees on implementation and Oracle processes. He creates and delivers customized training materials for end users and client support staff and has provided overall help-desk support for Oracle solution to client end users. Previously he was a coach and manager for the personal finance subsidiary of a British multinational branded venture capital conglomerate, overseeing the professional development of 60 staff. He also served as Industry Analyst, providing executive management with weekly analysis of market competitors. This consultant currently is the Director of Finance/HCM Consulting within Denovo's EBS consulting practice.

### Industries and Expertise:

<b>Industries:</b>	Communications, Consumer Goods, Engineering & Construction, Financial Services, Healthcare, High Technology, Industrial Manufacturing, Insurance, Life Sciences, Media & Entertainment, Professional Services, Public Sector, Retail, and Wholesale Distribution
<b>Software Packages:</b>	Oracle E-Business Suite
<b>Modules:</b>	General Ledger, Accounts Payable, Accounts Receivable, iReceivables, iExpense, Fixed Assets, Purchasing, iProcurement, Purchase Requisition, Inventory, Cash Management, Human Resources Intelligence, Service Contracts, Order Management, BI Publisher, EDI
<b>Languages:</b>	PL/SQL
<b>Other Technologies:</b>	Oracle Applications Testing Suite, OBIEE, XML Publisher, XML Developer, Workflow Builder

### Key Clients and Projects:

#### International Retail Company

##### *Lead Analyst*

- R12 implementation for Payables and Purchasing.

#### International Retail Company

##### *Architect and Lead Analyst*

- R9 Cloud Financials implementation.
- Architected Financials (Accounts Payables, Cash Management, Accounts Receivable, General Ledger, Financial Reporting Studio, Transactional Business Intelligence), and architected and implemented Procurement.

#### National Media Outlet

##### *Architect and Lead Analyst*

- R9 Cloud Financials implementation.
- Architected and implemented Financials (Procurement, Accounts Payables, Cash Management, Accounts Receivable, General Ledger, Financial Reporting Studio, and Transactional Business Intelligence).

#### Vision Insurance Provider

##### *Architect and Lead Analyst*

- R7/R8 Cloud Financials implementation.
- Architected/implemented Financials (Procurement, Accounts Payables, Cash Management, Accounts Receivable, General Ledger, Financial Reporting Studio, and Transactional Business Intelligence) for client transitioning from Oracle 11i.

#### Personal Insurance Provider

##### *Architect and Lead Analyst*

- R7 Cloud Financials implementation.
- Architected and implemented Financials (Procurement, Accounts Payables, Cash Management, Fixed Assets, General Ledger, Financial Reporting Studio, and Transactional Business Intelligence) in 6 months.

#### Electrical Component Distributor

##### *Lead Analyst*

- 11i implementation of Accounts Receivable.
- Part of spinoff from multinational conglomerate, implemented Accounts Receivable to move client from legacy system in conglomerate's data center.

### **Non-Profit Commodity and Services Provider**

#### **Lead Analyst**

- R12 Oracle General Ledger, Purchasing, Accounts Payable, Accounts Receivable, Cash Management.
- Implemented financials in phased deployment, with Service Contracts, Order Management and Inventory following in Phase 2.

### **Multi-National Investment Bank**

#### **Lead Analyst**

- Proof of concept project using R12 Oracle General Ledger.
- Successfully processed daily global transactions (approximately 7m journal lines in legacy ledger) in less than an hour across 33 ledgers, 152 currencies and three different exchange rate types.
- Ran Load Testing for 600 users with limited impact on other users.

### **Bond Pricing Arm of Multi-National Financial Institution**

#### **Lead analyst**

- 11i Receivables implementation.
- Configured 1 BI Publisher invoice and 1 BI Publisher Consolidated Billing Invoice.

### **Business Service Provider**

#### **Lead Analyst**

- Multi-national, multi-legal entity R12 implementation.
- R12 Oracle Purchasing, iProcurement, Accounts Payable, Accounts Receivable, Cash Management, General Ledger, BI Publisher.
- Configured 5 punchouts to external vendors for requisitions, configured custom BI Publisher Purchase Order templates for 3 Legal Entities, configured custom BI Publisher Check stock for 5 legal entities in two countries

### **Investment Management Firm**

#### **Lead Analyst**

- R12 implementation: Accounts Payable, iExpenses, Accounts Receivable, Fixed Assets, General Ledger.
- Implementation included AME Approval flows leveraging custom objects in iExpense and AP, and FSG presentation using OBI Dashboards.

### **International Credit Risk Management Firm**

#### **Lead Analyst**

- R12: Oracle Payables, Cash Management and General Ledger.
- Supported two technical analysts for Oracle 12.0.3 implementation of GL, AP, CE, Payments, BI Publisher, and OBIEE.

### **Major US Financial Institution**

#### **Lead Analyst**

- Multi-national implementation of 11i Oracle Purchasing, Payables and General Ledger.
- 201 inbound and outbound interfaces were replicated in new environment.
- With 150,000 journal lines created daily in 163 currencies, resulting in 80,000 revaluation entries created daily.
- Delivered custom end-user training in 5 locations across 2 countries and 4 states, and reproduced all financial, regulatory and taxation reports through FSG.

### **Modular Building Provider**

#### **Lead Analyst**

- Migration of five financial modules from one company's server to another for.
- Implementation of 11i Oracle Purchasing and iProcurement, with 2 punchouts to external vendors with EDI delivery of purchasing documents.
- Designed and implemented custom Purchase Order document for print, fax and email delivery to vendors.

### **Business Services Provider**

#### **Lead Analyst**

- 11i: Oracle Daily Business Intelligence.
- Implementation of Human Resources Intelligence, Financials Intelligence and Projects Intelligence for.
- Responsible for all requirements gathering, implementation, user training, testing and deployment.

### **International Directory Assistance Provider - US, Canada, European Union Countries**

#### **Lead Analyst**

- 11i Oracle Procurement and Financials.



- Expansion of existing implementation of Accounts Payable, Accounts Receivable, Purchasing and General Ledger to 14 operating units, 14 sets of books (7 Primary Sets of Books, 7 Reporting Sets of Books) across 6 countries.
- Responsible for all documentation of new configuration, implementation of test instance, training of new users, and deployment of Production instance.

#### **National Office Furniture Supplier**

##### ***Lead Analyst***

- 11i: Oracle Daily Business Intelligence for Financials Intelligence.
- Gathered requirements, implemented and trained users for Daily Financials Intelligence, Daily Payables Intelligence and Daily Marketing Intelligence.

#### **National Hospital Services Provider**

##### ***Lead Analyst***

- 11i Oracle implementation of Inventory, Purchasing, *i*Procurement, *i*Expenses, Accounts Payable, Accounts Receivable, *i*Receivables, Cash Management, Fixed Assets and General Ledger.
- Responsible for gathering requirements, documentation, implementation, Conference Room Pilot sessions, training and deployment of implementation.
- Used XML Publisher to format Printed Purchase Orders and used Bill Presentment Architecture to format Printed AR Invoices.
- Modified Fixed Asset Account Generator and Purchase Requisition account generators using Workflow Builder.
- Responsible for gathering technical requirements, overseeing development, testing and deployment of web-based Supplemental AR Invoice entry (enabling remote users to create AR Invoices without entering Oracle).
- Responsible for gathering technical requirements, overseeing development, testing and deployment of web-based miscellaneous cash receipt entry (enabling users to record daily receipts from cash registers at remote locations).
- Implemented Purchasing and Financials Intelligence.

#### **Foreign Embassy**

##### ***Lead Analyst***

- 11i Oracle Financials and Purchasing.
- Created and delivered customized training materials for lead super-users, end users and client support staff.
- Responsible for creation of Software Implementation Manuals, System Information Requirements and other deliverables, and the planning and delivery of Business Process Simulation sessions.
- Customized Printed Purchase Order and Request for Quotation printed output with XML Developer.

#### **Health Merchandise and Publishing Company**

##### ***Lead Analyst***

- 11i Oracle Financials implementation of Receivables and General Ledger.
- Created and delivered customized training materials for lead super-users, end users and client support staff.
- Provided overall help-desk support for implemented Oracle Products to client end users.
- Responsible for creation of Software Implementation Manuals, System Information Requirements and other deliverables, and the planning and delivery of Business Process Simulation sessions.
- Customized data entry forms and designed Financial Statements for senior management.

#### **International Directory Assistance Provider**

##### ***Lead Analyst***

- 11i Oracle *i*Procurement, Purchasing and Fixed Assets.
- Customized Account Generator Workflow for Oracle Assets, changing the process for creation of accounting within Assets module.
- Implemented Security by Fixed Asset book across multiple business groups and data conversion effort for 4,000 assets and 500 items from legacy systems.
- Created and delivered customized training materials for lead super-users, end users and client support staff.
- Provided overall help-desk support for implemented Oracle Products to client end users.
- Responsible for creation of Software Implementation Manuals, System Information Requirements and other deliverables.
- Responsible for planning and delivery of Business Process Simulation sessions.

#### **Foreign Embassy**

##### ***Lead Analyst***

- 11i Oracle Alerts, Accounts Payable, Fixed Assets, Cash Management and Accounts Receivable for Foreign Embassy with staff in all 50 states.
- Created custom alerts for Oracle Property Management, Accounts Payable, Fixed Assets, Accounts Receivable and Human Resources to notify staff of various processes.
- Implemented data conversion effort for 36,000 assets from client's legacy system.



- Created and delivered customized training materials for lead super-users, end users and client support staff.
- Provided overall help-desk support for implemented Oracle Products to client end users.
- Responsible for creation of Software Implementation Manuals, System Information Requirements and other deliverables, and the planning and delivery of Business Process Simulation sessions.

#### **Healthcare Provider**

##### ***Lead Analyst***

- 11i Oracle Financials for multiple operating unit installation of Oracle Accounts Payable, Order Management, Inventory, Purchasing and iProcurement.
- Created and delivered customized training materials for lead super-users, end users and client support staff.
- Provided overall help-desk support for implemented Oracle Products to client end users.
- Responsible for creation of Software Implementation Manuals, System Information Requirements and other deliverables, and the planning and delivery of Business Process Simulation sessions.
- Created customer super-user and end user training materials.

#### **Multi-State Food Processing Company**

##### ***Lead Analyst***

- 11i: Oracle Financials for multiple operating unit installation of Oracle Accounts Payable, Accounts Receivable, Cash Management and Fixed Assets.
- Created and delivered customized training materials for lead super-users, end users and client support staff.
- Implemented data conversion effort for 20,000 assets from client's legacy system.
- Provided overall help-desk support for implemented Oracle Products to client end users.
- Responsible for creation of Software Implementation Manuals, System Information Requirements and other deliverables, and the planning and delivery of Business Process Simulation sessions.
- Created customer super-user and end user training materials.

#### **Multinational Pharmaceutical Company**

##### ***Lead Analyst***

- 11i Oracle Financials installation of Oracle General Ledger, Accounts Payable, Accounts Receivable and Cash Management within Oracle Process Manufacturing implementation.
- Created and delivered customized training materials for end users and client support staff.
- Additionally provided overall help-desk support for all implemented Oracle Products to client end-users.
- Responsible for creation of software implementation requirements and other deliverables, planning and delivery of Business Process Simulation sessions.
- Created custom super-user training materials.

#### **IT Consulting Company**

##### ***Lead Analyst***

- 11i Oracle Financials planning and installation of Oracle General Ledger, Accounts Payable, Accounts Receivable, and iExpenses.
- Created and delivered customized training materials for end users and client support staff.
- Provided overall help-desk support for implemented Oracle solution to client end users.
- Responsible for creation of Software Implementation Manuals and other deliverables, planning and delivery of Business Process Simulation sessions.
- Created custom super-user training materials.

#### **International Long-Term Acute Care and Outpatient Rehabilitation Provider**

##### ***Lead Analyst***

- 11i Oracle General Ledger, Accounts Payable, Cash Management and ADI.
- Designed custom bank statement loader program for Cash Management.
- Provided guidance and advice to Executive Steering Committee on implementation and Oracle processes.
- Created and delivered customized training materials for end users and client support staff.
- Provided overall help-desk support for Oracle solution to client end users.

#### **Telecommunications Company**

##### ***Lead Analyst***

- 11i Oracle planning and installation of Oracle General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Purchasing and Fixed Assets.
- Responsible for creation of Software Implementation Manuals and other deliverables, planning and delivery of Business Process Simulation sessions.
- Created customer super-user and end user training materials.

### **Publications:**

- “How Do I Get Financial Reports from the Cloud?” Collaborate 2015”
- ADI and Report Manager – How They Help in Providing a Solution to a Reporting Need” Collaborate 2014
- “Oracle Report Manager – What are the Leading Practices for its Configuration and Utilization” Collaborate 2014
- “Exploring the mystery that is AGIS” Collaborate 2013
- “Inter- and Intra- Company Accounting: A Deep Dive” Collaborate 12, Summer Series Best of Collaborate webinars, OAUG Insight main article, Fall 2012, OpenWorld 2012
- “Desktop Integrators – You Mean I can Load Data from a Spreadsheet Straight into an Interface?” Collaborate 2011
- “Oracle E-Business Suite R12 Upgrades: The Facts” MAOAUG 2010
- “FSGs in Release 12 - Since ADI is No Longer Supported, How do I Make My FSGs Look Pretty?” Collaborate 2009
- “XML Publisher – Taking Standard Reports from drab to FAB!!” Collaborate 2007, AusOUG 2007
- “Customizing Oracle Forms. without coding (An introduction to Forms Personalization)” MAOAUG 2006
- “Application and Analysis of Dr. R. Meredith Belbin’s Team-Role Theory” –Thesis (1997)

### **Education:**

- MS Management Studies, University College of Northampton, England - 1997
- BA (Honors) Accounting and Finance, University of Leicester, England - 1996

### **Certifications and Affiliations:**

- Oracle Applications User Group (OAUG)
- Mid-Atlantic Oracle Applications User Group (MAOAUG)
- Oracle Development Tools User Group (ODTUG)

## Business Administrator - Financials and Projects

### Executive Summary:

This professional has 15 years of managing and hands on configuration/ Implementation of Oracle Financials and in all phases of the project panning, build, designing, testing, Conversion, training to Users going live and Post Go Live Support. He has possesses an expert level of knowledge and experience in configuration and architecture of Oracle Fusion, R-12 (5 implementation and 2 Upgrades) and 11i (5 implementations). He has implemented Oracle Financial Modules in many industries using the System Development Life Cycle (SDLC) Methodology, Oracle's Application Implementation methodology (AIM), Capability Maturity Model (CMM). He is a CPA (Delaware), Chartered Public Accountant (Ontario) and Certified Information System Auditor (Information Systems and Control Association). He has been working with Oracle Financials and E-Business Suite since year 2000 and has been working on Oracle Financial R12 since 2007 and has very good understanding of the functional security embedded in Oracle Financials including UMX for privileges and grants for Roles and Responsibilities. He also has strong accounting and auditing background having 15 years of experience in compiling, reviewing and auditing Financial Statements in Multinational Companies. He has worked in complex business organization with multiple chart of accounts and consolidation of financial stamens within Oracle Financials (EBS Suites) and outside including HFM (Hyperion Financial Management)

### Industries and Expertise:

<b>Industries:</b>	Aerospace and Defense, Communications, Consumer Goods, Entertainment & Media, Financial Services, Health Care, High Technology, Insurance, Oil & Gas, Professional Business Services, Public Sector, Travel & Transportation and Wholesale Distribution
<b>Software Packages:</b>	E-Business Suite, Oracle Fusion Financials R-12 and 11i
<b>Modules:</b>	General Ledger with multi-currency, Defining chart of Accounts, Sub Ledger Accounting, Multi- org/ multinational corporate environment with multiple sets of books (Ledgers-primary and secondary), Sub- Ledger Accounting (Multiple Accounting Representations, Accounting Method Builder etc.), Consolidation of Financial statements and Inter-Company Transactions using Global Inter-company solution, Global Consolidation Method, Financial Accounting Hub, Payable, I-expenses, Receivable, Cash Management, Assets, Purchasing, I-Procurement, eAM, OM, Inventory, EB Taxes (For USA, Canada and Europe), TCA (Trading Community Architecture), System Administration (Including UMX for users Grants and Privileges for roles and responsibilities), UPK (User's Productivity Kit) and Personalization of self-service forms
<b>Additional Skills:</b>	New Implementations and Conversions, Project Management / Testing & / Quality Assurance & PM Tools MS Projects, HP (Mercury) Test Director, Share point, CPM, PERT, IBM Rational, E-room, Budgeting, Project Initiation, Project Resource Planning, Work Breakdown Structure (WBD), Conducting Workshops for Requirement Gathering, Conference Room Pilots (CRP), Risk Assessment, Status Reports
<b>Software Languages &amp; Tools:</b>	SQL/PLSQL (Select Statements), XML, BI Publisher & Data Loader Operating System Windows/ UNIX, Microsoft office / IBM Word, Excel. PowerPoint, Visio and MS Projects, Outlook, Lotus Notes, IBM Rational, E-Room Reporting Tools FSG (Expert Level)/ ADI / Toad/ Discoverer/ OFA-OLAP/ Forms and Reports (Basic Level)/SQL Developer AIM Documentation Business Requirements, BP 80 (Process Flow), BR100 (Oracle Module Setup), BR110 (Responsibilities, Menus and Functions), MD50, (Functional Deign), TE 40 (Test Scripts) , Conversion (CV 40's)

### Key Clients and Projects:

#### TD Bank

##### **Financial Lead and Architect, ONE GL Program**

- Led/Conducted Workshops for requirements, Gap /fit for Oracle fusion General Ledger and Fixed Assets, Configuration of GL, Sub Leger Accounting, Payable, Fixed Assets, Testing Of GL and Sub-Ledger Accounting for Fixed Assets, Categories and Sub Categories, Locations etc.
- Worked with Interfaces between PeopleSoft, SAP and Oracle Fusion General Ledger. Intercompany adjustments.
- Also worked with SAP GL Team for FICO Setups and Chart of Accounts and its integration with DRM (Oracle Data Relationship management).

#### TAX Dollar Inc. - Marsh & McLennan Companies

##### **Functional Lead and Architect -Subject Matter and configuration Expert**

- R12 Oracle Financial Upgrade in 40 Countries and 60 Operating Units across All the Regions (EMEA, APAC, North America and LATAM)
- General Ledger and Fixed Assets, Rollout New R12 Functionalities including Legal Entities (GL), Sub Ledger Accounting, Testing New R12 Functionalities and customizations, Training the Users in New Functionalities, Coordinating different testing cycles (System Integration, User Acceptance and Quality Assurance)

#### **IBM Canada**

##### ***Financial Lead Global Roll-Out Team***

- Reengineered business for reorganization of business into separation of the company's core business and REIT (Real Estate Investment Trust)
- Oracle Financials R 11.5.10 & R12
- Assembled Roll Out Kit for deliverables and Conference room Pilot presentations, Prepared documentation for financial processes (As is and To Be), Configuration Documents (BR-100), Listing of Oracle CEMLI, Configuration of responsibilities for users, Actual Business Groups, Set of Books, Primary and Secondary Ledgers, Legal entities, Operating Units, Inventory organization, Multiple Assets Books, Asset Categories, Key flexfields segment values, Descriptive flexfields, profiles etc.
- Prepared functional Design Documents for conversion of Data.
- Led and supported conducting of workshops for project kickoff, requirement gathering and CRP.

#### **Aviation Industry Customer**

##### ***Financial Lead***

- R12 Implementation (Upgrade from Version 11.5.10)
- Set up primary and secondary ledgers, Intercompany Set ups, created and updated configuration Documents for Fixed Assets, Purchasing, Payables, Inventory and Sub-Ledger Accounting, Approval Management Engine, along with Project Accounting and Project Costing.
- Integration of Fixed assets with Inventory, Payables and Project Accounting.
- Identified Test Scenarios based on the standard business processes and CEMLI objects, Created Detailed Test Scripts, Managed User Acceptance Testing, troubleshooting in failed test cases, In Sub Ledger Accounting for R12 defined new Sources, Journal Definitions, Journal Line types, SLA- Accounting Rules and SLA Accounting Mappings for Project Accounting and Fixed Assets

#### **Pace Bus Co. Chicago Suburban Bus Co.**

##### ***Financial Consultant***

- CRP- Business Process for implementing Oracle's EAM Module, Configuration Oracle's Enterprise Assessment Management Module and its integration with Inventory, Assets Procurement, Projects and Grants Modules.

#### **Wind Mobile**

##### ***Procure 2 Pay Lead***

- Implemented Fixed Assets and Integration with Purchase, Payable, GL and Project Accounting Modules – Configuration of R12.1.2 (BR-100), Functional Design) MD-50, and Conversion (CV40's).

#### **Federal Government – Ottawa, Canada**

##### ***Financial Lead***

- Oracle Financial Shared Systems Upgrade from 11.5.10
- Consolidation of diverse 11i Oracle Financial Instances into a Single R12 Instance, Review of diverse processes and Designing Common Business Processes for Transport, INAC, Department of Fisheries & Ocean, Environment Canada and Corrections Canada, Setting Up additional Primary and Secondary Ledgers for different departments, Configuration Receivables module for 5 Operating Units, designing inbound interfaces from diverse billing systems, configuration of Sub Ledger Accounting for Receivables for specific requirements for federal budgetary requirements for cash basis of accounting systems.
- Modules and Functionalities: Procure to Pay, General Ledger, Payment, e-Business Taxes, Sub-Ledger Accounting, Inventory etc., System Administration

#### **AT&T Atlanta**

##### ***Financial Consultant***

- Consolidation of Order Management and P2P for supply Chain for Wire Line and Wireless Inventory

#### **Energy Industry Client - Maryland**

##### ***Financial Consultant***

- R12 upgrade from 11.5.10
- Canadian and 5 European Countries and Post Go Live support and Training for Financial Accounting Hub (Consolidation Rules, Methods for statutory and Management reporting), R12 General Ledger (Budgeting and Planning and Consolidation of Budgeting and Planning) Payables, Receivables, Cash Management and EB-Tax Modules for Canada and EU. I-setup the Budgeting and FSG reports for Plan Vs Budget for all the European and Canadian Ledgers.

#### **Health Industry Customer – Denver, CO**

##### ***Financial Consultant***

- Provided support for setting up and testing additional set of Books for Canada in addition to existing US Books and Canadian Taxes (SME).

**National Express Corporation – Toronto, Canada and Chicago, IL**

**Finance & Supply Chain Lead**

- Implementation of Oracle Financials R-12
- Implemented (Financial) Oracle Business Accelerators (OBA), Financial Accounting Hub (Set up and defining the metadata and rules for consolidation of Financial Statements) GL (Consolidation of Budgets and Forecast for multiple operating Units), AR (Lockbox and Credit Card Collections Setups, Cash Management, Inter-company, EB Tax, Payments and Payables, Chart of Accounts, EAM).
- Defined grants, privileges, roles and responsibilities for users with reference to their functional requirements and compliance with Internal control requirements and SOX compliance.

**Technical Safety Standards Authority (Semi Government) – Ontario**

**Finance & P2P Lead**

- R12 Implementation
- Created configuration documents, BR-100 Document, for organization structure, General Ledger, E-business Tax and Receivables Modules, Configuration of Business Groups, Key Accounting Flexfields, Calendars, Currency Rates, Financial Statement Generator Reports

**CVRD - Inco Toronto, Canada**

**Subject Matter Expert**

- Oracle Financials Release 11i Rollout in Canada General ledger

**Hyperion Solutions Inc. - San Francisco, CA**

**Financial Consultant**

- (GL, FA, AR, Order to Cash and P2P) implementation in APAC, LATAM and EMEA,
- Consolidation, Multi-Currency and Multi-Org)- Software Company -Deferred Revenue

**Cingular Wireless (AT &T) - Atlanta, GA**

**Lead Consultant**

- Implementation of Inventory (Retail Inventory, Purchases, Payables and Receivables)

**Greater Toronto Area Transport Authority (GO), Toronto, ON Canada**

**Cost Accountant (Projects) /Senior Oracle Financial (Functional) Analyst**

- Development of Project and Fixed Assets Accounting, Supporting the engineering Project teams by providing, maintaining and tracking the financial status of the projects e.g. budgets, commitments and the disbursements, maintaining the integrity of the Financial System and Fixed assets system.
- Public sector undertaking owned by the Ontario Provincial Government, responsible for development and maintaining the Greater Toronto Area Transit System linking the suburban locations with the downtown

**Sun Life Finance - Waterloo, ON, Canada**

**Senior Oracle Financial (Functional) Consultant**

- Worked as a functional resource on the Oracle GL Implementation Team (Part of Large Financial Systems Renewal Project) and served the Role of Subject Matter Expert for Canadian National Reporting and Analysis Team for External, Internal (Management and Analysis) and statutory reporting, Inter-company transactions and Consolidations.
- As a part of large team acting as a catalyst, actively participating in weekly meetings, identified, and defined, the deliverables monitored the progress on the project. (Oracle 11.5.8)

**Economical Insurance Company - Waterloo, ON, Canada**

**Senior Oracle Financial (Functional) Consultant**

- Worked as a functional resource on the Oracle AR Implementation team and served the Role of Subject
- Matter Expert for Financial Management for control, integration with legacy invoicing and GL systems
- Multi-Org Multi Company, Multi currency, A Billion Dollars Revenue handling system (Oracle 11.5.8)

**Longos Fruit Market Inc. - Mississauga, ON, Canada**

**Oracle Financial (Functional) Consultant**

- Worked as a functional resource on the Oracle GL Implementation Team and served the Role of Subject Matter Expert for COA, Financial Reporting and Budget and Forecasting, Supporting the end-users
- Medium- sized Retail Store Company (14 stores). Encouraged initiative, focused approach and segregated work environment (Oracle 11.5)

**Nissin Transport Company - Toronto, ON, Canada**

**System Administrator/ Accounting Manager**

- Worked as a functional resource for troubleshooting the gaps and bugs in implementation of Oracle AP/ AR/ Fixed Assets

and GL, Supporting the end users.

- A Medium sized transport, courier, and Passenger Ticketing Company (Oracle 10.7). Subsidiary of Japanese company reporting to US Parent

**Harlequin Enterprises Ltd - Toronto, ON, Canada**

**Oracle Business Analyst**

- Worked as a functional resource for Oracle GL/ AP/ AR/ Fixed Assets implementation, supporting and training end users
- A book-publishing subsidiary of the leading Canadian newspaper, the Toronto Star, A large Finance and Accounting Department (Oracle 11i)

**Genesis Microchip - Toronto, ON, Canada**

**System Analyst**

- Worked as a functional resource for implementation of Oracle GL/ AR/ AP and Fixed Assets supporting the end users
- A High-tech US company Manufacturing and distributing specialized computer components following lean-staffing policies working in five countries

**Sotomayor Bank - Toronto, ON, Canada**

**IT Auditor**

- Assurance service for internal control and Financial Statements, integrity of the controls, systems and the data
- A medium sized Canadian subsidiary of a Portuguese bank

**Westmont Hospitality Toronto, ON, Canada**

**Oracle Financial Consultant**

- Post-Merger streamlining of Accounting System and Chart of Accounts of three companies, supporting the end users
- Hospitality Company owning 80 hotel properties in Canada and owned by US Financial Groups

**Mega Organizations - Overseas Experience – India and Russia**

**Audit/ Accounting Manager**

- Multiple capacities including western funded companies in Russia, government departments, Big-5 accounting firms, US GAAP, SEC reporting, Management Discussion and Analysis, manufacturing and consulting companies, merger and acquisitions, subsidiary consolidations etc.

**S.Mishra & CO. Chartered Accountants - New Delhi**

**Chartered Accountant**

- Taxation Matters for Clients, Assurance services i.e. Review and Audit of Financial Statements Financial and Accounting services to small and medium businesses

**Sun Brewing Co (Acquired by Interbrew of Netherlands) - Moscow, Russia**

**Controller and Finance Director**

- Controlling Subsidiary Companies, Consolidation of Financial Statements according to US GAAP, facilitating Audit and Due diligence with Big-5, managing the staff of 37 at corporate and remote locations,
- Assurance and control services (i.e. internal audit) by constantly monitoring the control and reporting environment and creating new controls and control points for monitoring the expenditure, Responsible for standardizing the Process of Cost determination in 6 Manufacturing Plants, inventory valuation and reconciliation of inventory with Financial Records

**Deloitte Haskins & Sells - New Delhi**

**Audit Manager**

- Due Diligence for Investors, Assurance services i.e. Review and Auditing of Financial Statements and Compiling Financial Statements of Foreign Subsidiaries

**Ministry of Finance, Govt. of India (Customs & Central Excise)**

**Assistant Director (Information Technology & Cost)**

- Set up Information Technology Department, development of software for assessment and collection of taxes, Research and Investigation in fraud, detecting under-valuation of goods to avoid taxes and analysis of financial and accounting policies of the assesses and their impact on the government revenue.

**S.Mishra & CO. Chartered Accountants - New Delhi**

**Chartered Accountant**

- Audit of Banks and Insurance companies, ensuring compliance with the accounting and financial policies of the organizations.

**Sunbeam Leasing and Finance Ltd - New Delhi**

***Assistant Manager (Finance)***

- Preparation of financial statements, facilitating annual audit and managing retail finances

**Khanna & Annadhanam Chartered Accountants - New Delhi**

**(Subsidiary of Deloitte Haskins and Sells)**

***Assistant Manager (Audit)***

- Audit of Banks, insurance companies, fertilizer and engineering companies, evaluating existing financial policies against the changes in the control environment and analysis of new financial policies as against reporting requirements reconciliation of inventory with Financial Records

**Education:**

- B.Com (Honors) - Delhi University India
- L.L.B. – Meerut University, India

**Certifications and Affiliations:**

- Master in Oracle Financial Functional Implementation from Oracle University (on successful completion of 8 weeks training program in Oracle Financial Modules)
- CISA (Certified Information System Auditor)
- CPA from Delaware (USA),
- Certified General Accountant -Ontario (CPA CGA)and
- Chartered Accountant from India



## Senior Business Analyst – Human Capital Management

### Executive Summary:

This consultant is a resourceful and detail-oriented accounting professional with more than 15 years of solid progression on JD Edwards EnterpriseOne Financials and HCM module suites and with corporate accounting, finance, and audit background. She is analytical and able to work independently and is proficient with technology and able to leverage it to improve efficiency. She is a proactive problem solver and is able to collaborate with individuals at various levels of the organization and maintain professionalism dealing with internal and external contacts. She has been assisting with pre-sales and scripting the Denovo blogs for the Affordable Care Act issues and serving as the counterpart with Oracle in reporting and troubleshooting ACA issues.

### Industries and Expertise:

<b>Industries:</b>	Communications, Consumer Goods, Engineering & Construction, Healthcare, Life Sciences, Industrial Manufacturing, Insurance, Oil & Gas, Professional Services, Public Sector, Travel & Transportation, and Utilities
<b>Software Packages:</b>	JD Edwards EnterpriseOne 8.12, 9.0, 9.1 product suites
<b>Modules:</b>	General Ledger, Accounts Payable, Accounts Receivable, accounting setup associated with Distribution, Manufacturing Accounting, Human Capital Management with the configuration of Human Resources, Benefits Administration, Position Control, and Payroll.
<b>Development &amp; Mgmt Tools:</b>	Financial Report Writer, OMW Object Development, Workflow, Oracle UPK Tool, Atlassian JIRA, HPQC, Insight Software, MAS-90, Microsoft Office, QuickBooks

### Key Clients and Projects:

#### North County Transit District - Oceanside, CA

##### *JD Edwards HCM Consultant*

- Upgrade from JD Edwards EnterpriseOne 9.0 to 9.2.
- Assisted with setup, documentation, and troubleshoot for Affordable Care Act

#### Engineering Remediation Resources Group (ERRG) – Martinez, CA

##### *JD Edwards Financial Consultant*

- Provided support with system transition troubleshooting. Year-end 1099 assist and documentation

#### Sundrop Fuels, Inc. – Longmont, CO

##### *JD Edwards Financial Consultant*

- Year-end 1099 assist and documentation

#### Metropolitan Pier & Exposition Authority – Chicago, IL

##### *JD Edwards Financial Consultant*

- Functional assistance in the FIN module – set up new bank account and positive pay.
- Year-end 1099 assist and documentation

#### City of Huntington Beach, CA

##### *JD Edwards HCM Consultant*

- Assisted with setup, documentation, and troubleshoot for Affordable Care Act

#### Noven Pharmaceuticals, Inc. – Miami, FL

##### *JD Edwards HCM Consultant*

- Assisted with setup and troubleshoot for Affordable Care Act

#### Matanuska Telephone Association – Palmer, AK

##### *JD Edwards Financial Consultant*

- Review setup and documentation for Affordable Care Act

#### Bay Area Air Quality Management District (BAAQMD) – San Francisco, CA

##### *JD Edwards HCM Consultant*

- Responsible for the EnterpriseOne 8.0 to 9.2 HCM project upgrade.
- Analyzed and designed functional areas of HCM Foundation, Benefits Administration, Recruitment, Position Control, Compensation Management, Health Safety Management, COBRA, and Governmental Reporting.

#### Fond du Lac Reservation – Cloquet, MN

##### *JD Edwards Financial Consultant*

- Assisted with configuration and testing of the Delinquent Notices functionality (Financial module)

- Provided training documents to end users and identified bugs for noted issues
- Year-end custom 1099 process configuration and documentation

**Cook County – Chicago, IL**

***JD Edwards HCM Consultant***

- Supported the upgrade from World A7.3 to EnterpriseOne 9.1 for the HCM suite (HR / Payroll) for the second largest county in the United States involving 22,000 employees.
- Responsible for workflow documentation, design test scripts, end user testing/training, troubleshoot reconciliations, module configuration, as well as development efforts.

**Pinal County – Florence, AZ**

***JD Edwards Financial Consultant***

- Responsible to walk through the test scripts verifying role security and report on test results.

**Moulton Niguel Water District – Laguna Niguel, CA**

***JD Edwards Financial Consultant***

- Assisted with post implementation support for the project in areas involved in G/L and Distribution.

**Hunter Industries – San Marcos, CA**

***JD Edwards Financial Consultant***

- Responsible for providing solution design/functional experience to develop and implement new functionality in Finance for a JD Edwards EnterpriseOne 9.1 upgrade, as well as supporting development areas of Distribution and Manufacturing.

**TEMCO – New York City, NY**

***JD Edwards Financial Consultant***

- Supported the implementation of JD Edwards Fixed Assets (release 9.0) module as well as the end users' UPK work session.

**Monrovia Nursery Company – Azusa, CA**

***FP&A Manager***

- Implemented system conversion to 8.12, served as the lead for testing and designing General Ledger mapping by analyzing business infrastructure and operating processes. Supported the conversion efforts in the areas of Sales Order Management, Procurement, Distribution, Manufacturing, Inventory Management, and Transportation.
- Managed Budgeting, Financial forecasting, financial modeling, MD&A (narrative results), dashboard reports, variance/bridge analyses, margin analyses, exception reports, treasury management, audit, taxation, management reporting packages, month end close, internal control, and data integrity.
- Created sensitivity analyses that supported the strategic decision making process.
- Leveraged software technology (Insight Software) to reduce the turnaround time with the budgeting process.
- Developed margin analysis at item level (unprecedented in Growers Mfg industry) made available through actual costing.

**QTC Management – Diamond Bar, CA**

***Accountant***

- Managed financial reporting packages, flash reports, cash management, treasury, trend analysis, audit, payroll, month end close, account reconciliations, and bank reconciliations.
- Ensured proper cutoff and data integrity through a company acquisition.
- Part of the treasury committee that evaluated the cost/benefits of alternative banking solutions. Monitored cash positions and maintained adequate funding to meet forecasted commitments.

**Chen & Chen, CPAs – Rowland Heights, CA**

***Accountant/Auditor***

- Managed compilation, financial reporting, audit, taxation (individual/corporate), payroll, month end processing, account reconciliations and bank reconciliations.
- Conducted year end audits by evaluating internal control, inventory valuation, AR/AP confirmations, cash and sales testing, ratio analyses and review of financial presentations. Developed recommendations for improvements.
- Provided financial forecast with tax planning as well as researched taxation issues based on case studies and policies.

**Education:**

- B.S. in Business Administration – Accounting, California State Polytechnic University, Pomona, Magna Cum Laude
- Bilingual in Chinese Mandarin

**Author:**

- Current Author / Contributor to Denovo's Resource blog on Affordable Care Act: [www.denovo-us.com/resources](http://www.denovo-us.com/resources)

## Business Administrator – Human Capital Management

### Executive Summary:

This professional is a diligent and resourceful Consultant with experience in JD Edwards Human Resource modules as well as a background in accounting systems and management. She is analytical and is proficient with technology and able to leverage it to improve efficiency. She is a proactive problem solver and is able to collaborate with individuals at various levels of the organization to identify and implement solutions. She has worked with customers to define business objectives and requirements, perform upgrades, create documentation and training plans, and perform transition and post-production support. She has developed and delivered documentation materials and training workshops as well as developed custom reports. She is a new contributing member of the Denovo blogs for the Affordable Care Act issues.

### Industries and Expertise:

<b>Industries:</b>	Communications, Retail and Public Sector
<b>Software Packages:</b>	JD Edwards EnterpriseOne 8.12, 9.0, 9.1 product suites
<b>Modules:</b>	Human Capital Management, Benefits Administration including Hours of Service reporting, Time and Labor, and Payroll.
<b>Development &amp; Mgmt Tools:</b>	OMW Object Development, Workflow, Oracle UPK Tool, One View Reporting, Atlassian JIRA, HPQC
<b>Other:</b>	Microsoft Office, Oracle OBIEE, Oracle EssBase, SQL, VBA, SharePoint, Visual Studio, Visio

### Key Clients and Projects:

#### City of Lubbock - Lubbock TX

##### *JD Edwards HCM Consultant*

- Provided assistance in the completion of system activities required to meet requirements mandated by the Affordable Care Act (ACA)
- Responsible for identifying and assisting with data cleanup in preparation for ACA reporting
- Responsible for training and supporting ACA reporting requirements
- Responsible for training on miscellaneous HCM topics, especially surrounding benefits enrollment and management
- Prepared recommendations for additional work

#### Cook County Government - Chicago, IL

##### *JD Edwards HCM Consultant*

- Supported the upgrade from World A7.3 to EnterpriseOne 9.1 for Human Resources and Payroll.
- Involved in documentation including business process flows, design documents, specs, test plans and scripts, training documentation
- Completed configuration of Wage Attachment Workbench, assisted in other configuration
- Team lead for topics of time entry, timecard import and processing, wage attachments and related reporting
- Heavy involvement in development – design, specs, testing, including reports, interfaces, and custom applications
- Provided post go-live support for 13 months – 5 months full-time onsite, 8 months remote. Largely this involved supporting time-entry, payroll, and post-payroll reconciliation
- Provided AMS support on various issues
- Heavy involvement in end user training including training documents

#### DSC Logistics - Des Plaines, IL

##### *JD Edwards HCM Consultant*

- Worked on AMS tickets to troubleshoot payroll issues.

#### Government of Bermuda – Hamilton, Bermuda

##### *JD Edwards HCM Consultant*

- Worked on AMS tickets to troubleshoot payroll issues.

#### Central Lincoln PUD – Newport, OR

##### *JD Edwards HCM Consultant*

- Worked on AMS tickets to troubleshoot payroll issues.

#### Comcast Cable Corporation

##### *Business Analyst Intern, Business Operations, West Division Office*

- Used OBIEE, EssBase, and Excel to analyze GL accounts to verify proper reporting and suggest process improvements. Used data analytics to drill down to a discrepancy between OBIEE and EssBase which was caused by an improper entity being billed to West Division.

- Discovered and resolved an update error in the vehicle database which caused changes to one vehicle to affect other vehicles as well.
- Created the framework for a payback model in Excel to help determine the cost effectiveness of using fleet vehicles as opposed to reimbursing employees for mileage.
- Led an intern team tasked with researching and presenting an idea for a knowledge-sharing platform to senior executives at corporate headquarters.

**Big Lots, Inc. - Albuquerque and Santa Fe, NM**

**Store Manager**

- Managed highest volume store in state. Took over the underperforming store and had immediate impact, increasing operating income by 118% over prior year within three months.
- Set up new store from the floor plan up after an extended closure due to roof collapse. Finished and opened ahead of schedule and under budget.

**Assistant Manager, Las Cruces, NM**

- Learned store operations easily, resulting in rapid promotion to Store Manager.

**Ross Stores, Inc. - Boulder, CO and El Paso, TX**

**Area Supervisor**

- Developed and oversaw a sizing program to keep the apparel department sized 97% or better at all times. Effectively performed all management duties.

**Sprint Express Courier- Denver, CO**

**Operations Manager**

- Located and set up a new warehouse. Set up a sort system to guarantee 99% accuracy within two weeks in order to retain contract as the inter-library loan courier for the entire state of Colorado.
- Set up the infrastructure to bring work in-house which was previously contracted out and acquire three additional contracts, expanding the Denver office from 5 routes to 13 routes.

**Education:**

- University of Colorado, Boulder, Bachelor of Science in Business Administration, Accounting and Information Management, 2013 – Graduated First in Class
- University of California, Riverside, 3 years toward Bachelor of Science in Electrical Engineering, 1990-1993

**Author:**

- Participating Contributor to Denovo’s Resource blog on Affordable Care Act: [www.denovo-us.com/resources](http://www.denovo-us.com/resources)

**Affiliations:**

- Beta Alpha Psi, *member* September 2011
- Beta Gamma Sigma, *member* May 2012
- Leeds Association of Accounting Systems, *member* September 2012
- ISACA Student Group, *assisting in organizing student group on campus*

## Technical Analyst

### Executive Summary:

This professional is a highly skilled Technical Consultant with over 18 years of experience with Oracle technologies, E-Business Suite and Oracle Cloud Applications. His experience includes all phases of the system development lifecycle. His industry experience is in discrete manufacturing, telecommunications, and financial services organizations. He is experienced in managing offshore development teams. He has excellent written and verbal communication, leadership, training, organizational and analytical skills, and also works with project management.

### Industries and Expertise:

<b>Industries:</b>	Aerospace and Defense, Automotive, Communications, Consumer Goods, Education & Research, Financial Services, Healthcare, High Technology, Industrial Manufacturing, Public Sector, Retail, and Wholesale Distribution
<b>Software Packages:</b>	Oracle 11i, R12.1, R12.2 E-Business Suite, Oracle Cloud ERP Applications
<b>Modules:</b>	Financials, Manufacturing, Supply Chain Management, and Human Capital Management
<b>Development Tools:</b>	Oracle Business Intelligence Enterprise Edition (OBIEE), Oracle Business Intelligence Applications (OBIA), PL/SQL, SQL*Plus, Oracle Forms & Reports, Oracle BI Publisher (XML Publisher), Oracle Application Framework (OAF), Oracle Discoverer, Oracle Beehive, Oracle 10g, 11g & 12 Database, Dataloader, SmartDB (Taviz Integration Studio), SQL Developer, SQL Navigator, TOAD
<b>Other:</b>	Hyperion Financial Management, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Visio, Dynamic Systems Development Methodology, Oracle AIM Methodology, Oracle Unified Method, Agile Development Methodology, Remedy, SharePoint

### Key Clients and Projects:

#### Medical Device Company that Develops Surgical Products for Dental Market

##### *Project Manager*

- Oracle E-Business Suite R12 implementation of Financials, Supply Chain Management, and Service Contracts.

#### Leading Global Manufacturer of Carriers and Cargo Racks for Vehicles

##### *Project Manager*

- Oracle E-Business Suite R12 implementation of Warehouse Management for a combination of distribution centers and manufacturing warehouses.

#### Leading Global Distributor of Organization Solutions

##### *Project Manager*

- Global implementation of Oracle E-Business Suite R12 (US and Hong Kong). Led a combined team of resources globally from 4 different organizations.
- Modules included Financials, Supply Chain Management, and Warehouse Management.

#### Leading Global Manufacturer of Carriers and Cargo Racks for Vehicles

##### *Project Manager*

- Oracle E-Business Suite R11i to R12 upgrade.
- Led a combined team of onshore and offshore resources.
- Modules included Financials, Supply Chain Management, Manufacturing and Planning.

#### Mobile Innovation Leader for Cloud Solutions

##### *Project Manager*

- Global rollout of Oracle E-Business Suite R12 Financials and Projects.
- Countries included were USA, India, Australia, Ireland, Germany, United Kingdom and France.
- Led a combined team of onshore and offshore resources.

#### Non-Profit Agency Providing Paths to Employment and Economic Independence

##### *Sr. Technical Lead*

- Oracle E-Business Suite R12 implementation.
- Responsible for writing technical specifications for numerous custom reports, interfaces, and data conversions for the Financials and Projects modules. Coordinated and managed offshore developers.
- Conducted quality assurance testing for all CEMLIIs and tracked development progress to milestones.

### **Prestigious University**

#### ***Project Manager***

- SunGard (Ellucian) Banner implementation of Finance Accounting, Grants, Procurement, Advancements, Human Resources and Payroll. Responsible for all aspects of project management related to integrations and conversions.

### **Leader in International Standards Development**

#### ***Sr. Technical Lead***

- Oracle E-Business Suite R11i project.
- Responsible for writing functional specification for custom Customer Quick Entry Creation form using Oracle Application Framework (OAF) technologies.
- The custom form was used to create Organization Party and Account records in TCA and allowed entry of an Employee Contact and created the Employer- Employee relationship type record.
- Coordinated and managed offshore developers. Conducted quality assurance testing and tracked progress to milestones.

### **Leader in Mechanically Stabilized Earth industry**

#### ***Sr. Technical Lead***

- Oracle CRM On Demand (CRMOD) implementation.
- Responsible for reviewing functional specifications for several integrations between CRMOD and Oracle E-Business Suite.
- Coordinated and managed the development effort.
- Conducted quality assurance testing for all web service integrations and tracked development progress to milestones.

### **Provider of Wireless Broadband and Satellite Communications**

#### ***Sr. Technical Lead***

- Oracle E-Business Suite R12 implementation (Financials, Projects, Supply Chain, and HRMS).
- Responsible for writing functional specifications for numerous custom workflows, reports, interfaces, data conversions and extensions (WRICE) for the General Ledger, Payables, Receivables, Payments, and Fixed Assets modules.
- Coordinated and managed both on and offshore developers.
- Conducted quality assurance testing for all WRICE components and tracked development progress to milestones.
- Lead applications technical consultant for the migration of Oracle E-Business Suite, Vertex O-Series and OBIEE from data center to the Amazon cloud.

### **Scientific Nonprofit Organization**

#### ***Sr. Technical Lead***

- Oracle E-Business Suite R12 HRMS implementation.
- Responsible for writing technical specifications for numerous custom reports, interfaces, and data conversions for the HRMS and Incentive Compensation modules.
- Coordinated and managed offshore developers.
- Conducted quality assurance testing for all custom components and tracked development progress to milestones.

### **Leading Specialty Party Goods Chain**

#### ***Sr. Technical Lead***

- Oracle E-Business Suite R12 (Financials) implementation.
- Responsible for writing functional specifications for numerous custom workflows, reports, interfaces, data conversions and extensions (WRICE) for the General Ledger, Payables, Receivables, Payments, and Fixed Assets modules.
- Coordinated and managed an offshore development team.
- Conducted quality assurance testing for all WRICE components and tracked development progress to milestones.

### **Government Agency Order Fulfillment Provider**

#### ***Sr. Technical Lead/ Project Manager***

- Custom web application development project that was accessible to the visually impaired.
- Responsible for requirements gathering and solution design.
- Developed training material and delivered training to users.
- Coordinated and managed an offshore development team. Conducted quality assurance testing.

### **Global Compensation Survey Organization**

#### ***Solution Architect/Project Manager***

- Managed a custom system development project utilizing the Agile development methodology.
- Solutions architect for a custom solution that performs data validation and cleansing of survey data.
- Designed a custom rules engine allowing analysts to dynamically define validation rules and apply these rules to sets of survey data using a combination of Oracle Data Integrator (ODI), BPEL, and Oracle Business Intelligence (OBI).
- Coordinated and managed both onshore and offshore development teams.
- Conducted quality assurance testing.

### **Provider of Services within Telecommunications, Broadband Cable and Satellite Industries**

#### ***Sr. Technical Lead***

- Oracle E-Business Suite Implementation (Financials, Projects & Supply Chain).
- Responsible for writing functional specifications for numerous extensions and interfaces to Order Management, Project and Financial modules.
- Coordinated and managed both onshore and offshore development teams.
- Conducted quality assurance testing for all interfaces and extensions and tracked development progress to milestones.

### **International Manufacturer of Electronic Instruments and Motors**

#### ***Project Manager***

- Managed a custom business intelligence project for the CEO, CFO and other senior executives. Designed an application for managers to upload daily sales and orders information including currency exchange rates and forecasts. Designed the data model, dashboards and reports which were implemented using OBIEE.

### **Wireless Technologies organization**

#### ***Project Manager***

- Implementation of Oracle Business Intelligence Analytics' (OBIA), General Ledger, Profitability, and Accounts Payable modules.
- Led combined team of onshore and offshore resources to install OBIEE, OBIA, configure the ETL, configured the metadata and light up the pre-built dashboards.

### **Global Provider of Information Security**

#### ***Sr. Technical Consultant***

- Conducted an assessment of the organizations current Oracle E-Business Suite R12 implementation and provided recommendations to bring the project back on track and on schedule.

### **International Financial Institution**

#### ***BI Developer***

- Designed, developed and implemented a custom data warehouses using OBIEE to store and retrieve historical general ledger transactions from a legacy system that was being de-commissioned.

### **International Manufacturer of Electronic Instruments and Motors**

#### ***Manager of Business Intelligence***

- Defined the principles, models and standards for business analytics including financial and operational reporting.
- Coordinated efforts at both the division and business unit levels to ensure compliance with corporate standards and guidelines by reviewing and recommending tools and services.
- Project manager for a corporate business analytics project.
- Worked with the CEO and CFO to identify key metrics required for monthly, quarterly, and statutory financial reporting.
- Oversaw teams of internal and external resources responsible for developing the corporate dashboards using OBIEE with data sourced from the Hyperion Financial Management (HFM) consolidation system.
- Oversaw all Oracle ERP development as the acting Development Manager.
- Managed relationships with both onshore and offshore business partners engaged to assist with report development for multiple ERP implementations.

### **International Manufacturer of Electronic Instruments and Motors**

#### ***Business Systems Analyst***

- Supported and implemented Oracle Supply Chain applications for a global manufacturing company.
- Gathered and documented business requirements, configured and setup Oracle applications (Purchasing, Quality, Cost Management, and iSupplier).
- Developed procedures and test scripts.
- Trained users and led formal testing.
- Built transition and cutover plans to prepare for go-live of new implementations.
- Wrote functional and technical specifications for extensions to the Oracle applications.
- Supported user community across North America with issue resolution and acted as a liaison between users, Oracle Support and developers.
- Mentored and supported the internal development and data conversion teams.
- Assisted in the selection of new software and development tools to support user training and report development.

### **International Manufacturer of Electronic Instruments and Motors**

#### ***Sr. Technical Analyst***

- Responsible for supporting and enhancing Oracle e-Business Suite systems.
- Maintained and supported various customizations (forms, reports and interfaces) across multiple production instances.



- Developed and documented the coding standards for Oracle Application development within the organization.
- Implemented a new reporting strategy for Oracle application implementations.
- Designed, developed, tested, documented and implemented a new module within Oracle Physical Inventory to facilitate the inventory of phantom items.
- This module improved the accuracy of the physical inventory and cut one and a half days off the duration of the physical inventory.
- Modified and developed templates and load files using Taviz Integration Studio to import legacy data into Purchasing, Quality, Cost Management, Order Management, and Release Management.
- Analyzed, designed, built and documented custom reports and processes for new implementations using PL/SQL, Discoverer 4i, Oracle Reports 6i and Oracle Forms 6i.

#### **Aerospace and Defense Contractor**

##### ***Project Manager***

- Oracle custom reporting project for a large aerospace and defense contractor.
- Managed a remote team of seven developers in support of an Oracle e-Business 11i (Financials, Manufacturing, Service, Contracts and Quality) implementation.
- Interfaced between BAE functional/technical team and our remote development staff.
- Managed developers' workloads and tracked project progress against milestone commitments.
- Reviewed and completed functional and technical specifications.
- Provided technical and functional assistance to remote developers.
- Facilitated acceptance testing.
- Developed and debugged custom reports using Oracle Reports 6i and Discoverer.
- Supported client's production system.

#### **Large Healthcare Organization**

##### ***Technical Consultant***

- Lead technical consultant on an Oracle HRMS 10.7 to 11i upgrade and Oracle Financials implementation for a large healthcare organization that processed payroll and maintained data for 15,000 employees. This was the first successful direct upgrade from 10.7 HRMS to 11i in the United States. Identified, migrated, modified, documented and tested all existing custom reports, processes and interfaces. Developed several interfaces to third party benefit providers. Modified and changed the chart of accounts within Oracle Payroll behind the scenes as part of the Oracle Financials implementation. Designed and developed a custom costing process as an extension to Oracle Payroll's standard costing program. Designed and developed a process that loads electronic invoices into Oracle Payables. Developed a new payment format program conforming to NACHA rules and regulations out of Oracle Payables.

#### **Wholesale Food Distributor**

##### ***Technical Consultant***

- Oracle e-Business 11i (AP, GL, AR, Incentive Compensation) implementation.
- Analyzed and customized several Oracle Receivables collection reports to age transactions for individual locations instead of customers.
- Customized a new payment format program for Oracle Payables.

#### **Manufacturing Organization**

##### ***Technical Consultant***

- Oracle e-Business 11.0 (AR, OE, MRP, WIP, INV) implementation.
- Designed and developed a customized advanced pricing solution for Oracle Order Entry.
- This customization involved the re-engineering of several forms and underlying processes within the Order Entry and Receivables modules.
- Developed customized reports and processes.

#### **Manufacturing Organization**

##### ***Technical Consultant***

- Provide on-going functional and technical support for their Oracle HRMS 10.7 system.
- Troubleshoot production problems as needed.
- Create and modify Fast Formulas to support changes in requirements.
- Developed several custom payroll reports.
- Designed and developed a custom PTO accrual and carryover process to support multiple plan years.

#### **Internet Content Provider**

##### ***Technical Consultant***

- Oracle Sales and Marketing implementation for a New York based non-revenue Internet content provider.
- Analyzed, designed, and developed a custom application, as an extension to Oracle Sales and Marketing.

- This application consisted of several customized forms, processes and reports that fully integrated with the Oracle Applications.

#### **Internet Search Engine Company**

##### ***Technical Consultant***

- Custom development project for an Internet search engine company.
- Designed and developed an affiliate fraud detection application which identified fraudulent users.
- Developed PL/SQL stored procedures to analyze the data in a data warehouse weekly.
- Developed reports to access and view the results.
- Created forms to analyze the data on an ad hoc basis.
- All reports and forms were accessed via customized menus and sub-menus using Oracle Portal.

##### **Publications:**

- 2001 OAUG Conference, Atlanta, GA – Hazards of Upgrading 10.7 HRMS to 11i
- 2006 MAOUG, Conshohocken, PA – Case Study of Oracle Business Intelligence

##### **Education:**

- BS in Computer Information Science, Ithaca College, Ithaca, NY

##### **Affiliations:**

- American Production and Inventory Society (APICS)
- Oracle Applications User Group (OAUG)
- Mid-Atlantic Oracle Applications User Group (MAOUG)

## Technical Analyst

### Executive Summary:

This professional is a skilled Technical Analyst with over 20 years of experience in Information Technology in all stages, including programming and scripting, application systems administration, technical support, productivity management, database design, data integrity and taming, research and development, and author of technical and functional specifications. His key skills for close and coordinated work with programmers, database administrators, UNIX and Linux administrators, business analysts, and end users. He is excellent at analysis and problem solving, and is able to communicate in both functional and technical languages, highly proactive, and works well with all levels of an organization. He leads and manages offshore development teams.

### Industries and Expertise:

<b>Industries:</b>	Communications, Consumer Goods, Life Sciences, Natural Resources, Professional Services, and Wholesale Distribution
<b>Software Packages:</b>	Oracle E-Business Suite 11i and R12, Oracle Fusion 11.1.9.0.0, Oracle 7, 8i, 9i, 10g, 11g
<b>Development Tools:</b>	Oracle Developer Suite, Oracle Discoverer, Oracle Forms and Reports, SQL Developer, T.O.A.D. for Oracle, UNIX Shell Scripting, PL/SQL, C/C++, JavaScript, UNIX, Linux, AIX, MS DOS and Windows NT/XP/2007/7/8.1, WinSCP, SSH, PGP/GPG, PuTTY, EIS Express Reporting, EDI Systems/Software,
<b>Other:</b>	Hyperion, Microsoft Office Suite, Microsoft Access, TextPad, Crystal Reports

### Key Clients and Projects:

#### Global Provider of Innovative Business Services

##### Senior Oracle Technical Analyst

- Upgrading their custom EDI process feeding into Oracle E-Business Suite R12 Sales Orders and Accounts Receivables.
- Developed and led a team of offshore developers.

#### Provider of Quality Health and Wellness Products

##### Senior Oracle Technical Analyst

- New implementation of Oracle Fusion 11.1.9.0.0. Managed development of CEMLI and supported File Based Data Imports for Account Receivables, Account Payables and Inventory Items.
- Led and managed a team of offshore developers.

#### Leading Service Provider of Food, Facilities and Uniform

##### Senior Oracle Technical Analyst

- Oracle E-Business Suite R12 and Human Capital Management custom workflows and time clock interfaces.
- Developed and led a team of offshore developers.

#### Leader in Frozen Food Manufacturing and Distribution

##### Senior Oracle Technical Analyst

- Oracle E-Business Suite R12 new implementation.
- Managed development and responsible for CEMLI interfaces and reports, unit testing and analysis in order to convert legacy system data into Oracle Account Receivables, Account Payables, and General Ledger.
- Set up automated communications between Oracle E-Business Suite R12 application to a major banking institution for Positive Pay, Automated Clearing House and Cash Management Balance Reporting Specifications Version 2.
- Led and managed a team of offshore developers.

#### Leader in Mechanically Stabilized Earth industry

##### Senior Oracle Technical Analyst

- Oracle E-Business Suite R12 upgrade from Oracle E-Business Suite 11i.
- Managed existing CEMLI migration and compilation from 11i to R12 and updates required to address CEMLI which were invalidated from migration within various modules. Worked with and guided a team of offshore developers.

#### Provider of Wireless Broadband and Satellite Communications

##### Senior Oracle Technical Analyst

- Oracle E-Business Suite R12 new implementation.
- Managed development and responsible for CEMLI interfaces and reports, unit testing and analysis.
- Developed interface to automate Receivables Invoice creation from Billing Data Repository to Oracle AR.
- Developed interface for payroll and expense transfer from external systems to General Ledger.
- Set up automated communications between Oracle E-Business Suite R12 application to a major banking institution for Positive Pay and Automated Clearing House using sftp and gpg.
- Led and managed a team of offshore developers.

### **Large Logistics Network Provider of Quality Carriers**

#### **Oracle Technical Analyst**

- Oracle E-Business Suite R12 new implementation.
- Managed development and responsible for CEMLI interfaces and reports, unit testing and analysis in order to import from and export to system data from three Transportation Management Systems to/from Oracle Account Receivables and Account Payables.
- Set up automated communications between Oracle E-Business Suite R12 application to a major banking institution for Positive Pay, Automated Clearing House and Cash Management Balance Reporting Specifications Version 2.
- Led and managed a team of offshore developers.

### **Leading Specialty Party Goods Chain**

#### **Programmer/Analyst**

- Oracle E-Business Suite R12 upgrade and re-implementation from Oracle E-Business Suite 11i.
- Provided technical leadership and coordination between consulting firm and organization's finance and IT departments.
- Took on the role of Oracle E-Business Suite System Administrator and worked with consulting firm to review, design, develop, test and implement all CEMLI's.
- Worked on the implementation and administration of EIS Express Reporting and Oracle Discoverer.

### **Education:**

- Computer Science Major, Minor in International Business, Ramapo College of New Jersey, Mahwah, NJ
- Oracle Corporation - 11i Financials Functional Foundations Ed. 3
  - Oracle 9iAS Portal: Build Corporate Portals
  - Oracle 9iAS Portal: Build Portlets
- Seagate Crystal
  - Introductory Crystal Reports 7.0
  - Advanced Crystal Reports 7.0
- Other
  - SECLMS: Payment Card Industry Data Security Standards
  - Computer Associates: Magic Administration

## Developer

### Executive Summary:

This consultant is a Senior Technical Consultant with 20 years of experience in IT industry and 16 years of experience in JD Edwards EnterpriseOne and WorldSoftware. He is very strong in customization and supporting implementation of JD Edwards Financials, Fixed Assets and Maintenance modules. He has extensive experience with development tools, report writers, table design, forms design, business functions, even rules, and programming on various environments. He has been involved as a development support on many full implementations and upgrades of JD Edwards World and EnterpriseOne projects.

### Industries and Expertise:

<b>Industries:</b>	Aerospace and Defense, Consumer Goods, Financial Services, High Technology, Industrial Manufacturing, Public Sector, Retail, Travel & Transportation, and Wholesale Distribution
<b>Software Packages:</b>	JD Edwards EnterpriseOne (9.1., 9.0.2, 9.0, 8.12, 8.11, 8.10); JDE ERP 5 (8.0); OneWorld Xe (7.3.3.3, 7.3.3.2); JDE World (A7.3, A6.2, A6.1, A5.2) Product Suites
<b>Modules:</b>	Inventory Management, CAM, Finance (GL, AP, AR, Fixed Assets and Equipment), Job Cost, Manufacturing, Purchasing, HR/Payroll and OTC
<b>Development Tools:</b>	One World Tool Set, Enterprise Report Writer (ERW), JD Edwards Case Tool (CASE), World Writer, Dream Writer, RPGLE, RPG/400, CL/400, SQL/400,C, C++, Object Management Workbench (OMW), Table Design (TDA), Business View Design, Form Design (FDA), Processing Option Design, Menu Design, Business Functions (BSFN), Named Event Rules (NER), Enterprise Report Design (RDA), Table Conversion tool (TC) and Debugger, DB2/400,Oracle, SQL Server and MS Access
<b>Other:</b>	BI Publisher

### Key Clients and Projects:

#### Affymetrix, Inc. – San Diego, CA

##### *Sr. JD Edwards Developer*

- In charge of Data Conversion between Affymetrix and newly acquired EBio company.
- Data was extracted from Oracle E-Business Suite which was converted to JD Edwards data.
- Performed data conversion of Customer, Supplier, Item Master, Item Branch, Routing, BoM, Item Cost etc. files.

#### Cook County – Chicago, IL

##### *Sr. JD Edwards Developer*

- Involved with implementation of HR and Payroll Module.
- Responsible for Data conversion, creating Reports and Applications.
- County was running GL, AP and AR in One World 8.12 and HR Payroll in World environment which was replaced with EnterpriseOne 9.12.
- Created data sync programs which ran in scheduler for data integrity and accuracy to maintain both system.

#### Fluidmaster – San Juan Capistrano, CA

##### *Sr. JD Edwards Developer*

- Created Bill of Lading report in BI Publisher.
- Created VICS Bill of Lading report in BI Publisher
- Created Pallet Break Down BI Publisher Report
- Created 16 different formats of shipping labels for different customers.

#### Central Puget Sound Regional Transit Authority – Seattle, WA

##### *Development Manager*

- Took over development work for Sound Transit.
- Involved in modifying NER's which is been called within BSSV's for third party interface (Asset Works)
- Created Applications supporting interface with Asset works
- Was in charge of the development process.

#### Alaska RailRoad Corporation - Anchorage, AK

##### *Development Manager*

- Involved in the implementation of EnterpriseOne 9.1 version which included Financials, CAM, Fixed Asset, Job Cost and Billing and Payroll.
- Created new application "Time Entry Screen" for HR & Payroll.
- Created New Employee Timecard Certification screen.
- Responsible for all Conversions from Legacy to EnterpriseOne.
- Created Interface between Other Legacy systems to EnterpriseOne.

- Created Purchase Order and Sales Invoice through BI Publisher.
- Responsible for RICE tasks been delivered to client.

**Beaulieu Group LLC – Dalton, GA**

***Sr. Programmer Analyst***

- In charge of all new developments in JD Edwards Procurement, Financials, Payroll and Employment Development modules.
- Involved in stream lining the earlier implemented process.
- Involved in Support for all JD Edwards modules.
- Created couple of AS/400 programs to interface with JD Edwards.
- Purchase Order Printing through BI Publisher.

**Alaska Aerospace Corporation – Anchorage, AK**

***Lead Developer***

- Developer involved in the conversion project from World to EnterpriseOne 9.0.
- Roles involved creating Table conversions, Reports, Applications.
- Created new Time Entry screen for HR & Payroll.
- Created Employee Timecard Certification screen.
- Created Equipment work Order screen.
- Created 10 – 15 table conversions to F0101, F1201,F1204,F1206 and etc. files
- Created P6 interface Report.
- Created several financial reports.

**Minneapolis Airport Commission – Minneapolis, MN**

***Lead Developer***

- Developer involved in the conversion project from World to EnterpriseOne 8.12. Roles involve creating table conversions, Reports, Applications and assisting Business Analyst in implementation.
- Created about 10 – 20 different custom applications
- Created new Time Entry screen for HR & Payroll.
- Created new system Airline tracking application.
- Modified requisition approval screen.
- Created about 60 reports namely Timecard Print, Employee timecard history, Airline statistics report about 10 -15 different reports etc.
- Created interfaces like US Bank Card, POS Badging interface, Generate Positive Pay File etc.

**Washtenaw County – Ann Arbor, MI**

***Developer***

- Created/Modified Reports/Screens for Washtenaw County.
- Modified PO Print program to insert 861 EDI Records for commitments processing.
- Modified custom Job cost inquiry screen to calculate Budget Variance.
- Created custom program to update purchase orders for year-end roll over process.
- Created new report to show Open PO's and subtotal by Business Unit/Company.
- Created new report to create lines in F0911 based on the Processing Options.
- Created new report Accounts Payable Fiscal Date Entry Error.

**City of Oceanside – Oceanside, CA**

***Senior Technical Consultant***

- Helping in HR Data Conversion, Modifying/Creating reports and applications
- Created new Reports/Applications
- Created Tale conversions for Data conversion.

**National Radio Astronomy Observatory**

***Senior Technical Consultant***

- Involved with NRAO for post-production support on part time basis.

**InfrastruX Group Inc. – Seattle, WA**

***Senior Technical Consultant***

- Worked as a Technical Consultant for EnterpriseOne which involved creating new reports.
- Involved in Data Conversion coming out of JD Edwards Billing system and putting it out on the FTP Server.
- Created new Reports/Applications
- Created Tale conversions for Data conversion.

**Virginia State Lottery – Richmond, VA**

**Senior Technical Consultant**

- Working as a Technical Consultant for EnterpriseOne which involved creating new Financial reports.
- Created new Financial Reports.
- Converted FASTR Financial Reports to OneWorld Financials.
- Created report which would give financials information based on the Account range setup done in custom UDC Table.

**Goldman Sachs – New York, NY**

**Senior Technical Consultant**

- Worked as a Technical Consultant for EnterpriseOne which involved customization, created new reports and Applications.
- Involved in Data Conversion necessary for EnterpriseOne Modules.
- Extensively modified the Billing and financial Applications for Goldman Sachs needs.
- Involved in Purchase Order interface from PeopleSoft to JD Edwards.
- Created new Reports/Applications.
- Modified existing Reports/Applications
- Created Tale conversions for Data conversion.
- Created new Financial Reports.

**National Radio Astronomy Observatory**

**Senior Technical Consultant**

- Worked as a Technical Consultant for EnterpriseOne which involved customization, created new reports and Applications.
- Involved in Data Conversion necessary for EnterpriseOne modules.
- Modified Time Entry screen to have Both Bi - Weekly and Monthly type.
- Involved in Implementation Support.
- Created new Financial Reports.
- Created new Time Entry system which would handle both Bi Weekly and Monthly Time entry system using custom tables.
- Created new reports.
- Created a excel sheet based report which had formulas embedded for HR Personnel to calculate Pay raises for employee.
- Created reports for HR and Payroll.

**Veolia Waters**

**Senior Technical Consultant**

- Worked as a Technical support for the implementation of EnterpriseOne which involved conversion of data from legacy system (Oracle).
- Created new applications and Reports according to the client's needs.

**Allegheny County – Pittsburgh, PA**

**Senior Programmer**

- Involved in the implementation and production support for the JD Edwards B7333.
- Customizing JD Edwards to assist County to operate effectively on the daily basis.
- Creating reports for Financials, Procurement modules, Fixed Assets and HR modules.
- Involved with retrofit customize objects from B7333 to 8.10
- Creating new forms and modifying the existing forms to better assist county.
- Involved with Conversion from legacy to JD Edwards system during implementation.
- Provided Technical support for smooth implementation.
- As a senior involved with training for junior programmers.
- Designed and Created License Tracking system for the county using JD Edwards Tool sets.

**Bic Corporation – Milford, CT**

**Technical Consultant**

- Involved in Maintenance support, development of reports and programs in the JD Edwards OneWorld and JD Edwards World.
- Created Integrity Reports both in OneWorld and World.
- Created New interactive program in world to adjust Cardex
- Created new interactive program to show Date Conversion from Julian to MDY and Vice Versa
- Created report to test integrity between AR and GL
- Developed a new Application based on Cardex(P4111) logic with flexible options to work on Cardex transactions records
- Customized JD Edwards programs and reports as per user requirements using Form Design Aid and Report Design Aid.

**Minnotte Manufacturing Corporation – Pittsburgh, PA**

**Technical Consultant**

- Involved in implementation support, development of reports and programs in the JD Edwards One world Xe.
- Customized Human Resources and Payroll , Job Cost and Fixed Assets, modules



- Developed new programs and reports using One world tool and other JD Edwards utilities
- Customized JD Edwards programs and reports as per user requirements using Form Design Aid and Report Design Aid.
- Debugged custom programs using Debugging tool.
- Analysis of programs to validate business functionality.
- Created a Daily work report based on the Billing and HR Time Entry system for an Employee to assist in Generating Invoice for a Job.

#### **IT Corporation**

##### ***Technical Consultant***

- Involved in production support, maintenance and development of reports and programs in the JD Edwards system World and OneWorld.
- Customized Fixed Assets, Equipment Management modules
- Developed new programs and reports using CASE tool and other JD Edwards utilities
- Customized JD Edwards programs and reports as per user requirements using DREAMWriter or WORLDWriter
- Debugged custom programs using tools like Interactive Source Debugger
- Analysis of programs to validate business functionality
- Mapped fields from the flat file to JD Edwards fields to convert data to production
- Field mapping flat files to JD Edwards
- Developed programs to upload data from an EXCEL spreadsheet into the files in JD Edwards inventory module with proper editing and validations
- Worked on production support and maintenance activities like creating new reports.
- Modified existing reports and screens as per user requirement.
- Extensively used CASE tools for generating reports.
- Converted Custom reports in World to One World.
- Created new custom forms for Maintenance of SAR numbers
- Customized Confirmation Statement in HR and Payroll system
- Created a new form for Equipment Request and assigned that request to an Item number in Fixed Assets

#### **Clayton Corporation – Fenton, MO**

##### ***Techno-Functional Consultant***

- Involved in the implementation of Fixed Assets and Equipment Maintenance systems.
- Uploading Fixed Assets Master from the legacy system to the JD Edwards system with the beginning balance. (F1201, F1202)
- Setting up various business security rules for Fixed Assets and Equipment Management systems such as: Fixed Assets Constants, User Defined Code values, Automatic Accounting Instructions, Acquisition Years, Depreciation rules, for fixed Assets, Equipment constants, Standard procedures, Service Types, Maintenance status Codes, Priorities and Maintenance Rules
- Interacted with End User in order to clarify and resolve various customization issues and data conversion issues
- Trained End Users
- Prepared the Setup and User Training documents

#### **Education:**

- Madras University, India, Bachelor's Degree in Computer Engineering
- JD Edwards OneWorld Training: OneWorld Overview, Tools foundations, Forms Design, Enterprise Report Writing, Advance Tools
- Movex (Intentia) ERP Financials Training.
- IBM AS/400 Programming training in India.

## 7 Ongoing Support Services

In addition to providing responses to the following items, the Vendor must complete the **Ongoing Support Services Form** in **section 7.16** of this RFP, and include it in this section of the response.

### Ongoing Support Services Form

Support and Maintenance	
1.	Provide the minimum, maximum, and average response times (hours) provided as part of the basic support agreement and average response time for the past twelve (12) months.
	<p>Every attempt is made to return technical support calls as quickly as possible.</p> <p>Oracle does not work to Service Level Agreements but will make reasonable efforts to respond to Severity 1 service requests within one hour. (A Severity 1 problem causes complete loss of service).</p> <p>In addition, Premier Support provides 24/7 coverage on Severity 1 issues until the issue is resolved or as long as useful progress can be made. The customer must provide a contact during this 24/7 period either onsite or by pager, to assist with data gathering, testing, and applying fixes. Customers are requested to propose this classification with great care, so that valid Severity 1 situations can obtain the necessary resource allocation from Oracle. For further information refer to Technical Support Policies documents available at: <a href="http://www.oracle.com/us/support/policies/index.html">http://www.oracle.com/us/support/policies/index.html</a>.</p>
2.	What is the average time for resolution to tickets entered in your system?
	<p>Every attempt is made to return technical support calls as quickly as possible.</p> <p>Oracle does not work to Service Level Agreements but will make reasonable efforts to respond to Severity 1 service requests within one hour. (A Severity 1 problem causes complete loss of service).</p> <p>In addition, Premier Support provides 24/7 coverage on Severity 1 issues until the issue is resolved or as long as useful progress can be made. The customer must provide a contact during this 24/7 period either onsite or by pager, to assist with data gathering, testing, and applying fixes. Customers are requested to propose this classification with great care, so that valid Severity 1 situations can obtain the necessary resource allocation from Oracle. For further information refer to Technical Support Policies documents available at: <a href="http://www.oracle.com/us/support/policies/index.html">http://www.oracle.com/us/support/policies/index.html</a>.</p>
3.	Provide Help Desk services for technical support and end users. Specify days and hours and any escalation options and procedures.
	<p><b>ORACLE PREMIER SUPPORT</b></p> <p>Customers with a current service subscription may receive the following service support:</p> <ul style="list-style-type: none"> <li>• The Second Line Support as described in the Oracle Software as a Service Support Policies document located at: <a href="http://www.oracle.com/us/support/policies/index.html">http://www.oracle.com/us/support/policies/index.html</a>.</li> <li>• Program updates, fixes, security alerts, and critical patch updates</li> <li>• General maintenance releases, selected functionality releases, and documentation updates</li> <li>• Assistance with service requests 24 hours per day, 7 days a week</li> <li>• Access to My Oracle Support (24 x 7 Web-based customer support system), including the ability to log service requests online (applies to most products)</li> <li>• Non-technical customer service during normal business hours</li> </ul> <p>Further information is provided at: <a href="http://www.oracle.com/support">http://www.oracle.com/support</a> and <a href="http://www.oracle.com/us/corporate/contracts/cloud-services/index.html">http://www.oracle.com/us/corporate/contracts/cloud-services/index.html</a>.</p> <p><b>ESCALATION PROCESS</b></p> <p>Oracle resolves problems according to the priority or severity of an issue. The ability to assess the severity of an issue and assign a rating that drives the appropriate response is the cornerstone of the problem resolution process. Customers should escalate an issue when they:</p> <ul style="list-style-type: none"> <li>• Encounter a critical roadblock or showstopper to implementation or upgrade plans.</li> <li>• Urgently need to communicate important business issues to managers in Oracle Support.</li> <li>• Are dissatisfied with the resolution or response to a Service Request.</li> </ul>

	<p>Oracle Premier Support provides 24/7 support for mission-critical issues. Anywhere or anytime, Oracle support specialists around the world are available to help resolve customer critical technical issues. In situations where a heightened level of support is essential, Oracle has designed a phased escalation process. The process is the same regardless of the Oracle product family.</p> <p>Escalating an issue brings a heightened level of awareness to management and, when appropriate, more resources. It does not automatically change the severity rating of an issue. Therefore, clear communication is essential to bringing about a successful and timely resolution. If the business impact has changed, or was incorrectly set, customers should request a change of severity rather than escalation of the issue.</p> <ul style="list-style-type: none"> <li>• The escalation process starts by updating the service request. The customer provides a thorough explanation about why they are escalating and prepares a business impact statement to help convey the critical nature and sense of urgency surrounding the service request.</li> <li>• The customer calls the Oracle Premier Support number and enters in the service request number. They inform the answering support engineer that they would like to speak with an escalation manager.</li> <li>• The engineer will page the appropriate escalation manager, who will call the customer within approximately 30 minutes of the request.</li> <li>• The escalation manager will work with the customer to create an acceptable action plan.</li> <li>• The escalation manager will document the conversation and the action plan in the service request.</li> <li>• The escalation manager will follow up to ensure that the action plan is followed or reset expectations if necessary.</li> <li>• The escalation manager owns the escalation until the issue is resolved or escalated to a higher management level. (If a customer is dissatisfied with the progress made by the escalation manager, the service request can be escalated to a Senior Director followed by the Oracle Support Vice President if necessary. As issues are escalated within Oracle’s management a Director/Vice President from the customer company may be asked to be available for discussions.)</li> </ul>												
4.	Identify the party or business unit that is responsible for the support options provided above.												
	<p>Oracle America, Inc. will be providing technical support.</p> <p>Customers with a current service subscription may receive the following service support:</p> <ul style="list-style-type: none"> <li>• The Second Line Support as described in the Oracle Software as a Service Support Policies document located at: <a href="http://www.oracle.com/us/support/policies/index.html">http://www.oracle.com/us/support/policies/index.html</a>.</li> <li>• Program updates, fixes, security alerts, and critical patch updates</li> <li>• General maintenance releases, selected functionality releases, and documentation updates</li> <li>• Assistance with service requests 24 hours per day, 7 days a week</li> <li>• Access to My Oracle Support (24 x 7 Web-based customer support system), including the ability to log service requests online (applies to most products)</li> <li>• Non-technical customer service during normal business hours</li> </ul> <p>Further information is provided at: <a href="http://www.oracle.com/support">http://www.oracle.com/support</a> and <a href="http://www.oracle.com/us/corporate/contracts/cloud-services/index.html">http://www.oracle.com/us/corporate/contracts/cloud-services/index.html</a>.</p>												
5.	<p>Provide the following regarding the number of business staff the City should expect to be committed to providing on-going application support, per system module:</p> <ol style="list-style-type: none"> <li>Role</li> <li>Responsibility</li> <li>Estimated time commitment in terms of FTE time</li> </ol>												
	<table border="1"> <thead> <tr> <th data-bbox="298 1612 586 1640">Role</th> <th data-bbox="586 1612 1182 1640">Responsibility</th> <th data-bbox="1182 1612 1416 1640">Estimated FTE Time</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1640 586 1759">Finance Super User</td> <td data-bbox="586 1640 1182 1759">General system lead for financial area responsible for vetting new functionality and general user support for business issues. Raise, work, and monitor Oracle SRs as needed.</td> <td data-bbox="1182 1640 1416 1759">.5</td> </tr> <tr> <td data-bbox="298 1759 586 1845">Projects Administrator</td> <td data-bbox="586 1759 1182 1845">Project setup, budget creation and baseline, accounting changed and billing. Raise, work, and monitor Oracle SRs as needed.</td> <td data-bbox="1182 1759 1416 1845">1 (per every 50 active projects)</td> </tr> <tr> <td data-bbox="298 1845 586 1932">Payroll Administrator</td> <td data-bbox="586 1845 1182 1932">General maintenance surrounding new or updated payroll elements, City or State required reporting or report generation, and over sight of Payroll interfaces.</td> <td data-bbox="1182 1845 1416 1932">1</td> </tr> </tbody> </table>	Role	Responsibility	Estimated FTE Time	Finance Super User	General system lead for financial area responsible for vetting new functionality and general user support for business issues. Raise, work, and monitor Oracle SRs as needed.	.5	Projects Administrator	Project setup, budget creation and baseline, accounting changed and billing. Raise, work, and monitor Oracle SRs as needed.	1 (per every 50 active projects)	Payroll Administrator	General maintenance surrounding new or updated payroll elements, City or State required reporting or report generation, and over sight of Payroll interfaces.	1
Role	Responsibility	Estimated FTE Time											
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Payroll Administrator	General maintenance surrounding new or updated payroll elements, City or State required reporting or report generation, and over sight of Payroll interfaces.	1											

	Inventory / PO Super User	General system lead for financial area responsible for vetting new functionality and general user support for business issues. Raise, work, and monitor Oracle SRs as needed.	.5
6.	For ongoing IT staff resources, please provide the following information: <ol style="list-style-type: none"> <li>Type of positions required, as applicable (e.g., help desk, trainer, report developer, application support, system administrator, security administration, etc.)</li> <li>Number of FTEs within each position</li> <li>Skill sets required for each position</li> <li>Training required and whether the Vendor provides this training</li> </ol>		
	Role	FTE	Skill Set / Training
	System Administrator	1	Basic HR On Boarding, knowledge of Oracle Cloud navigation and basic trouble shooting (all of these may be obtained during the project) This resource will be responsible to coordinate activities, maintenance and testing among the instances after go-live as well as general care of the system for items not provided by Oracle.
	Application Support Specialist	1	Communications (written and verbal), Oracle Cloud navigation and basic trouble shooting. This resource will act as a liaison between the Super Users and End Users and the System Administrator and Reports team.
	Report Developer (Finance and Operational)	2	Knowledge of SQL, PL/SQL, Oracle BI Publisher, OTBI, XML, Shell Scripting (for retrieving and posting files to the UCM Server), SmartView, Financial Reporting Studio.
7.	Do you limit the number of City staff who can call in for support? If yes, explain your model and how additional staff can be included and at what incremental cost? If there is no limitation, the maintenance agreement should clearly state this fact. Are you agreeable to include such language in our contract?		
	Please refer to Oracle’s Cloud Technical Support policy under 5.2 Oracle Cloud Customer Support Systems at: <a href="http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf">http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf</a> .		
8.	Describe the types of support needed to keep the product under current support and to keep the product enhanced.		
	Oracle offers comprehensive support services through Oracle Premier Support. Renewable annually, Oracle Premier Support provides product releases and worldwide technical support through technical engineers and advanced self-service resources. Please refer to <a href="http://www.oracle.com/us/support/premier/overview/index.html">http://www.oracle.com/us/support/premier/overview/index.html</a> for descriptions of Oracle Premier Support.		
9.	If applicable, do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used.		
	Oracle customers have access to specialized online support tools and resources through the customer support portal. This exclusive portal is the industry leader in providing comprehensive support resources. It offers a vast repository of useful information, handbooks, catalogues, diagnostic tools, best practices, patches, and other resources. The portal provides a simplified and customizable dashboard for customers to keep tabs on all their systems activities and Oracle Support interactions.  Customer may be requested to grant support access permission to their environment. Support can leverage the granted access to see and replicate the issue for further troubleshooting.		
10.	Will the vendor contractually agree to:		
	Contractual Inquiry		
	Term / Condition	Yes	No
	Provide on-site staff for training and implementation	X	
	Non-performance hold-backs?		X
	Payment hold-backs until fully operational and formally accepted?		X
	Allow the City to approve Vendor staff assigned to help with implementation?	X	
	One year warranty, during which the annual support conditions apply. The first, annual support payment would occur after the warranty period expires		X
11.	Describe how your software will be licensed to the City (e.g. site license, named users, concurrent users, etc.)		
	Oracle Cloud offers several types of licenses/metrics to govern our products. For example, our ERP applications that we are proposing are mostly governed by a hosted named user license/subscription metric. While the Expenses application and the Invoice application, are governed by the quantity of Expense Reports and Invoice		

	<p>Records in the system respectively. On the HCM side, the applications are governed by a hosted Employee Count metric, a hosted named user metric, or a hosted trainee metric. Our Helpdesk applications are based on monthly sessions and our BI and Technology platform metrics are hosted named user or hosted environment. We work with our customers to simplify the products and metrics so as to make them easily quantifiable and easily understood.</p>
<p><i>Software Updates and Distribution</i></p>	
<p>12.</p>	<p>Will the City be responsible for performing any system updates or release patches?</p>
	<p>The proposed solution is for a SaaS deployment.</p> <p>Oracle performs upgrades to your environments approximately twice a year. We offer a four to six month upgrade window, so you can select an upgrade schedule that works for your business. Standard updates are applied to your environments on a predefined schedule --they are first applied to non-production environments and then to production environments two weeks later, depending on the type of update. This gives you time to test the updates, and identify and report any issues before the updates are applied to your production environment. Major release updates are normally scheduled 3 1/2 weeks apart. If you need additional time to test the upgrade in your non-production environment, you can request additional testing time during the upgrade scheduling process.</p> <p>Customers may use/implement the new functionality within the Cloud Services purchased as it is introduced. Each new release is preceded by a "Release Content Document" and a "What's New in Release NN Guide", amongst others, to provide the details about what is new and/or changed in the upcoming release. These documents will allow you to review the functionality and provide time for you to become familiar with changes. Where possible, Oracle allows you to control when the new feature is exposed to your end users. This allows you to upgrade first, and then manage the introduction and use of new features at a pace that works for you.</p> <p>Oracle releases readiness documentation on upcoming new releases so customers can plan and prepare for upgrades. Documentation includes white papers, manuals, release content documents as well as videos or webcasts from Development. Release Readiness documentation may be found at:  <a href="https://cloud.oracle.com/en_US/saasreadiness/erp?readinessRID=1445271675962">https://cloud.oracle.com/en_US/saasreadiness/erp?readinessRID=1445271675962</a> and  <a href="https://cloud.oracle.com/en_US/saasreadiness/hcm?readinessRID=1445266019356">https://cloud.oracle.com/en_US/saasreadiness/hcm?readinessRID=1445266019356</a>.</p> <p>Information is also available to customers via Oracle Applications Customer Connect, a portal for customers to interact with other cloud customers as well as Oracle. Oracle Applications Customer Connect is a community gathering place for collaboration spanning several solutions. Whether you are looking for the latest release information for Human Capital Management solutions, ERP solutions, upcoming events, answers to use-case questions, or executive messaging, our community is your one-stop-shop.</p>
<p>13.</p>	<p>Describe the product release cycle including:</p> <ol style="list-style-type: none"> <li>a. Frequency of upgrades/enhancements or new versions (major and minor version releases)</li> <li>b. Contents of release,</li> <li>c. How long release takes to implement, and</li> <li>a. Use of release notes.</li> </ol>
	<p>There is no set schedule for Oracle software releases as this varies between products. In general major releases are typically every 12 to 24 months, with interim releases (minor releases) as necessary.</p> <p>Major releases typically include large enhancements to the application components or significant technology enhancements. Minor releases contain the previous release thus allowing customers to skip intermediary releases and apply the latest release when ready. Patches are released based on platform and footprint.</p> <p>Oracle applies required maintenance and performs release upgrades to the customer's environment on a periodic basis.</p> <p>Oracle provides a full set of product documentation, in electronic format with its products. This documentation can include installation guides, system administration guides, user guides, service manuals, technical reference manuals, release notes, as well as other deliverables that vary by product. Documentation is accessible and downloadable through Oracle's support site:  <a href="http://www.oracle.com/technetwork/indexes/documentation/index.html">http://www.oracle.com/technetwork/indexes/documentation/index.html</a>.</p>

	<p>Depending on the product, the online manuals are in either a PDF file format, which can be viewed using Adobe Acrobat Reader, or in an HTML file format, which can be viewed in a web browser. Documentation for each product and release is also contained in a compressed document file by product and release.</p> <p>Denovo recommends a once month testing cycle to ensure new / existing / upgraded functionality performs as expected prior to moving / approving a major upgrade be moved to PROD (i.e. Upgrade from Cloud release 11 to release 12.)</p>
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**1. Please specify the nature and conditions of any post-implementation support options including:**  
*a. Post-go live support that is included in the proposal response*

Oracle provides enhanced electronic-based and telephone technical support to customers with a current technical support services agreement. Customers have access to the largest and most advanced support organization in the world, with approximately 18,000 customer support specialists and 34,000 developers and engineers working in 29 languages from 28 global support centers across 145 countries. Technical support services are available to resolve product issues quickly and accurately by providing answers to product questions that are general or routine in nature. This includes questions about product functionality, syntax, setup, and use. Technical support engineers will also work with customers to diagnose and troubleshoot errors, determine workarounds, and process enhancement requests. Technical support is provided for issues (including problems created by the user) that are demonstrable, running unaltered, and on an appropriate hardware, database and operating system configuration, as specified in the customer order or program documentation.

*b. Onsite support (e.g. system tuning, application configuration, interface issues, report development, network optimization, user training and tips to optimize the user experience)*

Oracle Advanced Customer Support (ACS) operates globally as a part of Oracle Customer Support Services and partners closely with Oracle Development to deliver a broad range of services which build upon Oracle Premier Support to help customers maximize solution availability, performance, and value. Engineers provide proactive and preventive support using advanced diagnostic tools to help customers increase system availability, reduce risk, and accelerate return on investment across the Oracle stack of products. A portfolio of mission-critical support services are available that can be tailored to specific customer information technology (IT) and business needs. Services include the following:

- **Oracle Solution Support Center** – Customers receive comprehensive personalized support for mission-critical Oracle environments with Oracle Solution Support Center. An Oracle Technical Account Manager and a dedicated team of advanced support engineers work closely with customer to provide personalized support across the entire Oracle stack. The team gains an intimate understanding of the customer’s configurations, processes, projects, and objectives to accelerate resolution, proactively prevent problems, and optimize their solution over time. Critical issues receive immediate attention from the team through a dedicated hotline.
- **Oracle Priority Support** – Oracle Priority Support delivers an advanced level of IT support that provides faster problem resolution through priority handling of service requests and proactive guidance. As a complement to Oracle Premier Support, this annual service delivers the personalized support that delivers faster problem resolution, preferred access to Oracle technical resources, and improved availability and reliability.
- **Oracle On-Site Support** – Advanced support engineers and Technical Account Managers work with customers onsite and remotely to provide proactive and preventive support, and tailored technical assistance to help accelerate adoption and optimize performance of Oracle technology. Through a collaborative relationship with the customer IT team, Oracle is able to understand the customer’s business and IT requirements.
- **Oracle Systems Optimization Support** – Oracle experts can assist with a wide range of operational tasks and change efforts associated with Oracle hardware and software. Available offerings begin with product installation and start-up and extend throughout the IT lifecycle. Oracle Advanced Support Engineers utilize proven methodologies and best practices as well as advanced support diagnostic tools to support a customer’s changing IT needs.
- **Oracle Advanced Support Cloud Services** –Through codified global best practices, automation, and global Centers of Excellence, customers receive support solutions that are engineered to deliver the needed results. Available services include, Oracle Advanced Monitoring and Resolution, Oracle Migration Service, Oracle Consolidation Planning Service, Oracle Performance Tuning and Benchmarking Service, and Oracle Load Testing and Analysis Service.
- **Advanced Support Offerings by Product** – Oracle Advanced Customer Support offers a range of helpful support services spanning the IT lifecycle and the complete Oracle hardware and software stack. Options include, Advanced Support for Oracle Engineered Systems, Advanced Support for Oracle Servers and Storage, Advanced



Support for Oracle Database, Advanced Support for Oracle Fusion Middleware, and Advanced Support for Oracle Applications.

Further information is provided at <http://www.oracle.com/us/support/advanced-customer-services/index.html>

*c. Telephone support,*

Telephone support in English is provided 24-hours per day, 7-days a week. Telephone support in an additional 28 languages is provided during local business hours for most products. For further information, please refer to the Oracle Support Contacts Global Directory located at <http://www.oracle.com/support/contact.html>.

*d. Help Desk services (If there is a service level agreement for your help desk, please provide a copy with your RFP response.)*

Service requests for Oracle Cloud Services may be submitted by Customer's designated technical contacts via the Oracle Cloud Customer Support Systems noted in Section 6.2 of this Policy. The severity level of a service request submitted by Customer is selected by both Customer and Oracle, and must be based on the following severity definitions:

**SEVERITY 1**

Customer's production use of the Oracle Cloud Service is stopped or so severely impacted that Customer cannot reasonably continue work. Customer experiences a complete loss of service. The impacted operation is mission critical to the business and the situation is an emergency. A Severity 1 service request has one or more of the following characteristics:

- Data corrupted
- A critical documented function is not available
- Service hangs indefinitely, causing unacceptable or indefinite delays for resources or response
- Service crashes, and crashes repeatedly after restart attempts.

Oracle will use reasonable efforts to respond to Severity 1 service requests within one (1) hour. Oracle will work 24/7 until the Severity 1 service request is resolved, a reasonable work-around is put in place, or as long as useful progress can be made. Customer must provide Oracle with a contact during this 24/7 period to assist with data gathering, testing, and applying fixes. Customer is required to propose this severity classification with great care, so that valid Severity 1 situations obtain the necessary resource allocation from Oracle.

**SEVERITY 2**

Customer experiences a severe loss of service. Important features of the Oracle Cloud Services are unavailable with no acceptable workaround; however, operations can continue in a restricted fashion.

**SEVERITY 3**

Customer experiences a minor loss of service. The impact is an inconvenience, which may require a workaround to restore functionality.

**SEVERITY 4**

Customer requests information, enhancement, or documentation clarification regarding the Oracle Cloud Service, but there is no impact on the operation of such service. Customer experiences no loss of service.

For further information please refer to Section 6 Oracle Cloud Support Policy of the Oracle Cloud Enterprise Hosting and Delivery Policies: <http://www.oracle.com/us/corporate/contracts/cloud-ent-hosting-del-policies-1881438.pdf>.

*e. Toll-free support line*

Yes, Oracle has a toll-free customer service number, 1 (800) 392-2999.

*f. Users group (i.e. - information about it, where it is held and when. If no, are you planning one?)*

**ORACLE GLOBAL USER GROUPS – OVERVIEW**

Oracle is committed to fostering strong and independent user group communities around the world. Worldwide there are over 900 independent users groups with 500,000 members. User groups provide dynamic forums for like-minded customers to share information, experiences, and expertise. Focused on products, technologies, applications and industries, the users groups offer an environment for all customers to network, share information and best practices.



For additional information about Oracle’s Users Groups please visit:

<http://www.oracle.com/us/corporate/customers/user-groups/index.html>.

#### **ORACLE’S ROLE WITH USER GROUPS**

The users groups are independent communities. They receive no funding from Oracle. They have separate Websites and host their own meetings and conferences. Oracle provides speakers for their meetings and conferences.

#### *g. Online knowledgebase (i.e. – how it is accesses, who updates it, etc.)*

Oracle offers customers an on demand repository of answers to questions and approaches to complex technical problems. Oracle’s knowledgebase of over a million solutions for more than 3,000 products, enables users to leverage the knowledge captured from technical support engineers and empower customers with immediate on demand Web-based support. The knowledgebase is accessible 24/7 through the support portal and provides hints, tips, techniques, best practices, and answers to frequently asked questions.

#### *2. Describe your maintenance programs and options with associated pricing.*

The proposed solution is for a SaaS deployment. Oracle Cloud applications are 100% SaaS, providing capabilities customers expect out of SaaS applications including lower TCO, with no hardware to purchase or software to manage and automatic upgrades and rapid feature advancement. Operational tasks such as installation, patches, ongoing maintenance, upgrades, monitoring, and backup and recovery are managed by Oracle Cloud Operations and those costs are included as part of the subscription costs.

#### *3. Describe and provide pricing for any “software as a service” (SaaS) model that you offer (where there is no up-front license fee, but instead a monthly charge which may include maintenance).*

Oracle is proposing software as a service (SaaS) model pricing. This model consists of an annual subscription fee which includes every single layer of the technology stack needed to operate an ERP/HCM system all-inclusive in the subscription fee. Subscription fee includes the functional application layer (Cloud ERP, HCM, EPM), the hardware (remote offsite secure Oracle Data Center (cloud)), operating system, database, middleware, Disaster Recovery, etc.).

Oracle Cloud Applications offer all of the advantages of Software as a Service (SaaS) applications including lower TCO, with no hardware to purchase or software to manage, automatic upgrades and rapid feature advancement. Therefore the proposed Database and Release Number as well as the proposed Operating system and Release number are not relevant, however should you want to know, Oracle Cloud Applications currently utilize the Oracle database 11g as its underlying database and Oracle deploys Cloud Applications primarily on Oracle Exadata servers running Oracle Unbreakable Linux at the most current stable version. For the Software subscription fees, the main factors that could affect the fees are the quantity of employees and the specific number of users, as well as the timing of the purchase. As with any RFP response, we are pricing the license/subscription fees based on the best information available in the RFP and our proposed licensing and subscription fees should be directionally correct. As always we would welcome the opportunity to learn more about the potential users and deployment methods in order to fine tune the pricing and user count estimates. This usually comes as part of a BAFO process. Additionally, we have priced the subscription fees under the assumption that the City licenses/subscribes to all fees proposed in a single order. If for example the City would like to subscribe to only a portion of the products that we are proposing, such as the Financial Suite of applications for example and not HR (or purchase HR at a later time or vice versa then this bundled pricing may need to be re-contemplated and structured differently.

**4. Post Implementation Assessment:** *The City of Hollywood is looking to incorporate a philosophy of continuous improvement (akin to Kaizen/Lean) in its project management approach for this initiative as well as for the lifecycle of the proposed enterprise software used in the City. Traditional software projects and implementation would cease major activity once the go-live milestone has been accomplished. The City’s perspective is that it would, instead, be a starting and not an end point for the project. A multi-year post go-live lifecycle should ensue incorporating validation of prior implementation milestones, revisiting inefficiencies, and providing a gradual and iterative optimization of the City’s investment over the period of 4 years. This would not only allow the City to fully utilize the chosen system to its fullest potential, but also cater to the change management challenges usually involved in a major paradigm and system shift by City staff. To this end, we are requesting; periodic revisits of our implementation of major modules every 6-12 months for a duration of at least two weeks where additional time and funds are allocated to optimizing, correcting, and reinforcing efficiencies, processes, and systems, estimated costs for annual trainings and education for appropriate staff, etc. Please provide a description and estimated costs of your approach that aligns with these principles or provide a suitable alternative.*

As part of an optional service offering, Denovo offers Managed Application Cloud Services to help companies manage and support their Cloud applications. Management and support services include everything from scheduling clones, upgrades, issue tracking/resolution, regression testing, and ongoing assessment of deployed functionality and user adoption to ensure that customers are achieving maximum benefit on their investment.

We have four optional services options:

1. Basic Option: Includes unlimited application functional support at a guaranteed SLA using our online ticketing service for a monthly flat fee.
2. Enhanced Option: Includes 'Basic' plus monthly governance meetings, 'how to' training for current functionality, regression testing, and quarterly system health-check and assessment of user adoption to ensure you're achieving business benefit from standard system functionality.
3. Assessment Option: Includes the quarterly system health-check and user adoption assessment.

Pricing for all three options are included under the 'Other Items' tab of the Pricing Proposal form.

## 8 Functional System Requirements

Responses to the requirements referenced in section 4 of this RFP must be provided in this section of the Vendor's response. As noted earlier in section 1.1, if the City has requested unnecessary functionality or features, given the Hosted/SaaS directive or Vendor optimization, the proposer should indicate which requirements have been deprecated in the appropriate comment section and indicate how the City would be able to conduct business in an equivalent or more efficient manner without providing the functionality that was explicitly requested.

### 4.1 Introduction

The requirements defined in this section contain the overall general functions of the requested software solution. The primary objective of the City in implementing a new system is to provide a more integrated information system environment that will eliminate the redundant entry of data, provide improved system capabilities, provide improved access to data, and streamline overall operations.

Identified in the attached Excel spreadsheet (version 2010) are a number of requirements that must be addressed by the vendor's proposal.

These requirements are considered mandatory in implementing the complete solution as defined in section 3. If the City has requested unnecessary (in the proposer's estimation) functionality or features, the proposer should indicate which requirements have been deprecated in the appropriate comment section and indicate how the City would be able to conduct business in an equivalent or more efficient manner without providing the requested functionality. Together they define a system that will operate efficiently in the proposed computer environment while providing a high level of flexibility in meeting the City's current and future data needs. Vendors must replace cells A1:G1 in the first module (General and Technical Requirements) with the vendor's **Company Name** which will be repeated and printed for each subsequent module. The **Priority** column includes one of the following entries to indicate the importance of the specification/report to the City:

<b>"H" – High:</b>	This would be a feature that the City already has and uses in its current software or, alternatively, is available and/or tracked in a shadow system (i.e., spreadsheet, document, external database, etc.).
<b>"M" – Medium:</b>	This is a feature that the City would like in the new system that is not currently being tracked or is not existing functionality.
<b>"L" – Low:</b>	This would be a feature that, while of interest, is not applicable at this time or something that could be a future deployment.

Each vendor should review the specifications and reports listed in each subsection and respond as to their availability within the vendor's software system. The responses should be entered under the **"Availability"** column of each form as follows:

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

Use the **Cost** column for "M" or "F" responses to estimate the cost to be incurred by the City to secure the specification/report. Use the **Comment** column to provide additional comments pertaining to your response for that item.

The **Required Product(s)** column is to be used to specify what product (e.g. product name / software module) is proposed. The cells D10:G10 in the form which currently read "Replace this text with the primary product name(s) which satisfy requirements" must be updated. This name will be automatically populated in the **Required Product(s)** column for each specification in the module. The automated values in this column must be updated for any exceptions where a different or additional product is required to satisfy the requirement.

Vendors proposing a multi-product solution should complete a General and Technical module specification response for each product.

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

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>General Information</b>					
2	Ability to track and report on the following information in the accounts payable module:	-			Oracle Fusion Financials Cloud Service	
3	GL Account (including sub-ledger, if applicable)	L	Y		Oracle Fusion Financials Cloud Service	
4	Batch number (manual entry or system assigned), batch date (system recorded) and batch total	H	N		Oracle Fusion Financials Cloud Service	
5	User ID (system recorded)	H	Y		Oracle Fusion Financials Cloud Service	
6	Posting date	H	Y		Oracle Fusion Financials Cloud Service	
7	Due date	H	Y		Oracle Fusion Financials Cloud Service	
8	Purchase order number	H	Y		Oracle Fusion Financials Cloud Service	
9	Partial payment number (for multiple payments on the same PO)	H	Y		Oracle Fusion Financials Cloud Service	
10	Invoice number (alphanumeric; please indicate the maximum size of invoice number in comments)	H	Y		Oracle Fusion Financials Cloud Service	50 Characters (Alphanumeric)
11	Invoice amount	H	Y		Oracle Fusion Financials Cloud Service	
12	Invoice date	H	Y		Oracle Fusion Financials Cloud Service	
13	Hold indicator	H	Y		Oracle Fusion Financials Cloud Service	
14	Description (Please indicate maximum characters in comments)	H	Y		Oracle Fusion Financials Cloud Service	240 Characters
15	Contract number/information	H	Y		Oracle Fusion Financials Cloud Service	
16	User-defined fields	H	Y		Oracle Fusion Financials Cloud Service	
17	Payment type/code (e.g. special handling for checks that do not get mailed)	H	Y		Oracle Fusion Financials Cloud Service	
18	Payment date	H	Y		Oracle Fusion Financials Cloud Service	
19	Check number	H	Y		Oracle Fusion Financials Cloud Service	
20	Bank clearance date	H	Y		Oracle Fusion Financials Cloud Service	
21	Vendor Information	H	Y		Oracle Fusion Financials Cloud Service	
22	Void Check Information	H	Y		Oracle Fusion Financials Cloud Service	
23	Document or voucher number (separate from check number, system generated)	H	Y		Oracle Fusion Financials Cloud Service	
24	City employee user ID (user that created the record)	H	Y		Oracle Fusion Financials Cloud Service	
25	1099 Information	H	Y		Oracle Fusion Financials Cloud Service	
26	Ability to post invoices which update, in real-time, the accounts payable file, reduce the related encumbrance(s), update the vendor master file, update the general ledger, generate checks or ACH's and create detailed transaction records for audit and analysis.	H	Y		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
27	Ability to track Vendors payments by fiscal year as well as calendar year	H	Y		Oracle Fusion Financials Cloud Service	
28	Ability to handle all transaction processing including file maintenance and transaction entry online or in real time processing mode as determined by the user.	M	Y		Oracle Fusion Financials Cloud Service	
29	Ability to provide a method of assigning separate approval levels to users for processing invoices, receiving reports, payments, requisitions and purchase orders (edit and update functions).	H	Y		Oracle Fusion Financials Cloud Service	
30	Ability to establish levels of approval for one or more individuals with approval authority by department and within central review organizations (e.g., Purchasing, Fiscal Management, Budget).	H	Y		Oracle Fusion Financials Cloud Service	
31	Ability to report on and analyze end of year open/encumbered requisitions, purchase orders, and invoices to report the appropriate liability amounts in the financial statements.	H	Y		Oracle Fusion Financials Cloud Service	
32	Ability to perform dual year accounting (i.e. ability to select between prior and current year payments when processing each invoice).	M	Y		Oracle Fusion Financials Cloud Service	
33	Ability to alert if an invoice is being processed for a vendor that is flagged as debarred or suspended	H	Y		Oracle Fusion Financials Cloud Service	
34	Ability to alert if an invoice is being processed for a vendor exceeds a city-wide procurement or contract threshold	M	Y		Oracle Fusion Financials Cloud Service	
35	<b>Ability to flag or prohibit the following with the ability of authorized users to override:</b>	-			Oracle Fusion Financials Cloud Service	
36	The receiving date from being earlier than the requisition date of a purchase order or effective date of a contract	H	Y		Oracle Fusion Financials Cloud Service	
37	The quantity received from being greater than the quantity approved on the purchase order / contract	H	Y		Oracle Fusion Financials Cloud Service	
38	The unit price from being greater than the unit price approved on the purchase order / contract	H	Y		Oracle Fusion Financials Cloud Service	
39	The payment amount is greater than the defined budgetary category or contract balance	H	Y		Oracle Fusion Financials Cloud Service	
40	Ability to have a separate comments section on the payable document for internal use only.	H	Y		Oracle Fusion Financials Cloud Service	
41	<b>Vendor File Set-Up and Maintenance</b>					
42	Ability to assign classifications to vendors (i.e. Regular, One-Time/Alternate, Employee, accounts payable, bid, governmental agencies, volunteers, EFT, etc.) and limit access for updating vendor information based on an appropriate user level of authority.	H	Y		Oracle Fusion Financials Cloud Service	
43	Ability to prevent duplicate entries of vendor information, providing warnings to system users of duplicates. (such as double checking addresses and for similarities in the vendor name, in case for example, either "South" or "S." are used)	H	Y		Oracle Fusion Financials Cloud Service	
44	Ability to create multiple addresses per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, etc.); and the ability to select different remit addresses during the voucher payment process.	H	Y		Oracle Fusion Financials Cloud Service	
45	Ability to track and search on vendor file address fields including name, address (multiple), phone (multiple), fax and email, contact info, number, type, status (active / inactive), tax ID & type, commodity code (multiple).	H	Y		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
46	Ability to track and report on number of awards, purchases with dollar amounts for each vendor.	M	Y		Oracle Fusion Financials Cloud Service	
47	Ability to input or designate a "Vendor Name and Address" for 1099 Reporting purposes for each 1099 vendor in the system.	H	Y		Oracle Fusion Financials Cloud Service	
48	Ability to enter all needed vendor bank information for EFT payments (ABA number, bank account number, bank name, etc.).	H	Y		Oracle Fusion Financials Cloud Service	
49	Ability to track and report on the following information in the vendor master file:	-			Oracle Fusion Financials Cloud Service	
50	Vendor number	H	Y		Oracle Fusion Financials Cloud Service	
51	Status (active or inactive)	H	Y		Oracle Fusion Financials Cloud Service	
52	Contact name, address, phone number, remit-to name, and remit-to address	H	Y		Oracle Fusion Financials Cloud Service	
53	Bid address	H	Y		Oracle Fusion Financials Cloud Service	
54	Vendor bank number (for ACH payments)	H	Y		Oracle Fusion Financials Cloud Service	
55	Federal ID/Social Security Number	H	Y		Oracle Fusion Financials Cloud Service	
56	Type of minority business	H	Y		Oracle Fusion Financials Cloud Service	
57	Type of Vendor (AP, PO, Impact Certificate Vendor)	H	Y		Oracle Fusion Financials Cloud Service	
58	Commodity code	H	Y		Oracle Fusion Financials Cloud Service	
59	Search ID (if a vendor's name also has an alias that they are known as (i.e. PMI))	H	Y		Oracle Fusion Financials Cloud Service	
60	Other user-defined fields	M	Y		Oracle Fusion Financials Cloud Service	
61	Ability to input comments regarding account status for the vendor record.	H	Y		Oracle Fusion Financials Cloud Service	
62	Ability to establish security for limited access to social security or tax ID numbers on vendor file.	H	Y		Oracle Fusion Financials Cloud Service	
63	Ability to make additional notes / comments related to vendors.	M	Y		Oracle Fusion Financials Cloud Service	
64	Ability to interact with vendors on-line, place orders, receive invoices and make payments electronically.	M	Y		Oracle Fusion Financials Cloud Service	
65	Ability to annually remove inactive vendors based upon flexible, user-generated parameters.	M	N		Oracle Fusion Financials Cloud Service	Vendors can be inactivated, not deleted or removed, preventing further transactions and commitments. Many Vendors can also be merged into one Vendor; then you can inactivate that single Vendor.
66	Ability to generate mailing lists and labels for mailings to vendors (email and physical).	H	Y		Oracle Fusion Financials Cloud Service	
67	Ability to make changes or deletions to the vendor master file without affecting vendor information on check (payment) history.	H	Y		Oracle Fusion Financials Cloud Service	
68	Ability to prevent inactivation of a vendor if there are unpaid items, open purchase orders or a transaction history during the current fiscal year.	H	Y		Oracle Fusion Financials Cloud Service	Inactivation is not prevented if there are open transactions. However, once inactivated, a supplier's open transactions can be completed but new transactions are prevented.
69	Ability for vendor payment history to be either retained or archived for an unlimited number of years based upon user criteria.	H	Y		Oracle Fusion Financials Cloud Service	

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<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
70	Ability to enter a zip code and have multiple city names display for a single zip code.	M	Y		Oracle Fusion Financials Cloud Service	
71	Ability to perform the following vendor self service functions, including:	-			Oracle Fusion Financials Cloud Service	
72	Register online, identify the services they provide (commodity codes)	M	Y		Oracle Fusion Financials Cloud Service	
73	Pay registration fees via credit card	M	N		Oracle Fusion Financials Cloud Service	
74	Inquire when goods/service were received	M	Y		Oracle Fusion Financials Cloud Service	
75	Inquire when invoice was received	M	Y		Oracle Fusion Financials Cloud Service	
76	Inquire on payment status	M	Y		Oracle Fusion Financials Cloud Service	
77	Inquire on expected payment date	M	Y		Oracle Fusion Financials Cloud Service	
78	Update their contact information	M	N		Oracle Fusion Financials Cloud Service	
79	Inquire on payment history	M	Y		Oracle Fusion Financials Cloud Service	
80	Update payment method preferences	M	Y		Oracle Fusion Financials Cloud Service	
81	Unlimited user defined fields	M	Y		Oracle Fusion Financials Cloud Service	
82	<b>Invoice Entry and Processing</b>					
83	Ability to default the GL expense account in the vendor's record, allowing for the editing of this account when entering the invoice within the Accounts Payable and/or Purchasing module.	M	Y		Oracle Fusion Financials Cloud Service	
84	Ability to process one invoice (voucher) or multiple invoices (vouchers) for one purchase order (or encumbrance) and/or for one purchase order line.	H	Y		Oracle Fusion Financials Cloud Service	
85	Ability to distribute invoice payments by item or total into multiple general ledger accounts, department, activities, funds and cost categories, project codes, etc.	H	Y		Oracle Fusion Financials Cloud Service	
86	Ability to distribute an unlimited number of invoice line items on an invoice (voucher).	M	Y		Oracle Fusion Financials Cloud Service	
87	Ability to input detailed line item information on a transaction in searchable fields.	M	Y		Oracle Fusion Financials Cloud Service	
88	Ability to limit the processing of a voucher, only up to the amount of the current encumbrance. If the amount due on the vendor invoice exceeds the current encumbrance, key entry would be suspended pending workflow approval and an error message would be displayed.	M	Y		Oracle Fusion Financials Cloud Service	
89	Ability to allow for budget and edit checks of all entered vouchers/tallies to ensure appropriate data entry fields are filled in.	M	Y		Oracle Fusion Financials Cloud Service	
90	Ability for user to make real-time inquiries into the General Ledger during invoice entry.	H	Y		Oracle Fusion Financials Cloud Service	
91	Ability to scan received invoices centrally and route through workflow to the appropriate departments for review and approval with appropriate controls and security established.	M	Y		Oracle Fusion Financials Cloud Service	
92	Ability to accommodate decentralized or centralized invoice entry.	M	Y		Oracle Fusion Financials Cloud Service	
93	Ability to perform data validation on-line during entry including purchase order number, vendor number, commodity code and coding elements, checking for required fields as well as allowable field values with the ability to override, with appropriate security. System should provide error messages for on-line transactions.	M	Y		Oracle Fusion Financials Cloud Service	
94	Ability to have system check for and prohibit entry of duplicate invoices for a vendor, with override and audit log for authorized system users.	M	Y		Oracle Fusion Financials Cloud Service	



4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
95	Ability to handle vendor payment retainages by percent of contract or other defined amount.	M	N		Oracle Fusion Financials Cloud Service	
96	Ability to enter and track Invoice retainage all the way to final payment.	M	N		Oracle Fusion Financials Cloud Service	
97	Ability for authorized users to make edits and revisions to unposted invoice transactions with proper audit trail prior to posting.	H	Y		Oracle Fusion Financials Cloud Service	
98	Ability to enter invoice and invoice line item description of at least 255 characters	H	Y		Oracle Fusion Financials Cloud Service	
99	Ability to enter an invoice without a corresponding purchase order.	H	Y		Oracle Fusion Financials Cloud Service	
100	Ability to designate "separate check" on an invoice transaction	H	Y		Oracle Fusion Financials Cloud Service	
101	Ability to match purchase orders, receiving reports, and vendor invoices (3 way match).	H	Y		Oracle Fusion Financials Cloud Service	
102	Ability of the system to flag transactions detected in error in the batch processing and preclude only erroneous transactions from further processing.	M	Y		Oracle Fusion Financials Cloud Service	
103	Ability to delete or modify an invoice record before it is scheduled for payment.	H	Y		Oracle Fusion Financials Cloud Service	
104	Ability for the system to generate payment date based on (1) terms assigned to invoice or (2) due dates on the invoice; also the ability for the system generated payment date to be overridden during the voucher data entry process.	L	Y		Oracle Fusion Financials Cloud Service	
105	Ability to provide security related to the viewing of entered AP batches where authorized users can view their batches or those batches of users they supervise.	H	N		Oracle Fusion Financials Cloud Service	Invoice Group is provided for querying purposes which can allow users to query their own invoice groups/batches but security is not provided based on invoice group.
106	Ability to adjust an invoice to reflect damaged goods received and returned, unapplied discounts, etc., using debit/credit memos.	M			Oracle Fusion Financials Cloud Service	
107	Ability for Debit and Credit Memos to either be applied to specific invoices (vouchers) or be unapplied and on the vendor's account.	M	Y		Oracle Fusion Financials Cloud Service	
108	Ability to identify capitalized items as invoices are processed and prompt user to enter fixed assets related details.	M	Y		Oracle Fusion Financials Cloud Service	
109	Ability to permit an error to be corrected by the user without having to back out of the invoice and resubmit it.	M	Y		Oracle Fusion Financials Cloud Service	
110	Ability to automatically attach the information from the referenced purchase order line item(s) to the invoice.	H	Y		Oracle Fusion Financials Cloud Service	
111	Ability to override the referenced procurement information with the proper authority.	H	Y		Oracle Fusion Financials Cloud Service	
112	Ability to track and report on pending encumbrances to be liquidated until the final update of the invoice batch.	M	Y		Oracle Fusion Financials Cloud Service	
113	Ability to change vendor number and address from PO to invoice/payment with proper authority.	M	N		Oracle Fusion Financials Cloud Service	Accounts Payable does not provide this functionality in accord with best practices and internal controls as part of the procurement lifecycle.
114	Ability to process invoices for both the prior fiscal year and current fiscal year.	M	Y		Oracle Fusion Financials Cloud Service	
115	Ability to enter more than one invoice against the same purchase order in a single day.	H	Y		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
116	Ability to make partial payments on purchase orders based on invoice amount.	H	Y		Oracle Fusion Financials Cloud Service	
117	Ability to pay both travel and non-travel employee expenses including: mileage, lodging, meal allowance / per diem, transportation fares, parking fees, airline, organizational dues, school reimbursement, magazine subscriptions, seminar fees, car rental, and other expenses.	M	Y		Oracle Fusion Financials Cloud Service	
118	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report.	M	Y		Oracle Fusion Financials Cloud Service	
119	Ability to enter prepaid tickets (airlines) as prepayments for the employee but paid to the vendor (travel agent) issuing the tickets.	M	Y		Oracle Fusion Financials Cloud Service	
120	Ability to reference other company paid travel expenses (credit card charges) to the employee's expense report for reconciliation.	M	Y		Oracle Fusion Financials Cloud Service	
121	Ability to process check requests for employee's expense report payments as vendor invoice.	M	Y		Oracle Fusion Financials Cloud Service	
122	Ability of the system to automatically generate a check, (with accounting approval & release) if the employee expenses are greater than the advances.	M	Y		Oracle Fusion Financials Cloud Service	
123	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	M	Y		Oracle Fusion Financials Cloud Service	
124	<b>Payment Processing</b>					
125	Ability to include the following activities:	-			Oracle Fusion Financials Cloud Service	
126	Scheduling of payments	H	Y		Oracle Fusion Financials Cloud Service	
127	Calculating and taking of discounts	M	Y		Oracle Fusion Financials Cloud Service	
128	Capability of holding payments	H	Y		Oracle Fusion Financials Cloud Service	
129	Releasing of payments	H	Y		Oracle Fusion Financials Cloud Service	
130	Specifying a minimum payment amount	M	Y		Oracle Fusion Financials Cloud Service	
131	Ability to hold invoice or invoices if the vendor payment is below the minimum payment amount up to a user defined period of time (i.e. 30 days)	M	Y		Oracle Fusion Financials Cloud Service	
132	Ability to process a check or an EFT transaction using the same vendor number.	H	Y		Oracle Fusion Financials Cloud Service	
133	Ability to generate a one-time payment without creating a permanent vendor in the master file. System retains information on name, date, and amount of vendor payment.	M	Y		Oracle Fusion Financials Cloud Service	
134	Ability to post invoice payments into a future posting accounting period.	H	Y		Oracle Fusion Financials Cloud Service	
135	Ability to calculate pending items (outstanding requisitions) out of appropriations available.	M	Y		Oracle Fusion Financials Cloud Service	
136	Ability to enter serial number information on a payment voucher record.	M	Y		Oracle Fusion Financials Cloud Service	
137	Ability to support recurring payment vouchers.	H	Y		Oracle Fusion Financials Cloud Service	
138	Ability to allow user to specify special routing/handling for payments.	H	Y		Oracle Fusion Financials Cloud Service	
139	Ability to designate preferred payment methods for each vendor, by distribution type, and with the ability for authorized users to override.	H	Y		Oracle Fusion Financials Cloud Service	
140	Ability to issue Electronic Payment Package (e.g. field purchase orders) and other forms of payment that do not require a Purchase order.	M	Y		Oracle Fusion Financials Cloud Service	
141	Those that do not require a PO should include the following capabilities:	M	Y		Oracle Fusion Financials Cloud Service	
142	Input and store quantity, price and description	M	Y		Oracle Fusion Financials Cloud Service	
143	Calculate and extend price	M	Y		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
144	Calculate total price	M	Y		Oracle Fusion Financials Cloud Service	
145	Assign vendor number	M	Y		Oracle Fusion Financials Cloud Service	
146	Ability to email Electronic Payment packages	M	Y		Oracle Fusion Financials Cloud Service	
147	Ability to view multiple line items/descriptions	M	Y		Oracle Fusion Financials Cloud Service	
148	Ability to preview and edit Electronic payment packages on screen exactly as printed	M	R		Oracle Fusion Financials Cloud Service	
149	Ability to automatically close POs after final payment is issued if payment results in a zero balance on the PO. User should have the ability to indicate if this should be processed as a final payment at the time of invoice entry whether the PO amount has a balance or not. Balance of encumbrance would require liquidation when user directed-closed.	M	Y		Oracle Fusion Financials Cloud Service	
150	Ability to hold payments on any specific open item or for all invoices of a particular vendor, with the ability to report on held invoices / vendors.	H	Y		Oracle Fusion Financials Cloud Service	
151	Ability to process checks or electronic payments from documents other than Purchase Orders.	H	Y		Oracle Fusion Financials Cloud Service	
152	System supports approval and tracking of petty cash transactions.	M	Y		Oracle Fusion Financials Cloud Service	
153	Ability to restrict certain transactions from being entered as petty cash transactions (for example food and gas).	M	Y		Oracle Fusion Financials Cloud Service	
154	Ability to associate payment terms by encumbrance (i.e. PO, contract, etc.), invoice or vendor.	M	Y		Oracle Fusion Financials Cloud Service	
155	Ability to override payment terms as specified in the vendor master file.	H	Y		Oracle Fusion Financials Cloud Service	
156	Ability to automatically calculate payment due date to take advantage of available discounts.	M	Y		Oracle Fusion Financials Cloud Service	
157	System allows for automatic capturing and recording (in A/P and G/L) of vendor discount based on terms code identified upon payment.	M	Y		Oracle Fusion Financials Cloud Service	
158	Ability to restrict the payment for an item until fixed asset information is completed and a number has been assigned.	M	Y		Oracle Fusion Financials Cloud Service	
159	Ability to prevent the alteration of payment information once approval of the payment has been secured, except for 1099 related fields.	H	Y		Oracle Fusion Financials Cloud Service	
160	Ability to capture vendor discount based on terms code identified upon payment.	M	Y		Oracle Fusion Financials Cloud Service	
161	Ability to alert the user of a missed discount.	L	R		Oracle Fusion Financials Cloud Service	
162	Ability to track invoice, payment and general ledger dates separately and to change payment due dates and general ledger dates prior to payment.	H	Y		Oracle Fusion Financials Cloud Service	
163	Ability to report on and separately list debit and credit payment amounts for a payment transaction.	L	Y		Oracle Fusion Financials Cloud Service	
164	Ability to prevent double posting of batches.	H	Y		Oracle Fusion Financials Cloud Service	
165	Ability to automatically liquidate current or prior year (as applicable) encumbrances upon payment of invoices with ability to track current and prior year purchase order liquidations separately.	H	Y		Oracle Fusion Financials Cloud Service	
166	Ability to pay via the following methods:	-	Y		Oracle Fusion Financials Cloud Service	
167	ACH/EFT	H	Y		Oracle Fusion Financials Cloud Service	
168	Wire transfer	H	Y		Oracle Fusion Financials Cloud Service	
169	Check	H	Y		Oracle Fusion Financials Cloud Service	
170	P-card	H	N		Oracle Fusion Financials Cloud Service	
171	Virtual Credit Card	H	N		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
172	Ability to process direct buying and processing of vendor invoices which did not originate via a purchase order with multiple approval workflows based on category.	H	Y		Oracle Fusion Financials Cloud Service	
173	Ability to attach multiple addenda records.	M	Y		Oracle Fusion Financials Cloud Service	
174	Ability for authorized end user to change the format of the bank file when changes are requested from the bank.	M	Y		Oracle Fusion Financials Cloud Service	
175	<b>Check Processing/Printing</b>					
176	Ability to optionally consolidate multiple payments to the same vendor in a check run or have separate checks issued to the same vendor in a check run.	H	Y		Oracle Fusion Financials Cloud Service	
177	Ability for user-defined check formatting.	H	Y		Oracle Fusion Financials Cloud Service	
178	Ability to process one check per vendor with all claims detail support on the corresponding page for additional check stub overflow capacity (if necessary).	H	Y		Oracle Fusion Financials Cloud Service	
179	Ability to process check runs at any time.	H	Y		Oracle Fusion Financials Cloud Service	
180	Ability to select vouchers/tallies for check processing based upon various vendor parameters (i.e. regular, express, one-time, EFT, employee, payroll, etc.).	M	Y		Oracle Fusion Financials Cloud Service	
181	Ability to allow selected items to be paid and items to be withheld from payment for a particular check run.	M	Y		Oracle Fusion Financials Cloud Service	
182	Ability to approve for payment the remaining selected vouchers and print final check register report.	H	Y		Oracle Fusion Financials Cloud Service	
183	Ability to have a maximum check amount.	M	Y		Oracle Fusion Financials Cloud Service	
184	Ability to have a check written against a purchase order that can be allocated to more than one expenditure account.	H	Y		Oracle Fusion Financials Cloud Service	
185	Ability to generate checks on-demand	H	Y		Oracle Fusion Financials Cloud Service	
186	Ability to include details for the original PO on the check stub.	M	Y		Oracle Fusion Financials Cloud Service	
187	Ability to preview check and check stubs before printing and manually add, remove, or edit information included on the check stub.	H	Y		Oracle Fusion Financials Cloud Service	
188	Ability to future date checks to be paid.	M	Y		Oracle Fusion Financials Cloud Service	
189	Ability to support a check writing process on a predetermined schedule (schedule date should be different from "due date").	H	Y		Oracle Fusion Financials Cloud Service	
190	Ability to print laser checks (including logos) on plain/blank, flexible form paper stock (perforated).	H	Y		Oracle Fusion Financials Cloud Service	
191	Ability of the system to NOT print zero amount or negative checks.	H	Y		Oracle Fusion Financials Cloud Service	
192	Ability to print invoice detail on the check stub including credits or invoice adjustments	H	Y		Oracle Fusion Financials Cloud Service	
193	Ability to customize the order that checks are printed (vendor name, check number or other user-defined order).	H	Y		Oracle Fusion Financials Cloud Service	
194	Ability to store an electronic copy of each check.	H	Y		Oracle Fusion Financials Cloud Service	
195	<b>Void Check and Reissue Process</b>					
196	Ability to provide full check voiding, where the vendor master file, general ledger distributions, outstanding checks, and accounts payable detail files are reversed in the general ledger to accommodate voided check.	H	Y		Oracle Fusion Financials Cloud Service	
197	Ability to reissue a voided check, and enter notes in a comment field.	H	Y		Oracle Fusion Financials Cloud Service	
198	Ability for check voiding to provide the option of restoring funds back to the appropriate encumbering document, including blanket POs, or back into the	H	Y		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.					
199	Ability to void a check in the current year related to a different fiscal year than when it was written.	H	Y		Oracle Fusion Financials Cloud Service	
200	Ability to prompt the user if the Purchase Order should be reinstated, when performing a check void.	H	Y		Oracle Fusion Financials Cloud Service	
201	Ability to enforce security measures by allowing only certain authorized personnel to reissue checks.	H	Y		Oracle Fusion Financials Cloud Service	
202	Ability for any check stub overflow printing to automatically void the check number the overflow is printed on. Additional check pages showing check # should be watermarked/void, stub info still can be read.	H	Y		Oracle Fusion Financials Cloud Service	
203	Ability to restart jammed check runs on the printer and void the appropriate checks in the process if necessary.	H	Y		Oracle Fusion Financials Cloud Service	
204	Ability to void and replace checks by: individual check, block of checks or entire check run.	H	Y		Oracle Fusion Financials Cloud Service	
205	Ability for system to ensure that a Voided Check is properly handled in a Positive Pay run.	H	Y		Oracle Fusion Financials Cloud Service	
206	Ability to void a check and have the transaction automatically reflected throughout the financial accounting system.	H	Y		Oracle Fusion Financials Cloud Service	
207	Ability to mark in the outstanding check file when a check has been returned and not yet voided.	M	Y		Oracle Fusion Financials Cloud Service	
208	<b>1099 Processing</b>					
209	System must comply with IRS reporting requirements for tracking vendor payments that are subject to 1099 reporting.	H	Y		Oracle Fusion Financials Cloud Service	
210	Ability to identify Vendors as 1099 vendors and associate their Tax-Id number (TIN).	H	Y		Oracle Fusion Financials Cloud Service	
211	Ability to input TIN or SSN with all vendors (1099 or non-1099 vendors).	H	Y		Oracle Fusion Financials Cloud Service	
212	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	H	Y		Oracle Fusion Financials Cloud Service	
213	System must calculate and deduct backup withholding for vendors that are subject to backup withholding.	H	Y		Oracle Fusion Financials Cloud Service	
214	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	H	Y		Oracle Fusion Financials Cloud Service	
215	Ability to process different types of 1099 forms.	H	Y		Oracle Fusion Financials Cloud Service	
216	Ability to support a 1099 S form (real estate)	H	N		Oracle Fusion Financials Cloud Service	
217	Ability to maintain at least 7 fiscal years of 1099 information.	M	Y		Oracle Fusion Financials Cloud Service	
218	Ability to change 1099 codes to correct data entry errors.	H	Y		Oracle Fusion Financials Cloud Service	
219	Ability to track all required information for 1099 reporting purposes with ability to make immediate correction (i.e. 1099 payments versus non-1099 payments, vendor information, etc.).	H	Y		Oracle Fusion Financials Cloud Service	
220	Updates to annual 1099 forms, IRS file formats, etc. should be provided with the annual software maintenance agreement.	H	Y		Oracle Fusion Financials Cloud Service	
221	Ability to generate necessary analysis reporting for 1099 generation purposes (summary and invoice detail history sorted by tax ID, Report combining multiple vendors with same tax ID).	M	Y		Oracle Fusion Financials Cloud Service	
222	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount	H	Y		Oracle Fusion Financials Cloud Service	

4.2 - Accounts Payable		Oracle Fusion Financials Cloud Service				
<i>Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
223	Ability to download 1099 information to an electronic file(s) meeting IRS requirements.	H	Y		Oracle Fusion Financials Cloud Service	
224	Ability to identify vendors with incomplete 1099 information.	H	Y		Oracle Fusion Financials Cloud Service	
225	<b>Workflow</b>					
226	Ability to authorize payments on entered invoices through an optional workflow with an audit trail of approvals stored with the transaction.	H	Y		Oracle Fusion Financials Cloud Service	
227	Ability to create a user defined review process before posting an entry.	M	Y		Oracle Fusion Financials Cloud Service	
228	Ability to configure a check approval workflow based on multiple amount thresholds that allows approvers to quickly view all supporting documentation for each check.	M	F		Oracle Fusion Financials Cloud Service	Payment Approvals will be provided through a future general (GA) release.
229	Ability to support procurement card transactions with an approval workflow function.	H	Y		Oracle Fusion Financials Cloud Service	

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

4.3 - Bank Reconciliation			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Bank Reconciliation</b>					
2	Ability to use both automated and manual reconciliation features.	H	Y		Oracle Fusion Financials Cloud Service	
3	Ability to automate daily bank reconciliation.	H	Y		Oracle Fusion Financials Cloud Service	
4	Ability to automate monthly bank reconciliation for certain accounts.	M	Y		Oracle Fusion Financials Cloud Service	
5	Ability to query up-to-date daily balance and have it match to credits at the bank.	H	Y		Oracle Fusion Financials Cloud Service	
6	Ability to compare debits/credits with bank based on exceptions.	H	Y		Oracle Fusion Financials Cloud Service	
7	Ability to group exceptions by type.	M	Y		Oracle Fusion Financials Cloud Service	
8	Ability to correlate every transaction to a debit/credit at the bank, including credit card transactions	H	Y		Oracle Fusion Financials Cloud Service	
9	Ability to accommodate multiple cash accounts in the GL. (Identify cash account limit in comments)	H	Y		Oracle Fusion Financials Cloud Service	
10	Ability to accommodate multiple cash accounts at the bank. (Identify cash account limit in comments)	H	Y		Oracle Fusion Financials Cloud Service	
11	Ability to be able to associate a cash account with the project module.	M	Y		Oracle Fusion Financials Cloud Service	The funding source for a grant/project is associated. The bank account, cash account, can be associated with a project directly if project ID is carried in the chart of accounts.
12	Ability to send positive pay file to the bank from both the AP and Payroll sub-modules.	H	Y		Oracle Fusion Financials Cloud Service	
13	Ability to process and transmit AP and Payroll ACH payments through the sub-modules on demand, at users' discretion.	H	Y		Oracle Fusion Financials Cloud Service	
14	Ability to use drill-down capabilities to see historical and transaction-level data.	H	Y		Oracle Fusion Financials Cloud Service	
15	Ability to import a list of cleared checks from the bank.	H	Y		Oracle Fusion Financials Cloud Service	
16	Ability to use drill-down capabilities to see if a check has been issued/cleared from the AP and Payroll sub-modules and originating transaction documentation via some sort of document management program.	H	Y		Oracle Fusion Financials Cloud Service	
17	Ability to track Manual Check Issues and voids from multiple check registers.	H	Y		Oracle Fusion Financials Cloud Service	
18	Ability to enter manual adjustments with proper authorization.	M	Y		Oracle Fusion Financials Cloud Service	



4.3 - Bank Reconciliation		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
19	Ability to reconcile deposits with cash receipt batch posting details that tie back to a deposit slip with a breakdown of each account number.	H	Y		Oracle Fusion Financials Cloud Service	
20	<b>System Processes</b>					
21	Ability to correct "reconciliation date" in the system after the fact, with the ability to include comments.	M	N		Oracle Fusion Financials Cloud Service	Accounting can be overridden with comments. Transactions can be un-reconciled and re-reconciled another date.
22	Ability to create file (daily) of issued checks from Payroll and A/P modules to transmit to the bank (includes Check #, Payee, Amount, Date).	H	Y		Oracle Fusion Financials Cloud Service	
23	Ability to manage and report on unclaimed checks by fiscal or calendar year.	M	Y		Oracle Fusion Financials Cloud Service	
24	Ability to create an outstanding check list.	H	Y		Oracle Fusion Financials Cloud Service	
25	Ability to accept paid check image file from bank which will update A/P and Payroll system.	H	Y		Oracle Fusion Financials Cloud Service	
26	System must provide the ability to void checks (Payables and Payroll) within the sub-modules.	H	Y		Oracle Fusion Financials Cloud Service	
27	System must provide the ability to replace lost checks and reflect new check numbers (interface info from Payroll and A/P modules).	H	Y		Oracle Fusion Financials Cloud Service	
28	Ability to print an outstanding check report, sortable by department and age of the outstanding check	H	Y		Oracle Fusion Financials Cloud Service	
29	Ability to attach documents to individual transactions.	H	Y		Oracle Fusion Financials Cloud Service	
30	Ability to flag customers across all departments who have outstanding NSF transactions.	M	Y		Oracle Fusion Financials Cloud Service	

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

4.4 - Budgeting	Enterprise Planning and Budgeting Cloud Service, Fusion Financials Cloud Service
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<i>Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Budget Preparation</b>					
2	Ability to search within the budgeting process at all levels of account structure.	H	Y		Enterprise Planning and Budgeting Cloud Service	
3	Ability to develop budgets at the cost center level.	H	Y		Enterprise Planning and Budgeting Cloud Service	
4	Ability to support multiple levels of account structure.	H	Y		Enterprise Planning and Budgeting Cloud Service	
5	Ability to distinguish between discretionary and non-discretionary accounts/funds.	H	Y		Enterprise Planning and Budgeting Cloud Service	
6	Ability to access budget online, during budget preparation process and after finalized.	H	Y		Enterprise Planning and Budgeting Cloud Service	
7	Ability to copy budget information between budget approval levels, either overwriting or adding to existing content.	H	Y		Enterprise Planning and Budgeting Cloud Service	
8	Ability to describe a budget item. An unlimited narrative may be input and printed on the final budget document.	M	Y		Enterprise Planning and Budgeting Cloud Service	
9	Ability to provide budgets and tracking for major commodities or services.	L	Y		Enterprise Planning and Budgeting Cloud Service	
10	Ability to maintain a requested, recommended, and approved budget.	H	Y		Enterprise Planning and Budgeting Cloud Service	
11	Ability to identify specific budget items per account.	M	Y		Enterprise Planning and Budgeting Cloud Service	
12	Ability to allow for optional tracking of actual procurement of budget items within an account (commitment control).	H	Y		Fusion Financials Cloud Service	
13	Ability to allow for departmental budget entry in an account listing style.	H	Y		Enterprise Planning and Budgeting Cloud Service	
14	Ability to allow for budget entry by opening a range by account # or any segment within the account (such as budget entry for the same account for all departments).	H	Y		Enterprise Planning and Budgeting Cloud Service	
15	Ability to view progress by departments in budget preparation, as defined in user setup in conjunction with account authority.	M	Y		Enterprise Planning and Budgeting Cloud Service)	
16	Ability to approve all requested budget amounts at the same time.	H	Y		Enterprise Planning and Budgeting Cloud Service	
17	Ability to implement security related to who has access to budget development and view based on their department, organization, and timing within the budget development process.	H	Y		Enterprise Planning and Budgeting Cloud Service	
18	Ability to customize budget scenarios based on department, fund, or organization-code.	M	Y		Enterprise Planning and Budgeting Cloud Service	
19	Ability to perform Budget Prep global (mass) changes (Fringe Benefits, merit increases).	H	Y		Enterprise Planning and Budgeting Cloud Service	
20	Ability to allow for and/or require comments per budget item / line.	H	Y		Enterprise Planning and Budgeting Cloud Service	

4.4 - Budgeting		Enterprise Planning and Budgeting Cloud Service, Fusion Financials Cloud Service				
<i>Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
21	Ability to allow for per month budgeting (e.g. enter annual total budget line and system assists by spreading the annual amount). Monthly amounts can then be adjusted.	H	Y		Enterprise Planning and Budgeting Cloud Service	
22	Ability to allow for configuration of which accounts require line item detail with the budget request.	H	Y		Enterprise Planning and Budgeting Cloud Service	
23	Ability to modify preliminary budget amounts for a division and automatically update department totals.	H	Y		Enterprise Planning and Budgeting Cloud Service	
24	Ability to designate/flag one-time items and start the budget process with a "base budget" which removes all of the one time items.	H	Y		Enterprise Planning and Budgeting Cloud Service	
25	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	H	Y		Enterprise Planning and Budgeting Cloud Service	
26	Ability to either create a requested budget on-line, or print out the on-line form and complete it manually.	M	Y		Enterprise Planning and Budgeting Cloud Service	
27	Ability to limit changes within the unadopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes.	H	Y		Enterprise Planning and Budgeting Cloud Service	
28	Ability to perform exception based budgeting, using previous year as a baseline (only changes to budget amounts on budget worksheet that user takes exception with).	M	Y		Enterprise Planning and Budgeting Cloud Service	
29	Ability to perform multiple methods of updating departmental budget requests (e.g. departmental account listing, one account at a time, etc.).	H	Y		Enterprise Planning and Budgeting Cloud Service	
30	Ability to enter estimated revenues and expenses for the current year in separate account- or fund-level, which can be used for inquiry or reporting purposes.	H	Y		Enterprise Planning and Budgeting Cloud Service	
31	Ability to enter estimated revenues and expenses during the budgeting process by fund number, with the ability to view the following:	-	Y		Enterprise Planning and Budgeting Cloud Service	
32	Two previous year actuals	H	Y		Enterprise Planning and Budgeting Cloud Service	
33	Current year estimated to date	H	Y		Enterprise Planning and Budgeting Cloud Service	
34	Current year actuals to date	H	Y		Enterprise Planning and Budgeting Cloud Service	
35	Current year actuals / current year estimated	H	Y		Enterprise Planning and Budgeting Cloud Service	
36	Current year original estimated to date	H	Y		Enterprise Planning and Budgeting Cloud Service	
37	Ability to enter estimated non-financial performance measures during the budgeting process.	M	Y		Enterprise Planning and Budgeting Cloud Service	
38	Ability for users to directly inquire by account on current and prior year actual activity during budget entry.	H	Y		Enterprise Planning and Budgeting Cloud Service	
39	Ability to import off-line developed budget information into the system.	H	Y		Enterprise Planning and Budgeting Cloud Service	
40	Ability to generate a Budget Book from the system.	H	Y		Enterprise Planning and Budgeting Cloud Service	
41	Ability to budget revenues and expenditures by department, division or program.	H	Y		Enterprise Planning and Budgeting Cloud Service	
42	Must be able to support the delegation of budget activities from one qualified user to another qualified user.	H	Y		Enterprise Planning and Budgeting Cloud Service	
43	Provide ability to assign budget responsibility (prepare, review/approve) to another user.	H	Y		Enterprise Planning and Budgeting Cloud Service	
44	Ability to create both separate and consolidated budgets for the City	H	Y		Enterprise Planning and Budgeting Cloud Service	
45	<b>Position Budgeting</b>					
46	Ability to generate budget by position.	H	Y		Enterprise Planning and Budgeting Cloud Service	

4.4 - Budgeting		Enterprise Planning and Budgeting Cloud Service, Fusion Financials Cloud Service				
<i>Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
47	Ability to enter globally or provide calculation-only fields for:	-	Y		Enterprise Planning and Budgeting Cloud Service	
48	# of pays for upcoming budget year	H	Y		Enterprise Planning and Budgeting Cloud Service	
49	Medicare calculation based on wages	H	Y		Enterprise Planning and Budgeting Cloud Service	
50	Workers' Comp calculation based on wages	H	Y		Enterprise Planning and Budgeting Cloud Service	
51	Health insurance increases	H	Y		Enterprise Planning and Budgeting Cloud Service	
52	Retirement	H	Y		Enterprise Planning and Budgeting Cloud Service	
53	Other user-defined fields	H	Y		Enterprise Planning and Budgeting Cloud Service	
54	Ability to perform position budgeting that includes the calculation of benefits specific to the type of position being budgeted.	H	Y		Enterprise Planning and Budgeting Cloud Service	
55	System's position budgeting functionality is directly integrated with the Payroll and HR modules.	H	Y		Enterprise Planning and Budgeting Cloud Service	
56	Ability to assist with managing new budget implications of live payroll changes (e.g. raises & transfers) performed during the budget development cycle.	H	Y		Enterprise Planning and Budgeting Cloud Service	
57	Ability to generate what-if scenarios based on the timing of filling vacancies, making promotions, or collective bargaining/pension negotiation as part of the budget prep process or mid fiscal year.	M	Y		Enterprise Planning and Budgeting Cloud Service	
58	Ability to accommodate a "refresh" process whereby budget scenarios being developed are updated from current payroll changes (raises, transfers) during the budget development cycle.	H	Y		Enterprise Planning and Budgeting Cloud Service	
59	Ability to perform position budgeting for vacant positions without the need to assign employees to these positions that includes both salary and fringe projections.	H	Y		Enterprise Planning and Budgeting Cloud Service	
60	Ability to calculate a "vacancy factor" equal to the salaries of all vacant positions to add to the budget, because salaries of vacant positions are not available for spending during the year.	M	Y		Enterprise Planning and Budgeting Cloud Service	
61	Ability to "split" a position between multiple funds in both salary and fringe projections.	H	Y		Enterprise Planning and Budgeting Cloud Service	
62	<b>Capital Budgeting</b>					
63	Ability to perform capital planning.	H	Y		Enterprise Planning and Budgeting Cloud Service	
64	Ability to integrate with capital project system to assist with capital budget development.	M	Y		Enterprise Planning and Budgeting Cloud Service	
65	System provides budget upload functionality for capital budgets.	H	Y		Enterprise Planning and Budgeting Cloud Service	
66	Ability to automate a distributed "capital budget item request" process providing central approval and reporting.	H	Y		Enterprise Planning and Budgeting Cloud Service	
67	Ability to classify (City can configure the categories) capital project requests and provides reporting by classification.	H	Y		Enterprise Planning and Budgeting Cloud Service	
68	Ability to rank CIP projects based on selected criteria and scoring against this criteria.	H	Y		Enterprise Planning and Budgeting Cloud Service	
69	Ability to manage a multi-year (at least five years) CIP program.	H	Y		Enterprise Planning and Budgeting Cloud Service	
70	<b>Project / Grant Budgeting</b>					
71	System must provide the ability to use project budgeting within or across funds and years as specified by the user.	M	Y		Enterprise Planning and Budgeting Cloud Service	
72	<b>Multi-Year Budgeting</b>					
73	Ability to prepare budget for multiple years concurrently.	M	Y		Enterprise Planning and Budgeting Cloud Service	

4.4 - Budgeting		Enterprise Planning and Budgeting Cloud Service, Fusion Financials Cloud Service				
<i>Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
74	Ability for distributed departments to perform projections periodically including estimate revisions and reporting of actual to estimates - at varying levels of the chart of accounts. Note that estimate revisions cannot be posted without proper approval.	M	Y		Enterprise Planning and Budgeting Cloud Service	
75	Ability to budget out five years (budget year plus four more years of estimates).	M	Y		Enterprise Planning and Budgeting Cloud Service	
76	<b>Program Budgeting</b>					
77	Ability to allocate personnel into different programs by percentage time.	H	Y		Enterprise Planning and Budgeting Cloud Service	
78	Ability to apply the allocation of personnel by programs to determine personnel services amounts by program percentage matrix.	H	Y		Enterprise Planning and Budgeting Cloud Service	
79	Total personnel by program must equal total personnel by division.	H	Y		Enterprise Planning and Budgeting Cloud Service	
80	Ability for authorized users to allow mass budget input by category for cost centers (operating expenses, other charges & services, contractual services).	H	Y		Enterprise Planning and Budgeting Cloud Service	
81	Ability to allow program percentages to be applied to the accounts in the line item budget.	M	Y		Enterprise Planning and Budgeting Cloud Service	
82	Total budget for all programs within a department must equal the total of all divisions.	H	Y		Enterprise Planning and Budgeting Cloud Service	
83	<b>Budget Forecasting / Revenue and Expenditure Estimating</b>					
84	Ability to customize budget scenarios based on individual department assumptions.	M	Y		Enterprise Planning and Budgeting Cloud Service	
85	Ability to transfer or change positions between departments/funds for budget and analytical purposes.	M	Y		Enterprise Planning and Budgeting Cloud Service	
86	Ability to support personnel cost projections that include fringe benefit costs (based on existing benefits elected).	M	Y		Enterprise Planning and Budgeting Cloud Service	
87	Ability for departments to develop scenarios which are components that may or may not be included with the base budget / taken out of the final approved budget.	M	Y		Enterprise Planning and Budgeting Cloud Service	
88	Ability to enter and adjust either percentage, flat rate or other variable to salaries and/or benefits provided by position or for all employees.	H	Y		Enterprise Planning and Budgeting Cloud Service	
89	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments at an employee, position or City-wide level.	H	Y		Enterprise Planning and Budgeting Cloud Service	
90	Ability to perform budget projections for salaries and fringes based on merit/review date.	H	Y		Enterprise Planning and Budgeting Cloud Service	
91	Ability to perform revenue and expenditure estimating for multiple future years (Indicate how many future years. Must be at least 5 years).	M	Y		Enterprise Planning and Budgeting Cloud Service	
92	Ability to perform budget projections for salaries and fringes under different scenarios ("versions") without the need to use or impact data in the LIVE system.	H	Y		Enterprise Planning and Budgeting Cloud Service	
93	Ability to calculate revenue and expenditure estimations for the remainder of a fiscal year using actual activity from the first quarter of the fiscal year.	M	Y		Enterprise Planning and Budgeting Cloud Service	
94	Ability for revenue and expenditure estimations to be distributed to departmental financial managers for input.	M	Y		Enterprise Planning and Budgeting Cloud Service	
95	Ability for revenue and expenditure estimations to include report and inquiry features for Budget Office.	H	Y		Enterprise Planning and Budgeting Cloud Service	
96	Ability to import position information from a Payroll system to perform budget projections.	H	Y		Enterprise Planning and Budgeting Cloud Service	

4.4 - Budgeting		Enterprise Planning and Budgeting Cloud Service, Fusion Financials Cloud Service				
<i>Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
97	<b>Budget Maintenance</b>					
98	Ability to assign budget dollars by month for a budget line item, after the budget is adopted.	H	Y		Enterprise Planning and Budgeting Cloud Service	
99	Ability to pre-pre-encumber (hold) funds for known expenditures without submitting a requisition.	M	Y		Fusion Financials Cloud Service	
100	Ability to track changes in the document that occur from one authorization point to another, and who made the change, by producing an audit "change trail".	H	Y		Enterprise Planning and Budgeting Cloud Service	
101	Ability to automate specific allocations and transfers between departments and funds as defined by the user (i.e., internal service funds and debt service).	H	Y		Enterprise Planning and Budgeting Cloud Service	
102	Ability to indicate out-of-balance conditions (such as certain departments that should not be out-of-balance, over a certain threshold) with corrections defined by the user.	H	Y		Enterprise Planning and Budgeting Cloud Service	
103	Ability to request/approve budget adjustments/supplements online, through workflow.	M	Y		Enterprise Planning and Budgeting Cloud Service	
104	Ability to manage position changes within the system, through workflow.	M	Y		Enterprise Planning and Budgeting Cloud Service	
105	Ability to configure the system to allow for distributed (departmental) entry of budget transfer requests - with configurable multi-level approval functionality.	M	Y		Enterprise Planning and Budgeting Cloud Service	
106	Ability to provide real time budget status checking when doing budget transfers (such as a notification if one budget does not have funds available to make a transfer from).	M	N		N/A	
107	Ability to provide and/or require comments with budget revision requests.	M	Y		Enterprise Planning and Budgeting Cloud Service	
108	Ability to distinguish adopted budget from modified budget and require the system to calculate the adjustments.	H	Y		Enterprise Planning and Budgeting Cloud Service	
109	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	H	Y		Enterprise Planning and Budgeting Cloud Service	
110	Ability to record and track multiple budget amendments during the year and inquire on the adjustments after the fact.	H	Y		Enterprise Planning and Budgeting Cloud Service	
111	Ability to have an amendment tracking field where it can store a link to a document or meeting minutes where this amendment was approved.	M	Y		Enterprise Planning and Budgeting Cloud Service	
112	Ability to correct budget amendments with appropriate authorization.	H	Y		Enterprise Planning and Budgeting Cloud Service	
113	Ability to identify a budget adjustment as one-time (temporary) or permanent (affect future base budgets).	H	Y		Enterprise Planning and Budgeting Cloud Service	
114	Ability to make changes simultaneously to one or more of the departmental budgets.	H	Y		Enterprise Planning and Budgeting Cloud Service	
115	Ability to have multi-level budget approvals online, for establishing budgets, line item transfers, budget adjustments.	M	Y		Enterprise Planning and Budgeting Cloud Service	
116	Ability to develop a request for transfer of funds that can be attached to a particular purchase order.	H	Y		Fusion Financials Cloud Service	
117	Ability to maintain the date, time and user information that data was last changed.	H	Y		Enterprise Planning and Budgeting Cloud Service	
118	<b>Budget Checking and Controls</b>					
119	Ability to perform funds availability checking at the project level, grant level, division level, department level or line item level.	H	Y		Fusion Financials Cloud Service	
120	Ability to track original budget and adjusted budget.	H	Y		Enterprise Planning and Budgeting Cloud Service	

4.4 - Budgeting		Enterprise Planning and Budgeting Cloud Service, Fusion Financials Cloud Service				
<i>Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
121	Ability to track estimated non-financial performance measures versus actual non-financial performance measures.	M	Y		Enterprise Planning and Budgeting Cloud Service	
122	Ability to view detailed, supporting budget information on individual accounts.	M	Y		Enterprise Planning and Budgeting Cloud Service	
123	Ability to view “available budget” during requisition/purchase order entry for any type of purchase order, journal entry, or accounts payable invoice transaction.	M	Y		Fusion Financials Cloud Service	
124	Ability for departments to view their own available balance per appropriation.	H	Y		Fusion Financials Cloud Service	
125	Ability to transfer budgets between departments and between divisions.	H	Y		Fusion Financials Cloud Service	
126	Ability to customize rules for budgets and restrictions on overspending.	H	Y		Fusion Financials Cloud Service	
127	Ability to prohibit budgeting more, per fund, than the lesser of the current year’s estimated revenue and income or the estimated income for the budget year.	L	Y		Enterprise Planning and Budgeting Cloud Service	
128	Ability to have budget control rules by account (e.g. payroll accounts can be overspent).	H	Y		Fusion Financials Cloud Service	
129	Ability to optionally configure budget control at the cost center level, in addition to the department level.	H	Y		Fusion Financials Cloud Service	
130	Ability to have budget warnings at the department, grant, project and/or line item level based on user-defined limits.	H	Y		Fusion Financials Cloud Service	
131	Ability to have budget checking and potentially warnings performed on all system transactions (requisitions, field purchase orders, purchase orders, journal entries, etc.)	H	Y		Fusion Financials Cloud Service	
132	Ability to restrict transfers to/from specific accounts (e.g., Payroll).	H	Y		Fusion Financials Cloud Service	
133	Ability to use operating budgets to pay for multi-year projects.	H	Y		Fusion Financials Cloud Service	
134	<b>Budget Rollover Procedures</b>					
135	Ability to prepare base budgets from prior year actual or budgeted expenditures.	H	Y		Enterprise Planning and Budgeting Cloud Service	
136	Ability to automatically install the adopted budget by an authorized user.	H	Y		Enterprise Planning and Budgeting Cloud Service	
137	Ability to replicate previous year’s budget (minus \$\$ amounts) to assist with budget prep.	H	Y		Enterprise Planning and Budgeting Cloud Service	
138	Ability to view prior year’s revenues and expenditures while working on the new year’s data.	H	Y		Enterprise Planning and Budgeting Cloud Service	
139	Ability for unfulfilled encumbrances to roll to next year, at year end, along with their associated budget, with prior year liquidation transaction performed.	H	Y		Fusion Financials Cloud Service	
140	Ability to view rollover encumbrance balances and appropriations separate from current year budgeted amounts for an account.	H	Y		Enterprise Planning and Budgeting Cloud Service	
141	Ability to liquidate a rollover encumbrance while restricting the liquidated amount from being added to the current year budgeted amount (e.g., cancel an outstanding purchase order from a previous year that has an encumbered balance remaining).	H	Y		Fusion Financials Cloud Service	
142	Ability to rollover grant and project budgets.	H	Y		Enterprise Planning and Budgeting Cloud Service	



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

4.5 - Cash Management		Fusion Financials Cloud Service and Reval Liquidity Planning (3 <sup>rd</sup> Party)				
<i>Objective: To improve the effective management of City wide cash.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>System Processes</b>					
2	Ability to provide cash management functionality for managing cash account transactions including bank transfers.	M	Y		Fusion Financials Cloud Service	
3	Ability to interface to and from the City's bank for receipts and payments (e.g., Wells Fargo and Frost Bank) and attach information (e.g., accounts) to the transactions.	M	N			
4	Ability to initiate banking transactions (cash movement, ACH, wires, etc.).	M	Y		Fusion Financials Cloud Service	
5	Ability to schedule banking transactions.	M	N			
6	<b>Fund Accounting, Cash Management, Interest Distribution</b>					
7	Ability to manage and forecast cash flow based on projections and historical trends.	H	Y		Fusion Financials Cloud Service	
8	Ability to automate input of pre-determined target balances into the current day cash position.	M	N			
9	Ability to track and report on cash on a fund level.	M	Y		Fusion Financials Cloud Service	
10	Ability to track daily cash balances by fund and compute an average balance based on user defined dates.	H	Y		Fusion Financials Cloud Service	
11	Ability to track the book float and project cash flow.	M	T			
12	Ability to track cash equities by Fund.	M	T			
13	Ability to track and manage ACH / Wire activity between bank accounts and provide related management and transaction reporting.	H	Y		Fusion Financials Cloud Service	
14	Ability to track and manage ACH / Wire activity between GL accounts and provide related management and transaction reporting.	H	Y		Fusion Financials Cloud Service	
15	Ability to automate daily bank polling for prior and current day bank transactions, float, and opening ledger/collected balances into daily cash position worksheet.	M	Y		Fusion Financials Cloud Service	
16	Ability to obtain detailed/drilled down information of daily bank BAI data from summary level to specific transaction detail.	L	Y		Fusion Financials Cloud Service	
17	Ability to automate input of control disbursements, lockbox, and bank balances into current day cash position worksheet.	M	Y		Fusion Financials Cloud Service	
18	Ability to automate posting of investment purchases, maturities, calls, sales and interest income into the current day cash position worksheet.	M	Y		Fusion Financials Cloud Service	
19	Ability to automate (with manual override option) population of current day cash position with cash flow forecast detail data.	M	N			
20	Ability to prepare a daily cash flow analysis that is used to determine cash needs or amount of excess funds that can be invested. This includes the use	M	Y		Fusion Financials Cloud Service	

4.5 - Cash Management		Fusion Financials Cloud Service and Reval Liquidity Planning (3 <sup>rd</sup> Party)				
<i>Objective: To improve the effective management of City wide cash.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	of bank reports, estimated deposits, estimated outstanding warrants/checks to clear and known debits and credits.					
21	Ability for authorized users to easily manipulate information to add information on the fly.	L	Y		Fusion Financials Cloud Service	
22	Ability to track payment due dates before they are sent out.	M	Y		Fusion Financials Cloud Service	
23	Ability to identify deposits with unique identifiers and assign them to an account or activity.	L	Y		Fusion Financials Cloud Service	
24	Ability to track daily bank balances to estimate bank fees related to bank balance, repurchase agreement costs and interest income.	L	T			
25	Ability to track outstanding checks and warrants.	H	Y		Fusion Financials Cloud Service	
26	Ability to handle split allocations to different GL codes.	M	Y		Fusion Financials Cloud Service	
27	Ability to set-up and track activity in zero balance accounts whose activities flows through to the associated general operating accounts.	M	Y		Fusion Financials Cloud Service	
28	<b>Cash Flow Forecasting</b>					
29	Ability to customize user-defined inflow/outflow categories for the cash flow forecasting.	H	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
30	Ability to automate investment interest receipts generated from investment module directly into forecast.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
31	Ability to automate calendar input for federal reserve holidays, bank holidays, and City holidays.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
32	Ability to forecast in annual summary format for 2 or 3 year projections.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
33	Ability to perform trend analysis for actual versus actual, and actual versus forecast.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
34	Ability to create Multi-year forecasts-Original, Dated Version Updates, Final.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
35	Ability to forecast generation based on percentage increases, date specific, weekday specific, Saturday/Sunday avoidance dates, specific amount, annual specific amount smoothed daily, monthly or by percentage.	L	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
36	Ability to automate investment maturities, calls, sales, purchases from investment module directly into forecast.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area
37	Ability to create trend generation and forecast population based on previous years' historical data.	M	Y		Reval Liquidity Planning	Denovo is proposing that Reval be used as the third-party provider for this area

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

4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Daily Processing</b>					
2	Ability to accept multiple payment types including:	-	T		N/A	Denovo is not proposing a solution for this requirement
3	Cash	H	T		N/A	Denovo is not proposing a solution for this requirement
4	Checks	H	T		N/A	Denovo is not proposing a solution for this requirement
5	Credit cards	H	T		N/A	Denovo is not proposing a solution for this requirement
6	Debit cards	H	T		N/A	Denovo is not proposing a solution for this requirement
7	Money order	H	T		N/A	Denovo is not proposing a solution for this requirement
8	Credit memo (internal)	H	T		N/A	Denovo is not proposing a solution for this requirement
9	ACH	H	T		N/A	Denovo is not proposing a solution for this requirement
10	EFT	H	T		N/A	Denovo is not proposing a solution for this requirement
11	Internet e-payments	H	T		N/A	Denovo is not proposing a solution for this requirement
12	Imported payment file (i.e. from a lockbox)	H	T		N/A	Denovo is not proposing a solution for this requirement
13	Other/Miscellaneous	H	T		N/A	Denovo is not proposing a solution for this requirement
14	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H	T		N/A	Denovo is not proposing a solution for this requirement
15	Ability to process workflows for approvals, review, and modification.	H	T		N/A	Denovo is not proposing a solution for this requirement
16	<b>Point-of-Sale (POS) System</b>					
17	Ability to connect Point of sale (POS) terminals to the financial system within the departments where volume of transactions warrants the use.	H	T		N/A	Denovo is not proposing a solution for this requirement
18	Ability to accommodate numerous P.O.S. terminals and consolidate all P.O.S. terminal receipts at day's end.	H	T		N/A	Denovo is not proposing a solution for this requirement
19	Ability to use extensive on-line inquiry (via the P.O.S. terminal) and printout of customer account history and current balances for all modules to help with lien searches.	H	T		N/A	Denovo is not proposing a solution for this requirement
20	Ability to sort POS transactions by:	-	T		N/A	Denovo is not proposing a solution for this requirement
21	Division/Department	H	T		N/A	Denovo is not proposing a solution for this requirement
22	Date (or date range)	H	T		N/A	Denovo is not proposing a solution for this requirement
23	Time (or time range)	H	T		N/A	Denovo is not proposing a solution for this requirement
24	Transaction/Cash Receipt Type	H	T		N/A	Denovo is not proposing a solution for this requirement
25	Transaction Amount	H	T		N/A	Denovo is not proposing a solution for this requirement
26	Clerk ID/Name	H	T		N/A	Denovo is not proposing a solution for this requirement
27	Location ID/POS Machine	H	T		N/A	Denovo is not proposing a solution for this requirement
28	Credit Card Type (MC/V/AMX)	H	T		N/A	Denovo is not proposing a solution for this requirement
29	Any Segment of the GL Account Number	H	T		N/A	Denovo is not proposing a solution for this requirement

4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
30	Ability to assign multiple operators per register using separate cash drawers.	H	T		N/A	Denovo is not proposing a solution for this requirement
31	Ability to provide multiple drawer functionality.	H	T		N/A	Denovo is not proposing a solution for this requirement
32	Ability to provide both cash register and cash drawer functions.	H	T		N/A	Denovo is not proposing a solution for this requirement
33	Ability to accept over-the-counter cash register (i.e., point-of-sale-terminal) payments from multiple departments distributed around the City.	H	T		N/A	Denovo is not proposing a solution for this requirement
34	Ability to accept over-the-counter payments and generate appropriate credit.	H	T		N/A	Denovo is not proposing a solution for this requirement
35	Ability to quickly access a menu of receivable types when accepting payments over-the-counter.	H	T		N/A	Denovo is not proposing a solution for this requirement
36	Ability to quickly access a menu of charge code types when accepting payments over-the-counter.	H	T		N/A	Denovo is not proposing a solution for this requirement
37	Ability to search by charge code/description when entering in a transaction.	H	T		N/A	Denovo is not proposing a solution for this requirement
38	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.	H	T		N/A	Denovo is not proposing a solution for this requirement
39	Ability to restrict payment to cash only as directed by item alerts.	H	T		N/A	Denovo is not proposing a solution for this requirement
40	Ability to validate cash by denomination on an individual transaction.	L	T		N/A	Denovo is not proposing a solution for this requirement
41	Ability to calculate the amount of change due back from amount tendered.	H	T		N/A	Denovo is not proposing a solution for this requirement
42	Ability to void all or part of a transaction independent of batch status.	L	T		N/A	Denovo is not proposing a solution for this requirement
43	Ability to maintain a complete audit trail for all transactions.	H	T		N/A	Denovo is not proposing a solution for this requirement
44	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H	T		N/A	Denovo is not proposing a solution for this requirement
45	Ability to interface with electronic deposit software for check processing.	H	T		N/A	Denovo is not proposing a solution for this requirement
46	Ability to image checks and associated attachments.	H	T		N/A	Denovo is not proposing a solution for this requirement
47	<b>Payment and Receipt Processing</b>					
48	Ability to define batch payment creation (electronic Checks, over the counter, mail, etc.).	H	T		N/A	Denovo is not proposing a solution for this requirement
49	Ability to include the following information on receipts for individual transactions:	-	T		N/A	Denovo is not proposing a solution for this requirement
50	Name of entry clerk	H	T		N/A	Denovo is not proposing a solution for this requirement
51	Customer Name	H	T		N/A	Denovo is not proposing a solution for this requirement
52	A/R Account number	H	T		N/A	Denovo is not proposing a solution for this requirement
53	G/L Account coding	H	T		N/A	Denovo is not proposing a solution for this requirement
54	Description for the receipt	H	T		N/A	Denovo is not proposing a solution for this requirement
55	Amount	H	T		N/A	Denovo is not proposing a solution for this requirement
56	Account Balance	H	T		N/A	Denovo is not proposing a solution for this requirement
57	Check number (if payment by check)	H	T		N/A	Denovo is not proposing a solution for this requirement
58	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	H	T		N/A	Denovo is not proposing a solution for this requirement
59	Date	H	T		N/A	Denovo is not proposing a solution for this requirement
60	Customer ID	H	T		N/A	Denovo is not proposing a solution for this requirement
61	Location ID	H	T		N/A	Denovo is not proposing a solution for this requirement
62	Ability to print receipts upon request at any point in time.	H	T		N/A	Denovo is not proposing a solution for this requirement

4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
63	Ability to process the City's internal payments without actually entering a payment while not affecting the deposit and updating the correct ERP module (i.e. permits, utility billing, misc. billing, etc.)	H	T		N/A	Denovo is not proposing a solution for this requirement
64	Ability to print customer name, customer address and operator on receipts as well as the ability to print an authorized signature line.	H	T		N/A	Denovo is not proposing a solution for this requirement
65	Ability to print user configurable comments and messages on the receipt.	H	T		N/A	Denovo is not proposing a solution for this requirement
66	Ability to require entering of comments on specific user defined receipt types	H	T		N/A	Denovo is not proposing a solution for this requirement
67	Ability to track and search receipts by:	-	T		N/A	Denovo is not proposing a solution for this requirement
68	Department	H	T		N/A	Denovo is not proposing a solution for this requirement
69	Key Code / CR Type	H	T		N/A	Denovo is not proposing a solution for this requirement
70	Amount	H	T		N/A	Denovo is not proposing a solution for this requirement
71	Receipt Number/Document Number	H	T		N/A	Denovo is not proposing a solution for this requirement
72	Terminal	H	T		N/A	Denovo is not proposing a solution for this requirement
73	Clerk ID/Name	H	T		N/A	Denovo is not proposing a solution for this requirement
74	Collection Date	H	T		N/A	Denovo is not proposing a solution for this requirement
75	Entry Date	H	T		N/A	Denovo is not proposing a solution for this requirement
76	Deposit Date	H	T		N/A	Denovo is not proposing a solution for this requirement
77	Release Date	H	T		N/A	Denovo is not proposing a solution for this requirement
78	Time of Day	H	T		N/A	Denovo is not proposing a solution for this requirement
79	Day of Week/Business Day	H	T		N/A	Denovo is not proposing a solution for this requirement
80	Day of Month	H	T		N/A	Denovo is not proposing a solution for this requirement
81	Account Receipted	H	T		N/A	Denovo is not proposing a solution for this requirement
82	Type of Payment	H	T		N/A	Denovo is not proposing a solution for this requirement
83	Type of Bill	H	T		N/A	Denovo is not proposing a solution for this requirement
84	Customer/Type	H	T		N/A	Denovo is not proposing a solution for this requirement
85	Customer (Number/Name)	H	T		N/A	Denovo is not proposing a solution for this requirement
86	Deposit Reconciliation Location Code	H	T		N/A	Denovo is not proposing a solution for this requirement
87	Bank Account	H	T		N/A	Denovo is not proposing a solution for this requirement
88	Batch Number	H	T		N/A	Denovo is not proposing a solution for this requirement
89	Check Number	H	T		N/A	Denovo is not proposing a solution for this requirement
90	Credit Card Type (i.e. Visa, MasterCard, Discover, Diner, etc.)	H	T		N/A	Denovo is not proposing a solution for this requirement
91	Other user-defined fields	H	T		N/A	Denovo is not proposing a solution for this requirement
92	Ability to see the full account description when processing a receipt.	M	T		N/A	Denovo is not proposing a solution for this requirement
93	Ability to have an unlimited number of detail lines per receipt.	M	T		N/A	Denovo is not proposing a solution for this requirement
94	Ability to take receipts offline in the system when the main system is non-operational (down for maintenance, etc.) and upload after the fact.	M	T		N/A	Denovo is not proposing a solution for this requirement
95	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	H	T		N/A	Denovo is not proposing a solution for this requirement
96	Ability to prepare online receipts for departments without a point of sale terminal.	H	T		N/A	Denovo is not proposing a solution for this requirement
97	Ability to customize detailed customer receipts, including but not limited to amount owed and received, type of payment, check number, account number, and transaction number.	H	T		N/A	Denovo is not proposing a solution for this requirement

4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
98	Ability to designate whether a transaction was post-marked on-time to remove potential interest and late fees that may be applied to the bill associated with that payment.	M	T		N/A	Denovo is not proposing a solution for this requirement
99	Ability to place receipts on "hold" for subsequent release when the system is online.	M	T		N/A	Denovo is not proposing a solution for this requirement
100	Ability to release "held" receipts based on user authorization.	M	T		N/A	Denovo is not proposing a solution for this requirement
101	Ability to define security between users who are allowed to place receipts on "hold" and those that are allowed to "release" receipts.	M	T		N/A	Denovo is not proposing a solution for this requirement
102	Ability to assign a unique receipt number to each receipt which is auto-generated by the system.	H	T		N/A	Denovo is not proposing a solution for this requirement
103	Ability to main traceability between a transaction and the associated receipt number.	H	T		N/A	Denovo is not proposing a solution for this requirement
104	Ability for the receipt numbering system to automatically reset itself based on the City's defined number of digits per receipt.	M	T		N/A	Denovo is not proposing a solution for this requirement
105	Ability to have receipt number ranges or receipt number format "masks" to be associated to a department or user.	M	T		N/A	Denovo is not proposing a solution for this requirement
106	Ability to have receipts remain fully editable until the time they are printed and posted.	M	T		N/A	Denovo is not proposing a solution for this requirement
107	Ability to associate a receipt with the specific user who created it.	H	T		N/A	Denovo is not proposing a solution for this requirement
108	Ability to void an unposted receipt with proper authority.	M	T		N/A	Denovo is not proposing a solution for this requirement
109	Ability to change the payment/tender type only (cash, check, credit card, etc.) without voiding a receipt (and no ability to change other data, such as customer account number).	H	T		N/A	Denovo is not proposing a solution for this requirement
110	Ability to have 24 hour access to the system for receipt functionality.	M	T		N/A	Denovo is not proposing a solution for this requirement
111	Ability to use Optical Character Recognition (OCR) or laser barcode readers for scanning receipted bills.	M	T		N/A	Denovo is not proposing a solution for this requirement
112	Ability to take payments and recognize revenue even when a receivable has not been established.	M	T		N/A	Denovo is not proposing a solution for this requirement
113	Ability to, with proper authorization, have any customer pay any invoice of another customer (i.e., FEMA reimbursements).	H	T		N/A	Denovo is not proposing a solution for this requirement
114	Ability to apply a payment to multiple invoices or G/L accounts.	H	T		N/A	Denovo is not proposing a solution for this requirement
115	Ability to accept mail-in payments via multiple batch entry	M	T		N/A	Denovo is not proposing a solution for this requirement
116	Ability to accept partial payments (such as partial credit card and check payments) to reduce receivable amounts, and to identify the related payment amounts.	H	T		N/A	Denovo is not proposing a solution for this requirement
117	Ability to process credit memos.	H	T		N/A	Denovo is not proposing a solution for this requirement
118	Ability to pay multiple bills with a single payment w/description	M	T		N/A	Denovo is not proposing a solution for this requirement
119	Ability to accommodate multiple check/cash payments for single bill	H	T		N/A	Denovo is not proposing a solution for this requirement
120	Ability to endorse/validate multiple checks, bills, and documents within a single transaction	H	T		N/A	Denovo is not proposing a solution for this requirement
121	Ability to print account number and transaction number on checks receipted	H	T		N/A	Denovo is not proposing a solution for this requirement
122	Ability to print magnetic inscription of amount receipted on checks	M	T		N/A	Denovo is not proposing a solution for this requirement
123	Ability to accept full or partial payments and payments without prior bill. Accepts deposits, bonds, etc.	M	T		N/A	Denovo is not proposing a solution for this requirement

4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
124	Ability to support multiple depository bank accounts and create separate bank deposit slips.	L	T		N/A	Denovo is not proposing a solution for this requirement
125	Ability to key in the following information with proper authorization:	-	T		N/A	Denovo is not proposing a solution for this requirement
126	Receipt date (defaults to current date)	M	T		N/A	Denovo is not proposing a solution for this requirement
127	User name (drawer)	M	T		N/A	Denovo is not proposing a solution for this requirement
128	Receipt number	M	T		N/A	Denovo is not proposing a solution for this requirement
129	For each line item on the receipt the following information is entered: fund, amount, type (cash, credit card, check, etc.)	M	T		N/A	Denovo is not proposing a solution for this requirement
130	Receipt total	M	T		N/A	Denovo is not proposing a solution for this requirement
131	Ability to automatically allocate receipts to several accounts.	H	T		N/A	Denovo is not proposing a solution for this requirement
132	Ability to enter comments (to be used internally) at time of receipt.	M	T		N/A	Denovo is not proposing a solution for this requirement
133	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	H	T		N/A	Denovo is not proposing a solution for this requirement
134	Ability to reprint duplicate receipts.	H	T		N/A	Denovo is not proposing a solution for this requirement
135	Ability to accept grant/bond revenues for distribution to appropriate accounts.	H	T		N/A	Denovo is not proposing a solution for this requirement
136	Ability to receipt, apply and refund performance and other types of bonds.	H	T		N/A	Denovo is not proposing a solution for this requirement
137	Ability to provide pre-coded templates for ease of input.	M	T		N/A	Denovo is not proposing a solution for this requirement
138	Ability to override who is making the payment versus the name on the account when processing a payment.	H	T		N/A	Denovo is not proposing a solution for this requirement
139	Ability to inquire the lists of pre-coded transaction templates assigned to each department (i.e. department X receipts against GL account code Y for the Z transaction).	M	T		N/A	Denovo is not proposing a solution for this requirement
140	Ability to automatically retrieve account information including amount owed from scanned bills. User only has to "key in" amount paid, if different from amount owed.	H	T		N/A	Denovo is not proposing a solution for this requirement
141	Ability to prompt user at time of entry/scan that the account being receipted to has had a history of bad checks based on user defined rules.	H	T		N/A	Denovo is not proposing a solution for this requirement
142	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	M	T		N/A	Denovo is not proposing a solution for this requirement
143	Ability to enter in a cash receipt "on the fly" that does not have pre-defined codes where the clerk will have to enter in the GL account(s) manually.	M	T		N/A	Denovo is not proposing a solution for this requirement
144	Ability to break out sales tax payment based on cash receipt code.	H	T		N/A	Denovo is not proposing a solution for this requirement
145	Ability to enter a reason code to enter a reason for canceling any payment.	H	T		N/A	Denovo is not proposing a solution for this requirement
146	Ability to apply payments in current year for a future year license.	H	T		N/A	Denovo is not proposing a solution for this requirement
147	Ability to accommodate payment plans.	H	T		N/A	Denovo is not proposing a solution for this requirement
148	<b>Online Payment Processing</b>		T		N/A	Denovo is not proposing a solution for this requirement
149	System has the ability to process online payments made via:	-	T		N/A	Denovo is not proposing a solution for this requirement
150	Credit Cards / Debit Cards	H	T		N/A	Denovo is not proposing a solution for this requirement
151	Electronic Checks, Electronic Funds Transfer (EFT), Wire Transfers	H	T		N/A	Denovo is not proposing a solution for this requirement
152	PayPal and other payment providers	H	T		N/A	Denovo is not proposing a solution for this requirement



4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
153	System is capable of processing recurring online payments.	H	T		N/A	Denovo is not proposing a solution for this requirement
154	Ability to perform Electronic Transaction Receipting (includes Internet E-payments) (in other words, providing a confirmation number).	H	T		N/A	Denovo is not proposing a solution for this requirement
155	<b>Deposits</b>					
156	Ability to track and maintain customer draw down accounts / retainers where customer pre-pays (e.g., deposits, escrows, pre-pays, impact certificates) and as transactions occur/services provided, the balance is adjusted down.	M	T		N/A	Denovo is not proposing a solution for this requirement
157	Ability to have multiple individual receipts per deposit.	H	T		N/A	Denovo is not proposing a solution for this requirement
158	Ability to perform after-the-fact adjustments to deposits w/approvals.	L	T		N/A	Denovo is not proposing a solution for this requirement
159	Ability for Finance to check validity of deposits.	M	T		N/A	Denovo is not proposing a solution for this requirement
160	<b>Direct Deposits</b>					
161	Ability to process direct deposits and match them with the relevant customer invoice.	M	T		N/A	Denovo is not proposing a solution for this requirement
162	Ability to cancel any direct deposit payment.	M	T		N/A	Denovo is not proposing a solution for this requirement
163	<b>Credit Card Processing</b>					
164	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H	T		N/A	Denovo is not proposing a solution for this requirement
165	Ability to generate/retrieve credit card authorizations.	H	T		N/A	Denovo is not proposing a solution for this requirement
166	Ability to print credit card receipts with authorization number.	H	T		N/A	Denovo is not proposing a solution for this requirement
167	Ability to support credit card refunds.	H	T		N/A	Denovo is not proposing a solution for this requirement
168	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H	T		N/A	Denovo is not proposing a solution for this requirement
169	Ability to utilize signature pads (hardware)	M	T		N/A	Denovo is not proposing a solution for this requirement
170	Ability to charge a credit card convenience fee.	M	T		N/A	Denovo is not proposing a solution for this requirement
171	<b>Closing, Balancing and Depositing</b>					
172	Ability to close registers at any time during the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information posted to the individual modules.	H	T		N/A	Denovo is not proposing a solution for this requirement
173	Ability to provide detail to support daily closing at the department/cash register level and monthly bank account reconciliation at the overall level.	H	T		N/A	Denovo is not proposing a solution for this requirement
174	Ability to balance cash drawers at any point in time.	H	T		N/A	Denovo is not proposing a solution for this requirement
175	Ability to distinguish among cash, check or credit card payment and to provide separate totals at days end to assist in balancing the drawer.	H	T		N/A	Denovo is not proposing a solution for this requirement
176	Ability to summarize and post daily cash receipts by validated General Ledger account.	H	T		N/A	Denovo is not proposing a solution for this requirement
177	Ability to assign a department to a batch and change the department on the batch without closing the batch.	M	T		N/A	Denovo is not proposing a solution for this requirement
178	Ability for tenders within a batch to have different deposit references by tender type.	M	T		N/A	Denovo is not proposing a solution for this requirement
179	Ability to settle batches individually or by selection versus all open batches.	H	T		N/A	Denovo is not proposing a solution for this requirement
180	Ability to edit on-line and correct transaction errors prior to posting with proper authorization.	H	T		N/A	Denovo is not proposing a solution for this requirement

4.6 - Cash Receipting		Replace this text with the primary product name(s) which satisfy requirements.				
<i>Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from federal and state agencies, individual citizens, and local businesses.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
181	Ability to enter cash count of bills for each denomination for individual receipt balancing.	M	T		N/A	Denovo is not proposing a solution for this requirement
182	Ability to balance cash/checks for each receipt prior to release.	H	T		N/A	Denovo is not proposing a solution for this requirement
183	Ability to enter/view check list for individual receipt balancing.	H	T		N/A	Denovo is not proposing a solution for this requirement
184	Ability to support multiple depository bank accounts and create separate bank deposit slips.	M	T		N/A	Denovo is not proposing a solution for this requirement
185	Ability to assign a bank account to a particular transaction code (such as parking permits always deposit to the respective department's bank account).	M	T		N/A	Denovo is not proposing a solution for this requirement
186	Ability to print deposit ticket with appropriate deposit reconciliation code.	M	T		N/A	Denovo is not proposing a solution for this requirement
187	Ability to assign a bank bag number to each deposit slip.	M	T		N/A	Denovo is not proposing a solution for this requirement
188	Ability to provide end-of-day check list by user detailing each check included in a deposit.	H	T		N/A	Denovo is not proposing a solution for this requirement
189	Ability to provide end-of-day cash report for balancing and deposit purposes.	H	T		N/A	Denovo is not proposing a solution for this requirement
190	Ability to process NSF checks as a reversal to the original revenue posting.	H	T		N/A	Denovo is not proposing a solution for this requirement

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

4.7 - Contract Management			Fusion Purchasing Cloud Service			
<i>Objective: To create, manage, cancel/deobligate and close contracts.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Contract Set-Up</b>					
2	Ability to enter, track, search and report on basic contract information online including:	-				
3	Contract name	H	Y		Fusion Purchasing Cloud Service	
4	Contract number	H	Y		Fusion Purchasing Cloud Service	
5	Vendor number/Client Number	H	Y		Fusion Purchasing Cloud Service	
6	Contract amount	H	Y		Fusion Purchasing Cloud Service	
7	Not-to-Exceed Amount	H	Y		Fusion Purchasing Cloud Service	
8	Solicitation type (Invitation For Bid (IFB), Request For Proposal (RFP), Request For Quotation (RFQ), etc.)	H	Y		Fusion Purchasing Cloud Service	
9	Contract type (construction, commodity, service, etc.)	H	Y		Fusion Purchasing Cloud Service	
10	Flag if City is the purchaser, seller, or both	H	Y		Fusion Purchasing Cloud Service	
11	Contract changes (dollar amount)	H	Y		Fusion Purchasing Cloud Service	
12	Audit required	H	Y		Fusion Purchasing Cloud Service	
13	Payments against the contract	H	Y		Fusion Purchasing Cloud Service	
14	Budget line item	H	Y		Fusion Purchasing Cloud Service	
15	Provider name and address	H	Y		Fusion Purchasing Cloud Service	
16	Contract balance	H	Y		Fusion Purchasing Cloud Service	
17	Contract starting date	H	Y		Fusion Purchasing Cloud Service	
18	Contract ending date	H	Y		Fusion Purchasing Cloud Service	
19	Contract extensions and renewals	H	Y		Fusion Purchasing Cloud Service	
20	Additions/change order to the contract	H	Y		Fusion Purchasing Cloud Service	
21	Departments (multiple)	H	Y		Fusion Purchasing Cloud Service	
22	Commodity code	H	Y		Fusion Purchasing Cloud Service	
23	Bonds	H	N		Fusion Purchasing Cloud Service	
24	Insurance effective dates coverage	H	Y		Fusion Procurement Contracts Cloud Service	
25	Cooperative contract (yes/no)	H	Y		Fusion Purchasing Cloud Service	
26	Maintenance agreements	H	Y		Fusion Procurement Contracts Cloud Service	
27	1099 Status	H	Y		Fusion Purchasing Cloud Service	
28	Federal debarment	M	Y		Fusion Purchasing Cloud Service	
29	State registration status	M	Y		Fusion Purchasing Cloud Service	
30	Expense reports required by date range	H	N		Fusion Purchasing Cloud Service	

4.7 - Contract Management				Fusion Purchasing Cloud Service		
<i>Objective: To create, manage, cancel/deobligate and close contracts.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
31	Standard program categories (what services are provided)	H	Y		Fusion Purchasing Cloud Service	
32	Payment method (1/12, actual, times unit rate)	H	Y		Fusion Purchasing Cloud Service	
33	Funded source including grant or budget account number	H	Y		Fusion Purchasing Cloud Service	
34	Project Number	H	Y		Fusion Purchasing Cloud Service	
35	Project manager	H	Y		Fusion Purchasing Cloud Service	
36	Project group	H	Y		Fusion Purchasing Cloud Service	
37	Units budgeted	M	Y		Fusion Purchasing Cloud Service	
38	Units of service provided	M	Y		Fusion Purchasing Cloud Service	
39	Date and name of authorized approval authority	H	Y		Fusion Purchasing Cloud Service	
40	Resolution Number (multiple)	H	Y		Fusion Purchasing Cloud Service	
41	Motion Number	L	Y		Fusion Purchasing Cloud Service	
42	Ordinance Number	H	Y		Fusion Purchasing Cloud Service	
43	Contract Signature Date	H	Y		Fusion Purchasing Cloud Service	
44	Ability to track, report and alert defined users on various expiration dates. (insurance, contract)	H	Y		Fusion Procurement Contracts Cloud Service	
45	Ability to configure notifications to designated staff a defined time period in advance of contract expiration.	H	Y		Fusion Procurement Contracts Cloud Service	
46	Ability to configure notifications to designated staff a defined time period in advance of insurance expiration.	H	Y		Fusion Procurement Contracts Cloud Service	
47	Able to designate contracts with manual or auto renewals and track terms on manual or auto terminate.	H	N		Fusion Procurement Contracts Cloud Service	Oracle allows for manual renewals only.
48	Ability to track the following fields for a prime contractor:	-			Fusion Purchasing Cloud Service	
49	Contract name	H	Y		Fusion Purchasing Cloud Service	
50	Contract number / ID	H	Y		Fusion Purchasing Cloud Service	
51	Contractor name	H	Y		Fusion Purchasing Cloud Service	
52	Contractor address	H	Y		Fusion Purchasing Cloud Service	
53	Contractor contact info (phone, fax, e-mail)	H	Y		Fusion Purchasing Cloud Service	
54	Contract dollar amount	H	Y		Fusion Purchasing Cloud Service	
55	Contract start date	H	Y		Fusion Purchasing Cloud Service	
56	Contract end date	H	Y		Fusion Purchasing Cloud Service	
57	Is the contractor a MBE, WBE, DBE firm?	M	Y		Fusion Purchasing Cloud Service	
58	Vendor Number	H	Y		Fusion Purchasing Cloud Service	
59	Alternate emergency contact info (phone, fax, e-mail)	M	Y		Fusion Purchasing Cloud Service	
60	Local Registered Vendor	H	Y		Fusion Purchasing Cloud Service	
61	Regional Registered Vendor	M	Y		Fusion Purchasing Cloud Service	
62	Ability to track the following fields for a Sub-contractor:	-			Fusion Purchasing Cloud Service	
63	Sub-Contractor Name	M	Y		Fusion Purchasing Cloud Service	
64	Sub-Contractor address	M	Y		Fusion Purchasing Cloud Service	
65	Service provided on contract	M	Y		Fusion Purchasing Cloud Service	
66	Ability to automatically assign alphanumeric or numeric contract numbers to contracts, purchase orders and requisitions, and provide for user-defined alphanumeric or numeric assignments.	H	Y		Fusion Purchasing Cloud Service	Oracle for the use of an alphanumeric prefix and/or suffix in addition to a numeric sequence when creating the contract number.
67	Ability to add a subcontract number for multiple vendors.	M	Y		Fusion Purchasing Cloud Service	
68	Ability to set up a contract to make progress payments to more than one contractor.	M	N		Fusion Purchasing Cloud Service	

4.7 - Contract Management				Fusion Purchasing Cloud Service		
<i>Objective: To create, manage, cancel/deobligate and close contracts.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
69	Ability to provide for user-defined boilerplate text that can be directly inserted into contracts and then edited.	H	Y		Fusion Procurement Contracts Cloud Service	
70	Ability to link other supporting documents to contracts.	H	Y		Fusion Procurement Contracts Cloud Service	
71	Ability to maintain on-line directory of standard purchasing contract language that will print on all purchase orders (with duplex capability).	H	Y		Fusion Procurement Contracts Cloud Service	Duplex capability is determined by the printer.
72	<b>Contract Initiation and Approval Process</b>					
73	Ability to handle contracts and renewals over multiple fiscal years.	H	Y		Fusion Purchasing Cloud Service	
74	Ability to convert awarded bids to approved contract.	L	Y		Fusion Purchasing Cloud Service	
75	Ability to perform budget check and budget warnings during approval process.	H	Y		Fusion Purchasing Cloud Service	
76	Ability to create and track blanket order contracts or encumbrances.	H	Y		Fusion Purchasing Cloud Service	
77	Ability to allow multiple contracts per vendor.	H	Y		Fusion Purchasing Cloud Service	
78	Ability to allow multiple vendors per contract or bid.	H	N		Fusion Purchasing Cloud Service	
79	Ability to allow for multiple items per contract.	H	Y		Fusion Purchasing Cloud Service	
80	Ability to set up retainage percentage or fee.	H	N		Fusion Purchasing Cloud Service	
81	Ability to review and print contract text.	H	Y		Fusion Procurement Contracts Cloud Service	
82	Ability to set-up contracts with recurring payments to vendors with the ability to make one-time payment amount adjustments without affecting the remainder of the contract payment schedule and amount.	M	Y		Fusion Purchasing Cloud Service	
83	<b>Workflow</b>					
84	Ability to designate a user-defined minimum/maximum dollar threshold for contracts.	M	Y		Fusion Purchasing Cloud Service	
85	Ability to configure contract approval workflow based the following:	-			Fusion Purchasing Cloud Service	
86	Amount	M	Y		Fusion Purchasing Cloud Service	
87	Duration	M	Y		Fusion Purchasing Cloud Service)	
88	Ability to track multiple versions of contract text in the approval process and who has approved each version.	H	N		N/A	
89	Ability for reviewers to add notes and comments to contract text during the approval process with uneditable timestamp and user name.	H	N		Fusion Purchasing Cloud Service	
90	Ability to route the specification documents electronically to the correct Department for review/revisions.	H	Y		Fusion Purchasing Cloud Service	
91	Ability to track the physical location of each contract while being routed for approval signatures.	H	Y		Fusion Purchasing Cloud Service	
92	Ability to view and approve contracts within the system.	H	Y		Fusion Purchasing Cloud Service	
93	<b>Contract Management/Tracking</b>					
94	Ability to track multiple contracts to a single project.	M	Y		Fusion Purchasing Cloud Service	
95	Ability to track a single contract to multiple projects.	M	Y		Fusion Purchasing Cloud Service	
96	Ability to budget and encumber contracts per line items and also project accounting data.	H	Y		Fusion Purchasing Cloud Service	
97	Ability to track several purchase orders or other reference documents within a single contract.	H	Y		Fusion Purchasing Cloud Service	
98	Ability to record and track contract limits (i.e. multi-year contracts) at user specified levels of detail over the life of the contract.	H	Y		Fusion Purchasing Cloud Service	
99	Ability to encumber a portion of a contract based on fiscal year.	H	Y		Fusion Purchasing Cloud Service	

4.7 - Contract Management			Fusion Purchasing Cloud Service			
<i>Objective: To create, manage, cancel/deobligate and close contracts.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
100	Ability to track and flag contract expiration/extension dates.	H	Y		Fusion Procurement Contracts Cloud Service	
101	Ability to administer a process whereby departmental input can be captured and tracked on vendor service performance against a contract.	M	Y		Fusion Supplier Qualification Management Cloud Service	This requirement can be satisfied within "Fusion Supplier Qualification Management Cloud Service" which is an optional proposed module.
102	Ability to set contract milestones and track status of each milestone.	H	Y		Fusion Procurement Contracts Cloud Service	
103	Ability to link contract numbers to the Invitation for Bid (IFB) and Request for Proposal (RFP) number.	H	Y		Fusion Procurement Cloud Service, Fusion Sourcing Cloud Service	
104	Ability to evaluate vendor based on key user-weighted events such as delivery date, quantity return / defective items, and billing problems by contract.	M	Y		Fusion Supplier Qualification Management Cloud Service	This requirement can be satisfied within "Fusion Supplier Qualification Management Cloud Service" which is an optional proposed module.
105	Ability to track all contract information required by legal authority, including but not limited to:	-			Fusion Purchasing Cloud Service	
106	Notice of award	H	Y		Fusion Purchasing Cloud Service, Fusion Procurement Contracts Cloud Service	
107	Contractor Liens	H	Y		Fusion Purchasing Cloud Service, Fusion Procurement Contracts Cloud Service	
108	Notice to proceed	H	Y		Fusion Purchasing Cloud Service, Fusion Procurement Contracts Cloud Service	
109	Insurance coverage	H	Y		Fusion Purchasing Cloud Service, Fusion Procurement Contracts Cloud Service	
110	Performance and payment bonds	H	N		Fusion Purchasing Cloud Service	
111	Warranty information	H	Y		Fusion Purchasing Cloud Service, Fusion Procurement Contracts Cloud Service	
112	Ability to attach comments to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	M	Y		Fusion Purchasing Cloud Service	
113	Ability to attach documents	H	Y		Fusion Purchasing Cloud Service	
114	Ability to access contract information on-line and in real time to central and remote users with appropriate security.	M	Y		Fusion Purchasing Cloud Service	
115	Ability to track if the contract is subject to the federal Davis-Bacon requirements.	H	Y		Fusion Procurement Contracts Cloud Service	
116	Ability to support procurement from Federal, Public/Private Agencies and State contracts.	H	Y		Fusion Procurement Contracts Cloud Service	
117	Ability to track performance and payment bonds.	H	Y		Fusion Procurement Contracts Cloud Service	
118	Ability to track and report on Certificate of Insurance and the related expiration dates.	H	Y		Fusion Procurement Contracts Cloud Service	

4.7 - Contract Management				Fusion Purchasing Cloud Service		
<i>Objective: To create, manage, cancel/deobligate and close contracts.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
119	Ability to calculate contingency and contract administration fee automatically based on contract dollar amount.	M	N		Fusion Purchasing Cloud Service	
120	Ability to track development agreements, related property owner obligations, and link to a related parcel/address.	H	Y		Fusion Procurement Contracts Cloud Service	
121	<b>Contract Change Management</b>					
122	Ability to accommodate subsequent contract change orders to update dollar amounts and durations.	H	Y		Fusion Purchasing Cloud Service	
123	Ability to provide final Adjustment/Approval for payment of contract.	H	Y		Fusion Purchasing Cloud Service	
124	Ability to reflect and track updates to change orders.	H	Y		Fusion Purchasing Cloud Service	
125	Ability to track the final contract cost.	H	Y		Fusion Purchasing Cloud Service	
126	<b>Payments</b>					
127	Ability to export contract data including payment and other contract information.	M	Y		Fusion Purchasing Cloud Service, Fusion Procurement Contracts Cloud Service	
128	Ability to view all payments at a detail level that are associated with a specific contract number.	H	Y		Fusion Purchasing Cloud Service	
129	Ability to print detailed payment information for a specific vendor name/number and distinguish payments to a vendor for different program activities.	H	R		Fusion Purchasing Cloud Service	
130	Ability to track multiple encumbrances and payments against a single contract.	H	Y		Fusion Purchasing Cloud Service	
131	Ability to generate payments to contractors based on unit pricing for multiple contract line items.	H	Y		Fusion Purchasing Cloud Service, Fusion Financials Cloud Service	
132	Ability to compare actual contract amounts paid to units provided.	M	Y		Fusion Purchasing Cloud Service	
133	Ability to track "waiver of lien" prior to any payments being made.	M	Y		Fusion Procurement Contracts Cloud Service	Oracle can track if this waiver has been performed but the actual check will be a manual check.
134	<b>Deobligation / Cancellation</b>					
135	Ability to deobligate, cancel or close contracts.	H	Y		Fusion Purchasing Cloud Service	
136	Ability to list deobligate, cancel or close contract that can be deobligated or canceled where the contract has expired and funds were encumbered.	H	Y		Fusion Purchasing Cloud Service	
137	Ability to deobligate, cancel or close all selected contracts without having to access each individual PO for the contract.	H	N		Fusion Purchasing Cloud Service	
138	Ability to maintain a deobligation or cancellation list with the following information:	-			Fusion Purchasing Cloud Service	
139	Contract type	M	R		Fusion Purchasing Cloud Service	
140	Contract begin date	M	R		Fusion Purchasing Cloud Service	
141	Contract end date	M	R		Fusion Purchasing Cloud Service	
142	Vendor name	M	R		Fusion Purchasing Cloud Service	
143	Vendor number	M	R		Fusion Purchasing Cloud Service	
144	Funding	M	R		Fusion Purchasing Cloud Service	
145	Contract name / description	M	R		Fusion Purchasing Cloud Service	
146	Person who deobligated or canceled the contract	M	R		Fusion Purchasing Cloud Service	
147	Reason for deobligation of contract	M	R		Fusion Purchasing Cloud Service	
148	Renewal date	M	R		Fusion Purchasing Cloud Service	
149	PO # (s)	M	R		Fusion Purchasing Cloud Service	



4.7 - Contract Management			Fusion Purchasing Cloud Service			
<i>Objective: To create, manage, cancel/deobligate and close contracts.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
150	Total Deobligation Amount	M	R		Fusion Purchasing Cloud Service	
151	Ability to do a partial deobligation or cancelation.	H	Y		Fusion Purchasing Cloud Service	
152	Ability to deobligate or cancel by each line individually and all lines in a batch.	H	Y		Fusion Purchasing Cloud Service	
153	Ability to reinstate a contract deobligated or canceled in error and flag contract administrator.	H	Y		Fusion Purchasing Cloud Service	
154	Ability to track MBE/WBE/DBE utilization through contract payments.	M	R		Fusion Purchasing Cloud Service, Fusion Financials Cloud Service	

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

4.8 - Debt Management		Reval Investment and Debt Module (3 <sup>rd</sup> Party Product)				
<i>Objective: System to calculate, track, analyze and report on debt obligations of all types.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Debt Instrument Set-Up</b>					
2	Ability to track and manage the following related to the City's debt:	-				
3	Bond series	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
4	Debt type	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
5	Description	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
6	Financial institution	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
7	CUSIP	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
8	Bond Issued amount	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
9	Additions	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
10	Reductions	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
11	Payments	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
12	Principal / Year	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
13	Remaining issued amount (principal outstanding)	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.

4.8 - Debt Management			Reval Investment and Debt Module (3 <sup>rd</sup> Party Product)			
<i>Objective: System to calculate, track, analyze and report on debt obligations of all types.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
14	Remaining Original Issue Premium/Discount	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
15	Interest / Year	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
16	Multiple Accts (Cost of Issue, Escrow, Capitalized Interest, etc.)	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
17	Gain/Loss on refinancing	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
18	Maturity date	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
19	Bond refunding (including partial bond refunding) and relationships	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
20	Participation per bond (percent allocated to different activities and to report anything tracked within allocation percentages).	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
21	Fund type (proprietary or governmental)	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
22	User defined fields	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
23	<b>Debt Management</b>					
24	Ability to analyze different financing options through analytics and "what-if" scenarios.	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
25	Ability to track, initiate and record debt payments.	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
26	Ability to track expenditure of accounts held by a trustee.	M	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
27	Ability to calculate, track, report cash flows (such as capital project expenditures and investment earnings) for arbitrage calculations.	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
28	Ability to provide accruals on outstanding debt and interface to G/L system.	H	Y		Reval Investment and Debt Module, Reval Connect Subledger	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
29	Ability to provide amortization entries for original issue premium/discount and gain/loss on refund based on user defined method.	H	Y		Reval Investment and Debt Module	Denovo is proposing that Reval be used as the third-party provider for Debt Management.

4.8 - Debt Management		Reval Investment and Debt Module (3 <sup>rd</sup> Party Product)				
<i>Objective: System to calculate, track, analyze and report on debt obligations of all types.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
30	Ability to calculate, track, and report on bond derivatives for GASB 53.	M	M		TBD	We do not specifically support GASB. We would need to understand how the standards differ from FASB to determine how the requirements differ for these bonds.
31	<b>Debt Payment Scheduling</b>					
32	Ability to automate debt payments generated from debt module directly into cash flow forecast with authorized approval.	M	Y		Reval Investment and Debt Module, Reval Connect	Denovo is proposing that Reval be used as the third-party provider for Debt Management.
33	Ability to initiate semi-annual payments (principal and interest) to the paying agent/trustee with authorized approval.	M	Y		Reval Investment and Debt Module, Reval Connect	Denovo is proposing that Reval be used as the third-party provider for Debt Management.

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

4.9 - Fixed Assets		Fusion Financials Cloud Service				
<i>Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Activation Process</b>					
2	Ability to define a City wide fixed asset capitalization threshold.	H	Y		Fusion Financials Cloud Service	
3	Ability to optionally flag the purchase as a fixed asset item requiring generation of a property tag	M	Y		Fusion Financials Cloud Service	
4	Ability to store City specific asset numbers	M	Y		Fusion Financials Cloud Service	
5	Ability to identify a purchase as a tentative fixed asset, to accumulate fixed project costs, before being capitalized, and placed into service.	H	Y		Fusion Financials Cloud Service	
6	Ability to collect data to meet <b>GASB34</b> requirements	M	Y		Fusion Financials Cloud Service	
7	Ability to componentize assets (computer, vehicle, truck, plow, spreader).	M	Y		Fusion Financials Cloud Service	
8	Ability to facilitate mass uploads of similar assets (duplicate entry).	H	Y		Fusion Financials Cloud Service	
9	Ability to include the following items in determining the total cost of an asset:	-	Y		Fusion Financials Cloud Service	
10	Original cost	H	Y		Fusion Financials Cloud Service	
11	Additional costs	H	Y		Fusion Financials Cloud Service	
12	Ability to transfer assets at completion of construction.	H	Y		Fusion Financials Cloud Service	
13	Ability to track non-depreciable assets in the fixed asset module.	H	Y		Fusion Financials Cloud Service	
14	Ability to override, edit, and create original funding source descriptions.	H	Y		Fusion Financials Cloud Service	
15	Ability to maintain master location code table.	H	Y		Fusion Financials Cloud Service	
16	Ability to maintain master item code and associated life of asset.	H	Y		Fusion Financials Cloud Service	
17	Ability to split an asset between two different classes (i.e. building & land).	H	Y		Fusion Financials Cloud Service	
18	Ability to store data related to location of asset documentation (e.g. invoices, approval documents)	M	Y		Fusion Financials Cloud Service	
19	<b>Fixed Asset Master File</b>					
20	Ability to accommodate alpha numeric asset numbers.	M	N		Fusion Financials Cloud Service	
21	Allow the system to generate tag numbers, have external tag numbers assigned or not have tag numbers.	M	Y		Fusion Financials Cloud Service	
22	Ability to accommodate parent/child relationships between related assets, such as a supernumber with one or more accessories.	M	Y		Fusion Financials Cloud Service	
23	Ability to reassign child assets to other supernumber/parent assets.	M	Y		Fusion Financials Cloud Service	
24	Ability to accommodate free-form descriptive text to further describe equipment, land, or buildings. The text is electronically associated with the master file. If a limitation on the amount of text that can be entered exists, please indicate the limitation in the Comment field.	H	Y		Fusion Financials Cloud Service	
25	Ability to identify funding for assets (such as grants, bonds, or other):	-			Fusion Financials Cloud Service	

4.9 - Fixed Assets			Fusion Financials Cloud Service			
<i>Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
26	by identifying more than one funding source associated with an asset	H	Y		Fusion Financials Cloud Service	
27	by identifying the percentage split, or capitalization breakout (to each funding source) for each asset	H	Y		Fusion Financials Cloud Service	
28	Ability to support user defined fields such that specific grant information can be tracked.	H	Y		Fusion Financials Cloud Service	
29	Ability to identify financing / leasing information for lease assets.	H	Y		Fusion Financials Cloud Service	
30	Ability to attach memos, word documents, picture documents, etc. to asset file.	H	Y		Fusion Financials Cloud Service	
31	Ability to differentiate between General Fund fixed assets and Enterprise Fund assets based on the fund number.	H	Y		Fusion Financials Cloud Service	
32	Ability to record asset acquisition types, e.g., created, purchased, donated, or confiscated.	H	Y		Fusion Financials Cloud Service	
33	System must provide the ability to display and maintain the following key data elements for an asset:	-			Fusion Financials Cloud Service	
34	System generated asset number	H	Y		Fusion Financials Cloud Service	
35	Tag number	H	Y		Fusion Financials Cloud Service	
36	Multiple fund numbers	H	Y		Fusion Financials Cloud Service	
37	Multiple department numbers	H	Y		Fusion Financials Cloud Service	
38	Cost Center/Division	H	Y		Fusion Financials Cloud Service	
39	Multiple Original Funding Sources - Fund	H	Y		Fusion Financials Cloud Service	
40	Multiple Original Funding Sources - Department	H	Y		Fusion Financials Cloud Service	
41	Location Code	H	Y		Fusion Financials Cloud Service	
42	Item Code or Asset Type	H	Y		Fusion Financials Cloud Service	
43	Quantity	H	Y		Fusion Financials Cloud Service	
44	Accumulated depreciation	H	Y		Fusion Financials Cloud Service	
45	Acquisition Method	M	Y		Fusion Financials Cloud Service	
46	Asset Cost (999,999,999,999.99)	H	Y		Fusion Financials Cloud Service	
47	Comment	H	Y		Fusion Financials Cloud Service	
48	Disposal date	H	Y		Fusion Financials Cloud Service	
49	Disposal method	H	Y		Fusion Financials Cloud Service	
50	Disposal reason	H	Y		Fusion Financials Cloud Service	
51	Emergency Management/Disaster Recovery asset flag	M	Y		Fusion Financials Cloud Service	
52	Estimated life (in months or years)	H	Y		Fusion Financials Cloud Service	
53	Extended description	H	Y		Fusion Financials Cloud Service	
54	Fiscal year depreciation	H	Y		Fusion Financials Cloud Service	
55	Fleet specific data fields	H	Y		Fusion Financials Cloud Service	
56	General description	H	Y		Fusion Financials Cloud Service	
57	Insurance Company	M	Y		Fusion Financials Cloud Service	
58	Insurance Policy Number	M	Y		Fusion Financials Cloud Service	
59	Insurance Policy Expiration	M	Y		Fusion Financials Cloud Service	
60	License number	H	Y		Fusion Financials Cloud Service	
61	Make	H	Y		Fusion Financials Cloud Service	
62	Manufacturer	H	Y		Fusion Financials Cloud Service	
63	Model Number	H	Y		Fusion Financials Cloud Service	
64	Model Year	H	Y		Fusion Financials Cloud Service	

4.9 - Fixed Assets				Fusion Financials Cloud Service		
<i>Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	Motor Detail	M	Y		Fusion Financials Cloud Service	
66	Purchasing date (mm/dd/yyyy)	H	Y		Fusion Financials Cloud Service	
67	Purchase order	H	Y		Fusion Financials Cloud Service	
68	Risk Management specific data fields	H	Y		Fusion Financials Cloud Service	
69	Sale price	H	Y		Fusion Financials Cloud Service	
70	Serial number (twenty-five alpha/numeric characters)	H	Y		Fusion Financials Cloud Service	
71	Spot Audit Date or Inventory Audit Date (mm/dd/yy)	M	Y		Fusion Financials Cloud Service	
72	Equipment / Vehicle ID Number (VIN) (alpha numeric)	H	Y		Fusion Financials Cloud Service	
73	Multiple vendor names (at least as long as Vendor record in Purchasing and AP)	H	Y		Fusion Financials Cloud Service	
74	Multiple vendor numbers (six digit numeric can have an alpha prefix)	H	Y		Fusion Financials Cloud Service	
75	Check date (mm/dd/yyyy)	M	Y		Fusion Financials Cloud Service	
76	In-Service Date (mm/dd/yyyy)	H	Y		Fusion Financials Cloud Service	
77	Check number (six digits)	M	Y		Fusion Financials Cloud Service	
78	Warranty Information	H	Y		Fusion Financials Cloud Service	
79	Unlimited user defined fields	H	Y		Fusion Financials Cloud Service	
80	Project Number and Name	H	Y		Fusion Financials Cloud Service	
81	Ability to identify leased equipment	H	Y		Fusion Financials Cloud Service	
82	<b>Asset Classes</b>					
83	Ability to code fixed assets according to a classification scheme by item code (i.e., desks, cars, etc.).	H	Y		Fusion Financials Cloud Service	
84	Ability to maintain information for unlimited classes / accounts of fixed assets (e.g. land, roads, bridges, computer equipment, police equipment)	H	Y		Fusion Financials Cloud Service	
85	<b>Asset Management (Adds, Adjustments, Retirements, Transfers)</b>					
86	Ability to perform a "mass change" of ownership for the following fields:	-			Fusion Financials Cloud Service	
87	Fund	H	Y		Fusion Financials Cloud Service	
88	Department	H	Y		Fusion Financials Cloud Service	
89	Division	H	Y		Fusion Financials Cloud Service	
90	Location	H	Y		Fusion Financials Cloud Service	
91	Funding source	H	Y		Fusion Financials Cloud Service	
92	Asset class	H	Y		Fusion Financials Cloud Service	
93	Ability to capitalize multiple purchases in aggregate (as a group).	H	Y		Fusion Financials Cloud Service	
94	Ability to perform asset additions, transfers, and dispositions (i.e. transfers, disposals, surplus, etc.) online via an automated, customizable multi-level workflow process.	H	Y		Fusion Financials Cloud Service	
95	System provides standard functionality to configure notifications to various users (e.g. Risk Manager) upon surplussing of assets, inventory or expensed consumable items	M	Y		Fusion Financials Cloud Service	
96	Ability to transfer assets between departments, divisions, locations and funds, accommodating interfund and inter-dept. transfers, duplicating all identifying data from original record with proper authority.	H	Y		Fusion Financials Cloud Service	
97	Ability to track improvements on an existing asset.	M	Y		Fusion Financials Cloud Service	
98	Ability to perform a partial disposition / retirement.	H	Y		Fusion Financials Cloud Service	
99	Ability to make disposals effective as soon as the disposal information is entered versus waiting until the end of the year.	H	Y		Fusion Financials Cloud Service	



4.9 - Fixed Assets				Fusion Financials Cloud Service		
<i>Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
100	Ability to delete an asset that was set-up in error, by authorized personnel only.	H	Y		Fusion Financials Cloud Service	
101	Ability to move an asset into "pooled storage" in which it is inactive but yet remains in the possession of the City.	M	Y		Fusion Financials Cloud Service	
102	Ability to record asset as a retirement and maintain history in system	H	Y		Fusion Financials Cloud Service	
103	Ability to maintain on-line history of transactions for active and retired assets including:	-			Fusion Financials Cloud Service	
104	ID Number Changes	M	Y		Fusion Financials Cloud Service	
105	Status change	M	Y		Fusion Financials Cloud Service	
106	Partial disposals	M	Y		Fusion Financials Cloud Service	
107	Valuation change	M	Y		Fusion Financials Cloud Service	
108	Fund - Department Changes	M	Y		Fusion Financials Cloud Service	
109	Location Changes	M	Y		Fusion Financials Cloud Service	
110	Account Number Changes	M	Y		Fusion Financials Cloud Service	
111	Cost Changes	M	Y		Fusion Financials Cloud Service	
112	Date of Last Depreciation Adjustment	M	Y		Fusion Financials Cloud Service	
113	Other user-defined fields	H	Y		Fusion Financials Cloud Service	
114	<b>Asset Inventory</b>					
115	Ability to read bar coded asset tags and bar code readers for performing physical inventories.	M	T		Fusion Financials Cloud Service	
116	Ability to print bar-coded tags or labels for fixed asset identification.	M	T		Fusion Financials Cloud Service	
117	Ability to track custodianship of assets.	H	Y		Fusion Financials Cloud Service	
118	Ability to track amortization based on depreciation	H	Y		Fusion Financials Cloud Service	
119	Ability to manage inventory and fixed asset levels at different locations in real-time.	M	Y		Fusion Financials Cloud Service	
120	<b>Asset Depreciation</b>					
121	Ability to calculate depreciation expense, and periodically update each master file using straight-line depreciation schedules and activity status (active, fully depreciated but still in use, not depreciable, retired).	H	Y		Fusion Financials Cloud Service	
122	Ability to retain fully depreciated assets in the fixed asset master file for inventory control purposes.	H	Y		Fusion Financials Cloud Service	
123	Ability to transfer assets from one type to another and effectively manage the new depreciation amount.	L	Y		Fusion Financials Cloud Service	
124	Ability to set-up a different depreciation life for each asset that is within a certain pre-defined range.	H	Y		Fusion Financials Cloud Service	
125	Ability to depreciate assets monthly using a straight line-half year convention.	H	Y		Fusion Financials Cloud Service	
126	Ability to allocate depreciation costs for a specific asset to multiple accounts by percentage.	L	Y		Fusion Financials Cloud Service	
127	Ability to support multiple depreciation schedules / per asset.	L	Y		Fusion Financials Cloud Service	
128	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	L	Y		Fusion Financials Cloud Service	
129	Ability to depreciate fixed assets and allocate depreciation to department and/or function.	M	Y		Fusion Financials Cloud Service	

4.9 - Fixed Assets			Fusion Financials Cloud Service			
<i>Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
130	Ability to provide a Schedule of Current Year's Depreciation associated with each asset.	H	Y		Fusion Financials Cloud Service	
131	Ability to handle multiple depreciation schedules.	M	Y		Fusion Financials Cloud Service	
132	Ability of the system to produce a complete audit trail of all depreciation calculations.	L	Y		Fusion Financials Cloud Service	
133	Ability to map governmental depreciation to GFA.	H	Y		Fusion Financials Cloud Service	
134	Ability to idle assets (suspend depreciation).	M	Y		Fusion Financials Cloud Service	
135	Ability to establish configurations by fund for the rules of posting depreciation (e.g. governmental fund depreciation does not post but proprietary funds do post to the general ledger).	H	Y		Fusion Financials Cloud Service	
136	Land to automatically not depreciate without affecting other asset depreciation schedules.	H	Y		Fusion Financials Cloud Service	
137	Ability to set a depreciation threshold based on asset value.	H	Y		Fusion Financials Cloud Service	
138	<b>Risk Management</b>					
139	Ability to track "non-capitalized" asset / equipment items (i.e.: computer equipment, non-licensed vehicles) per department / division for risk management purposes.	M	Y		Fusion Financials Cloud Service	
140	Ability to track non-depreciable technology inventory items (desktops, laptops, etc.) including detailed information such as component detail, serial numbers, technical specifications, etc.	H	Y		Fusion Financials Cloud Service	
141	Ability to accommodate an asset value replacement costs for insurance purposes.	M	Y		Fusion Financials Cloud Service	
142	Ability to support asset value appreciation for real property and provides a detailed audit trail. Any appreciation does not affect cost basis.	M	Y		Fusion Financials Cloud Service	
143	System provides standard functionality to configure notifications to various users (e.g. Risk Manager) upon capitalization of assets	M	Y		Fusion Financials Cloud Service	
144	Ability for the Fixed Asset module to collect information from the Accounts Payable and Purchasing modules. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the A/P and Purchasing modules into the Fixed Assets master file system. Users are able to adjust and or remove assets that are misclassified.	H	Y		Fusion Financials Cloud Service	
145	Ability to collect data from the Project Accounting system to capture project costs for aggregate / project assets	H	Y		Fusion Financials Cloud Service	
146	Ability to allow a project to be associated with multiple assets	M	Y		Fusion Financials Cloud Service	
147	Ability to allow an asset to be associated with multiple projects	M	Y		Fusion Financials Cloud Service	
148	Ability to code transactions as CIP (Construction In Progress) for future capitalization.	H	Y		Fusion Financials Cloud Service	
149	Ability to retrieve purchase information from Accounts Payable module (e.g., Vendor Name, description for validation.)	H	Y		Fusion Financials Cloud Service	
150	Ability to integrate to Cash Receipting (for fixed Asset disposals).	M	Y		Fusion Financials Cloud Service	
151	Ability to capture maintenance and operational costs in accounts payable and tie to assets.	L	Y		Fusion Financials Cloud Service	
152	Ability to integrate to Purchasing for capital purchase order set-up.	H	Y		Fusion Financials Cloud Service	
153	Ability to integrate to Purchasing for fixed asset dispositions.	H	Y		Fusion Financials Cloud Service	
154	Ability to integrate to Budget for line item approval.	M	Y		Fusion Financials Cloud Service	

4.9 - Fixed Assets			Fusion Financials Cloud Service			
<i>Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
155	Ability to integrate to General Ledger to confirm the chart of accounts segments are valid combinations for the initial asset account coding.	H	Y		Fusion Financials Cloud Service	
156	Ability to integrate to the General Ledger for posting Fixed Asset module activity (i.e. purchases, transfers, dispositions, etc.).	H	Y		Fusion Financials Cloud Service	
157	Ability to configure the Fixed Asset System such that fixed costs and depreciation are posted to the General Ledger in summary.	H	Y		Fusion Financials Cloud Service	
158	Ability to post automatic inter-fund activity journal entries to General Ledger with appropriate audit trail.	H	Y		Fusion Financials Cloud Service	
159	Ability to establish and maintain a separate subsidiary classification system for management of fixed asset records for major categories of investment, funding sources, etc.	H	Y		Fusion Financials Cloud Service	

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

4.10 - General and Technical				Fusion Cloud Services		
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Documentation</b>					
2	Ability to provide contextual, searchable, online software documentation for all software application modules.	H	Y		Fusion Cloud Services	
3	Ability to provide an on-line tutorials.	L	Y		Fusion Cloud Services	
4	Ability to provide all vendor supplied software that is accompanied by sufficient documentation to enable comprehensive understanding of its internal structure and operating procedures.	H	Y		Fusion Cloud Services	
5	Ability to provide Release Notes that document changes between version releases. These documents must be written in a fashion that is easily understandable by the end user. The format of the Release Notes must be conducive to analyzing which changes effect the organization as well as differentiate between items end users need to know about versus IT.	H	Y		Fusion Cloud Services	
6	<b>Help System</b>					
7	Ability to provide a menu-driven system with comprehensive utility and "help" screen capabilities.	H	Y		Fusion Cloud Services	
8	Ability to provide field-level and screen level help throughout the application that can be customized by trained users.	H	Y		Fusion Cloud Services	
9	<b>Online Vendor Customer Support Portal</b>					
10	Ability to provide a portal solution to the access various on-line information regarding the vendor's solution including:	-				
11	Knowledge base of user documentation	M	Y		Fusion Cloud Services	
12	Release notes	M	Y		Fusion Cloud Services	
13	Other documentation (i.e., chats)	M	Y		Fusion Cloud Services	
14	Ability to provide a portal solution that allows users to submit enhancement requests and system bugs on-line that allows for tracking of progress on individual items.	M	Y		Fusion Cloud Services	
15	Ability to be used by the public without any installation of software on the customer's hardware, i.e. must run fully within all standard internet browsers.	H	Y		Fusion Cloud Services	
16	Ability to provide a portal solution that allows users to query on specific items that they have submitted.	M	Y		Fusion Cloud Services	
17	<b>Error Processing</b>					
18	Ability to log error messages and store for future review and reporting. Error messages should be meaningful to the user versus being of a technical nature.	M	Y		Fusion Cloud Services	

4.10 - General and Technical				Fusion Cloud Services		
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
19	Ability to allow the system administrator or designated end-users to view the error log on-line to provide support for the users.	M	Y		Fusion Cloud Services	Logs can be seen online through the cloud portal or requested from Oracle Cloud Operations.
20	Ability to perform error checking to verify the quality of the information being entered and that system balances are maintained.	M	Y		Fusion Cloud Services	
21	<b>Forms Processing</b>					
22	Ability to provide an integrated or SSRS Forms Solution that allows designated users to custom develop various forms within the system that can be integrated with all modules.	M	Y		Fusion Cloud Services	Platform as a Service (PaaS) delivers the ability to build custom forms and integrate those services within Fusion Modules.
23	Ability to store form data in the application, both blank forms for users to use, as well as completed forms that need to be attached to a specific transaction or employee.	M	Y		Fusion Cloud Services	
24	Ability for trained users to customize forms without the need for Vendor assistance. Customized forms will be able to be incorporated into future vendor releases.	M	Y		Fusion Cloud Services	
25	<b>Security and Auditing</b>					
26	Ability to use Active Directory (AD) as the source for security credentials. AD shall be used as the primary authentication level for user sign-on into the system. LDAP is also an acceptable alternative. (Single sign-on).	H	Y		Fusion Cloud Services	
27	Ability to limit access to, or updating of, the information stored on the computer through use of an account security system at the terminal, operator, and menu application levels. Security should additionally revolve around add/update/view/delete access at the transaction level.	H	Y		Fusion Cloud Services	
28	Ability to deliver security in a layered format (i.e. data, database, application, network physical).	H	Y		Fusion Cloud Services	
29	Ability to log all file changes in a detailed permanent audit trail, by user ID.	H	Y		Fusion Cloud Services	
30	Ability to provide role based and class based system security; must be configurable and must establish rules for editing.	H	Y		Fusion Cloud Services	
31	Ability for an administrator to change a user's status to inactive.	H	Y		Fusion Cloud Services	
32	Ability to support electronic/digital signatures.	M	T		Fusion Cloud Services	Oracle Cloud Apps Marketplace provides an inventory of provisionable solutions that can be add to your oracle cloud service without disruption.
33	Ability to support the encryption of data communications between the client and the server.	H	Y		Fusion Cloud Services	
34	Ability to define specific user access to processes, icons, screens, reports, records and code tables based on individual and group profiles.	M	Y		Fusion Cloud Services	
35	Ability to apply security restrictions to report writer utilities.	M	Y		Fusion Cloud Services	
36	Ability to apply security restrictions to global update functions.	H	Y		Fusion Cloud Services	
37	Ability to apply security restrictions to all ODBC and OLE activities.	M	Y		Fusion Cloud Services	
38	Ability to differentiate access between ability to view versus update for specific data elements.	H	Y		Fusion Cloud Services	
39	Ability to restrict the accessing of security configuration and audit logs.	H	Y		Fusion Cloud Services	
40	Standard system functionality restricts System Administrator account from performing transactions on the system with the ability to override.	H	Y		Fusion Cloud Services	
41	Ability to provide single sign on with any third-party products proposed. (SAML and AD)	H	Y		Fusion Cloud Services	

4.10 - General and Technical			Fusion Cloud Services			
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
42	Ability to require both user ID and password to access system functionality.	H	Y		Fusion Cloud Services	
43	if single sign on without need to log in is implemented, credentials must be supplied for admin functionality	H	Y		Fusion Cloud Services	
44	Ability to provide password security which will automatically restrict access after a specified number of erroneous attempts to access.	H	Y		Fusion Cloud Services	
45	Ability to monitor concurrent users to the database.	M	Y		Fusion Cloud Services	
46	Ability to automatically log off an inactive user.	H	Y		Fusion Cloud Services	
47	Ability to track the relevant audit trails and allow "drill down to the source" functionality to review the history of all changes to the data.	M	N			
48	Ability to allow management to review the system administrator's activities.	M	Y		Fusion Cloud Services	
49	Ability to trace transactions through the system using audit reports.	M	Y		Fusion Cloud Services	
50	<b>Archiving</b>					
51	Ability to provide an archiving solution for all data elements which provide configuration options for archiving schedules.	M	R		Fusion Cloud Services, Fusion Transactional Business Intelligence Cloud Service	Specified objects can be made available for native archiving via reporting. In addition, Oracle is responsible for all service level agreements and performance of the Cloud Service. It is our responsibility to optimize the performance and response times of the application as it relates to contracted service levels. We use internal tuning and the world's top DBAs to ensure your instance is performing as needed.
52	System design provides an "archive" environment for historical data.	M	Y		Fusion Cloud Services	
53	<b>Integration and Interfacing</b>					
54	Ability to import / export non-configuration data (e.g. transaction data) to/from a common data interchange format (e.g. ASCII, XML, etc.)	H	Y		Fusion Cloud Services, Fusion Transactional Business Intelligence Cloud Service	
55	Ability to support the following mobile devices; iOS, android, Microsoft etc.	M	Y		Fusion Cloud Services, Fusion Transactional Business Intelligence Cloud Service	
56	Ability to import / export configuration data to/from a common data interchange format (e.g. ASCII, XML, etc.)	M	Y		Fusion Cloud Services, Fusion Transactional Business Intelligence Cloud Service	
57	Ability for all data import functions in the system to observe all pre-set data validation rules to enforce data / database integrity.	H	Y		Fusion Cloud Services	
58	Ability to support web services as a means of real-time data exchange with other applications, such as third party time keeping, recruiting and training applications.	H	Y		Fusion Cloud Services	
59	Ability to import data.	H	Y		Fusion Cloud Services	
60	Ability to apply security restrictions to all imports performed by a user.	H	Y		Fusion Cloud Services	
61	Ability to attach multiple documents / images to a single HRIS transaction and have that attachment flow with the transaction throughout its life in the HRIS (i.e. hire to retire).	M	Y		Fusion Cloud Services	
62	<b>System Installation</b>					
63	Ability to provide capabilities for system to be deployed with an "agentless client" (i.e. no software on the desktop).	M	Y		Fusion Cloud Services	

4.10 - General and Technical			Fusion Cloud Services			
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
64	Ability to retain user preferences when installing new releases of the vendor's software.	H	Y		Fusion Cloud Services	
65	Ability to support the following environments during system implementation including: TEST, PROD at no additional licensing cost.	H	Y		Fusion Cloud Services	
66	Ability to provide a configuration management solution to allow for easy management of moving data and programs between the various environments.	M	Y		Fusion Cloud Services	
67	<b>System Operations and Administration</b>					
68	Ability to supply various utilities to facilitate file maintenance, data manipulation, and backup/recovery. These may include, but are not limited to, sorts, file generators, and file-to-file copying utilities.	M	Y		Fusion Cloud Services	
69	Solution must be compatible to run on Citrix	M	Y		Fusion Cloud Services	The Oracle Cloud service only requires minimum desktop and browser versions for operability. The solution can be accessible via Citrix as long as those minimum support requirements are maintained for each desktop.
70	Ability for system to include the appropriate administrative and programming toolsets to configure, modify and customize the software applications.	M	Y		Fusion Cloud Services	
71	Ability for the software vendor(s) to have the facilities to diagnose and maintain the application software and database remotely. Using the city's standards for access.	H	Y		Fusion Cloud Services	
72	Ability for the vendor to provide ongoing software maintenance and new software releases periodically to meet all State, Federal and Local requirements at no additional charge.	H	N		Fusion Cloud Services	Oracle provides ongoing software maintenance and new software releases periodically at no additional charge, but these releases may not include "all" State and Federal requirements. Oracle works to provide timely updates with Federal and State requirements.
73	Ability to terminate session based on inactivity.	H	Y		Fusion Cloud Services	
74	Ability to scroll forward and back during inquiry.	M	Y		Fusion Cloud Services	
75	Ability for users to have multiple screens/sessions open without consuming multiple licenses.	M	Y		Fusion Cloud Services	
76	Ability to provide employee self service capabilities that must be available on a PC or kiosk through standard web browsers (e.g. entering sick time from home).	M	Y		Fusion Cloud Services	
77	Ability to provide support for a system administrator to control functional access by employees. Employees should only be presented with those functions to which they have access, according to their role and needs.	H	Y		Fusion Cloud Services	
78	<b>Technical Standards &amp; Preferences - Applies to ALL products being proposed by the vendor.</b>					
79	Ability to provide a system that operates under a Service Oriented Architecture (SOA) environment.	M	Y		Fusion Cloud Services	
80	Ability to apply effort to use existing computers and printers.	H	Y		Fusion Cloud Services	
81	<b>Data Management</b>					
82	System has cut/copy/paste functionality.	H	Y		Fusion Cloud Services	



4.10 - General and Technical			Fusion Cloud Services			
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
83	Ability for all informational data elements tracked to be maintained in a (SQL Server) ODBC-compliant integrated database to allow efficient data sharing, customized report writing, and automated posting.	M	Y		Fusion Cloud Services	
84	Ability for system to interact with the relational database and offer robust querying and online analysis tools that do not require programming knowledge, allowing users to pick and choose fields, link tables, and establish criteria.	M	Y		Fusion Cloud Services	
85	Ability to log all on-line input and provide the ability to recover the data files to the point of the last transaction in the event of a programming or system failure. This process should minimize user involvement.	H	Y		Fusion Cloud Services	The Recovery Point Objective for Oracle Fusion Cloud Services is 1 hour.
86	Ability to access tables from other systems using both SQL and non-SQL data sources.	M	Y		Fusion Transactional Business Intelligence Cloud Service, Oracle Data Visualization Cloud Service	
87	Ability to support referential integrity through the use of data definitions.	M	Y		Fusion Cloud Services	
88	Ability to create database integrity constraints that match the business rules enforced by the system through the modules code.	M	N		Fusion Cloud Services	The proposed Oracle solution is a 100 percent SaaS offering.
89	Ability for the database to allow for data access in a seamless manner even though the data may physically reside on another server.	M	Y		Fusion Cloud Services	
90	<b>User Interface</b>					
91	Ability for system to ensure that all features and functions within the application will be available and operate identically regardless of the user interface that is used (i.e., web-based or client-based).	M	Y		Fusion Cloud Services	
92	Ability to have access to the system outside of our network (Mobile/Tablet friendly and access from a home computer).	M	Y		Fusion Cloud Services	
93	Ability to ensure that the software applications provide functionality for or are compatible with third party industry standard (Lunar, Supernova, Zoom Text, Magic) screen magnification products to enlarge the print on the computer screen and configure print size, contrast and color selection for blind users. Please note third party product compatibility in Comment field.	M	Y		Fusion Cloud Services	
94	Ability for the software applications to provide functionality for or are compatible with third party industry standard (Hal, JAWS for Windows, Windows Eyes, etc.) screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in comment field.	M	Y		Fusion Cloud Services	
95	Ability for system to provide a Web-based interface that uses "point and click" device functionality.	M	Y		Fusion Cloud Services	
96	Ability for system to ensure a consistent use of command keys and screen layouts across the application.	M	Y		Fusion Cloud Services	
97	Ability to allow any screen to be modified to use the customized terminology.	M	Y		Fusion Cloud Services	
98	Ability to modify pull down menus and pick lists.	H	Y		Fusion Cloud Services	
99	Ability for system to display all dollar amounts formatted with dollar signs and commas.	M	Y		Fusion Cloud Services	
100	Ability to ensure that the software complies with ADA accessibility standards. To comply with the Americans with Disabilities Act (ADA), Information technology must be accessible to people with disabilities. And	M	Y		Fusion Cloud Services	As of February 13, 2017, and prior to any customizations, the Oracle product(s) listed immediately below are capable of providing

4.10 - General and Technical		Fusion Cloud Services				
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act.					comparable access to individuals with disabilities consistent with the applicable provisions of the Architectural and Transportation Barriers Compliance Board standards set out in 36 CFR Part 1194 (known as 'Section 508') effective as of June, 2001. Please note that such capabilities are subject to the dependencies, comments and exceptions (some of which may be significant, if any) noted on the applicable Voluntary Product Accessibility Templates (VPATs) available at <a href="http://www.oracle.com/us/corporate/accessibility">www.oracle.com/us/corporate/accessibility</a> for each Oracle product, when they are used in accordance with Oracle's associated documents and other written information, and provided that any assistive technologies and any other products used with them properly interoperate with them: <ul style="list-style-type: none"> <li>• Fusion Financials Cloud Service</li> <li>• Fusion Expenses Cloud Service</li> <li>• Fusion Transactional Business Intelligence for Financials Cloud Service</li> <li>• Fusion Automated Invoice Processing Cloud Service</li> <li>• Fusion Advanced Collections Cloud Service</li> <li>• Fusion Purchasing Cloud Service</li> <li>• Fusion Self Service Procurement Cloud Service</li> <li>• Fusion Supplier Portal Cloud Service</li> <li>• Fusion Sourcing Cloud Service</li> <li>• Fusion Supplier Qualification Management Cloud Service</li> <li>• Fusion Procurement Contracts Cloud Service</li> <li>• Fusion Project Financials Cloud Service</li> <li>• Fusion Project Contract Billing Cloud Service</li> <li>• Fusion Project Management Cloud Service</li> <li>• Fusion Grants Management Cloud Service</li> <li>• Fusion Task Management Cloud Service</li> <li>• Enterprise Planning and Budgeting Cloud Service</li> <li>• Enterprise Performance Reporting Cloud Service</li> <li>• Fusion Human Capital Management Base Cloud Service</li> <li>• Fusion Time and Labor Cloud Service</li> </ul>

4.10 - General and Technical		Fusion Cloud Services				
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						<ul style="list-style-type: none"> <li>• Payroll Cloud Service for United States</li> <li>• Fusion Performance Management Cloud Service</li> <li>• Fusion Career Development Cloud Service</li> <li>• Fusion Goal Management Cloud Service</li> <li>• Fusion Talent Review and Succession Management Cloud Service</li> <li>• Fusion Workforce Compensation Cloud Service</li> <li>• Oracle RightNow Universal Policy Automation Tier 1</li> <li>• Oracle RightNow Universal Policy Automation Tier 3</li> <li>• Oracle Data Integrator Enterprise Edition</li> <li>• Oracle Business Intelligence Cloud Service</li> <li>• Oracle Java Cloud Service - Enterprise Edition</li> <li>• Oracle Database Cloud Service - Multitenant Edition – BIS50</li> <li>• Oracle Database Cloud Service - Enterprise Edition High Performance</li> <li>• Oracle RightNow Enterprise Contact Center Dynamic Agent Desktop Cloud Service (using the Agent Accessibility Interface, which supports Incident Management, Knowledge (Answer) Management, Contact Management and Organization Management)</li> </ul> <p>Oracle makes no representations regarding the accessibility status of the product(s) listed immediately below because they either (i) have not yet been evaluated by Oracle for accessibility, (ii) are not Information and Communication Technology (ICT), for example they are professional services that are advisory, (iii) are ICT but have no user interface, or (iv) are from a third party, as indicated below in parentheses by 'Not evaluated', 'Not ICT', 'No UI' and 'Third party', respectively:</p> <ul style="list-style-type: none"> <li>• Oracle Compute Cloud Service - Block Storage - Non-metered (Not evaluated)</li> <li>• Oracle RightNow Emails Sent Monthly – 100 Emails Sent – Monthly Capacity (No UI)</li> <li>• Oracle Database Backup Service - Non-metered (No UI)</li> <li>• Oracle Storage Cloud Service - Non-</li> </ul>

4.10 - General and Technical			Fusion Cloud Services			
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						metered (No UI) • Additional Test Environment for Oracle Fusion Cloud Service (No UI) • Cloud Priority Service (Not ICT) • Fusion WebCenter Forms Recognition Cloud Service (Third party) Discrimination laws such as the U.S. Americans with Disabilities Act require employers to provide 'reasonable accommodations', or to make certain places of public accommodation accessible. It is the responsibility of each organization to adhere to their applicable laws, by providing an appropriate work environment, tools, productivity adjustments, etc. Oracle products have accessibility features that assist an organization in achieving compliance with the discrimination laws, but accessibility of software is just one factor in achieving such compliance.  No other terms, conditions, statements or any other such representations regarding or related to accessibility shall apply to the Oracle products provided under this proposal. Oracle cannot make any commitments about future product directions, including plans to address accessibility or the availability of VPATs. Product direction remains at the sole discretion of Oracle.
101	<b>Data Entry &amp; Transaction Processing</b>					
102	Ability to spell-check.	M	Y		Fusion Cloud Services	
103	Ability to accommodate up to four decimal places.	M	Y		Fusion Cloud Services	
104	Ability to control entry of data to ensure user enters data into all required fields on the screen.	H	Y		Fusion Cloud Services	
105	Ability to effective date transactions.	M	Y		Fusion Cloud Services	
106	Ability to have data entry fields automatically default to a specific value (e.g., date fields should default to current date, city address, union codes that prepopulate other fields).	M	Y		Fusion Cloud Services	
107	Ability to perform batch data entry of transactions with batch totals.	M	Y		Fusion Cloud Services	
108	Ability for system to provide data entry transaction templates (i.e. onboarding, performance evaluations, requisitions, etc.), with custom defined fields as a default.	M	Y		Fusion Cloud Services	
109	Ability for system architecture to support distributed data (i.e. mobile) entry or approvals by authorized users.	M	Y		Fusion Cloud Services	

4.10 - General and Technical			Fusion Cloud Services			
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
110	Ability to configure tabbing order on all data entry screens.	M	Y		Fusion Cloud Services	Page Personalizations are set at the User Level for data entry efficiency.
111	Ability to “auto fill” fills in field level information (i.e. – department).	M	Y		Fusion Cloud Services	
112	Ability for back-ups or other transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	M	Y		Fusion Cloud Services	
113	Ability for the system, excluding complete system backup activities, to be available 24 hours a day.	H	Y		Fusion Cloud Services	The Cloud Services are designed to be available 24 hours a day, 7 days a week, 365 days a year, except during maintenance periods, technology upgrades and as otherwise set forth in the agreement, the ordering document and this Oracle Cloud Service Level Objective Policy. Additional information may be found in Oracle's Cloud Hosting and Delivery Policies: <a href="http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf">http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf</a> .
114	System provides record locking functionality which only allow viewing, and query access to system records by users, while a user is making edits to the record.	M	Y		Fusion Cloud Services	
115	Ability for system to provide free form comments fields for all transactions – prior to posting, after the fact (multiple un-editable comments with user stamping and date stamping)	M	N		Fusion Cloud Services	Various transactions throughout the system allow for comments to be added. In some areas of the application, these comments may be marked private to restrict particular viewers.
116	<b>Central Document / Transaction Workflow Engine</b>					
117	Ability to provide workflow functionality, automating business processes within the system that can be controlled and managed by a trained end-user. This workflow includes routing based on roles defined in the system and assigned to each user and rules determining how a process is handled and works consistently across all module areas and user interfaces within the application.	M	Y		Fusion Cloud Services	
118	System provides audit trail history of approvals.	H	Y		Fusion Cloud Services	
119	Ability to set ad-hoc approval rule for individual transactions.	M	Y		Fusion Cloud Services	
120	Ability to provide workflow functionality that is role based such that departments can perform approvals in a “person independent” manner.	M	Y		Fusion Cloud Services	
121	Ability to provide tickler / reminder functionality throughout the system that could be set to trigger based on certain events (e.g., more than 2 weeks have passed and you are responsible for completing this step, contract is going to expire soon, etc.). Optionally, be able to trigger a standard email to be sent through Outlook.	M	Y		Fusion Cloud Services	
122	Ability to provide the same workflow rules and engine regardless of the user interface that is used (i.e., web-based or client-based interface).	M	Y		Fusion Cloud Services	
123	Ability to provide workflow functionality that allows a user to enter comments justifying their approval/denial.	M	Y		Fusion Cloud Services	
124	Ability to provide workflow functionality that allows a user to forward workflow items for a user-designated period of time to another user who	M	Y		Fusion Cloud Services	

4.10 - General and Technical				Fusion Cloud Services		
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	will act as a surrogate in being able to review, approve and reject all workflow items in the first user's absence.					
125	Ability to provide workflow functionality that allows for items to be put into workflow with a combination of parallel or sequential approvals.	M	Y		Fusion Cloud Services	
126	Ability to provide workflow functionality that allows for reporting on how long each step in a workflow is taking to perform.	M	Y		Fusion Cloud Services	
127	Ability to provide workflow functionality with the following options when reviewing an item:	-			Fusion Cloud Services	
128	Approve	M	Y		Fusion Cloud Services	
129	Forward	M	Y		Fusion Cloud Services	
130	Hold	M	Y		Fusion Cloud Services	
131	Reject	M	Y		Fusion Cloud Services	
132	Ability to provide workflow functionality that allows for notification of the results of a workflow step to be sent to a user via email or be viewable internally within the application. The type of notification (email or internal to application) can be customizable for each individual user.	M	N		Fusion Cloud Services	The delivered functionality allows for the notification via email and/or internally via the application. However, this functionality may not be configured for each individual user.
133	Ability to provide workflow functionality that allows for users receiving workflow updates via email to click on a link provided within the email that takes the user to the appropriate area within the application to perform the next steps on that workflow.	M	Y		Fusion Cloud Services	
134	<b>Address Management</b>					
135	Ability to support a standard naming convention including segments for all addresses within the system.	H	Y		Fusion Cloud Services	
136	Ability to store all components of an address record in separate fields.	M	Y		Fusion Cloud Services	
137	Ability to support a single employee record that is not duplicated within the system.	M	Y		Fusion Cloud Services	
138	<b>Reporting and Printing</b>					
139	Ability to provide a user-configurable 'management dashboard' which allows users to identify and view key summary performance statistics from various components of the system and drill into them for further detail.	M	Y		Fusion Cloud Services, Fusion Transactional Business Intelligence Cloud Service	
140	Ability for system to have an ad-hoc report writer with the following features:	-				
141	Report Writer capability with file organization structure consistent between all application modules	H	Y		Fusion Intelligence Business Intelligence	
142	Integration with all other application modules on the same processor for custom report creation	H	Y		Fusion Intelligence Business Intelligence	
143	Flexible report formatting capabilities	H	Y		Fusion Intelligence Business Intelligence	
144	Mailing list and label generation capability	H	Y		Fusion Intelligence Business Intelligence	
145	Ability to retrieve information from multiple tables / files	H	Y		Fusion Intelligence Business Intelligence	
146	Ability to specify desired subtotal breaks and totaling fields	H	Y		Fusion Intelligence Business Intelligence	
147	Ability to obtain reports in different sort sequences	H	Y		Fusion Intelligence Business Intelligence	

4.10 - General and Technical				Fusion Cloud Services		
<i>Objective: To ensure that the application operates consistently and to the technical standards.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
148	Ability to calculate percentages	H	Y		Fusion Intelligence Business Intelligence	
149	Ability to calculate averages	H	Y		Fusion Intelligence Business Intelligence	
150	Ability to make minor alterations to previously defined reports.	H	Y		Fusion Intelligence Business Intelligence	
151	Ability to prepare / print reports from any accounting period and across periods.	H	Y		Fusion Intelligence Business Intelligence	
152	Ability to set up menus of created reports for easy access and printing.	H	Y		Fusion Intelligence Business Intelligence	
153	Option available to send report to the screen, a printer, or to a file.	H	Y		Fusion Intelligence Business Intelligence	
154	"Wildcard" and/or "Keyword" capability to allow easy accessing of a range of values when creating reports	H	Y		Fusion Intelligence Business Intelligence	
155	Sequentially numbered pages on reports	H	Y		Fusion Intelligence Business Intelligence	
156	Shows current date and reports "as of" date (including future dates).	H	Y		Fusion Intelligence Business Intelligence	
157	Data fields include commas, decimal points, dollar signs, +/- signs, etc. and are right or left justified as appropriate	H	Y		Fusion Intelligence Business Intelligence	
158	Ability to select any department (or cost center) or range(s) of departments (or cost centers) for inclusion or exclusion in/from reports	H	Y		Fusion Intelligence Business Intelligence	
159	System has an easily accessible and end user-friendly data dictionary.	H	Y		Fusion Intelligence Business Intelligence	
160	Ability to support ACA reporting requirements	H	Y		Fusion Intelligence Business Intelligence	
161	Ability to "drill down" allowing a user to begin with a summary level screen / online report and inquire on progressively more detailed (i.e., source) transactions.	M	Y		Fusion Intelligence Business Intelligence	
162	Ability to provide a simple, easy drill down / drill around – with minimal keystrokes.	M	Y		Fusion Intelligence Business Intelligence	
163	Ability to output electronically (e.g. file, cd, etc.) to all external organizations as required.	M	Y		Fusion Intelligence Business Intelligence	
164	Ability for reports to be scheduled to run.	H	Y		Fusion Intelligence Business Intelligence	
165	Ability to allow end users to directly print reports and inquiry screens to printer, without cumbersome use of a "print queue".	M	Y		Fusion Intelligence Business Intelligence	
166	Ability to allow search criteria on reports to be not-exact matches, partials, or similar.	M	Y		Fusion Intelligence Business Intelligence	
167	Ability to automatically route reports via a workflow.	M	Y		Fusion Intelligence Business Intelligence	
168	Ability for system to allow users to perform inquiries and searches by any field available for data entry.	H	N		Fusion Cloud Services	Many fields are available for search but not every field is searchable.
169	Ability to allow formatted output to be matched to printer device characteristics without intervention by the user.	M	R		Fusion Cloud Services	



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

4.11 - General Ledger			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>General Requirements</b>					
2	Ability to comply with financial accounting and reporting standards in accordance with:	H	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
3	GAAP (Generally Accepted Accounting Principles)	H	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
4	GASB (Governmental Accounting Standards Board) statements	H	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
5	CAFR (Comprehensive Annual Financial Reporting) requirements	H	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
6	International Public Sector Accounting Standards	L	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
7	Florida Truth In Millage (TRIM)	H	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations

4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						(without citation) are too indefinite and too broad to be responded to meaningfully.
8	Cash basis of accounting	H	N		Oracle Fusion Financials Cloud Service	We do not directly support Cash Basis accounting. Manual journal adjustments can be made, typically through a secondary ledger, to achieve cash basis financial reporting.
9	Budget basis of accounting	H	Y		Oracle Fusion Financials Cloud Service	
10	Modified accrual basis of accounting	H	Y		Oracle Fusion Financials Cloud Service	
11	Accrual basis of accounting	H	Y		Oracle Fusion Financials Cloud Service	
12	Ability to support a different basis of accounting for expenditures and revenues simultaneously.	H	Y		Oracle Fusion Financials Cloud Service	
13	Ability to utilize different types of accounting for different transactions (i.e. modified accrual for governmental accounting, accrual for enterprise accounting)	L	Y		Oracle Fusion Financials Cloud Service	
14	Ability to support 'split-fund' accounting requirements	H	Y		Oracle Fusion Financials Cloud Service	
15	Ability to produce trend reports, illustrating patterns and trends in GL records over a user defined period of time and report on expenditures, revenues, performance measurements, categories, dates and patterns reoccurring.	M	Y		Oracle Fusion Financials Cloud Service	
16	Ability to have the system allow multiple fiscal years to be open and have transactions (including payables) processed against them simultaneously including the ability to have related reversing entries automatically post to new year (i.e. AP, inter-fund journals, accruals, etc.).	M	Y		Oracle Fusion Financials Cloud Service	
17	Ability to identify and separately account for, as a business-type activity, those activities within the general fund or other governmental funds that charge a fee in which the historic pricing policies have recovered the cost of providing that service, including capital costs, whether depreciation or debt service (i.e. solid waste).	H	Y		Oracle Fusion Financials Cloud Service	
18	Ability to define a default set of posting codes.	H	Y		Oracle Fusion Financials Cloud Service	Assuming "posting codes" refer to transaction coding, for example, chart of accounts.
19	Ability to define details including: fiscal year, posting periods, valid posting date ranges, etc.	H	Y		Oracle Fusion Financials Cloud Service	
20	Ability to support the match Florida state program numbers	M	Y		Oracle Fusion Financials Cloud Service	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
21	<b>Chart of Accounts</b>					

4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
22	Ability to maintain current Chart of Accounts hierarchical structure in each chart field (i.e. the ability to define the breakdown of each chart of accounts segment).	H	Y		Oracle Fusion Financials Cloud Service	
23	Ability to generate chart of accounts codes based on chart "segments" defined within the system.	H	Y		Oracle Fusion Financials Cloud Service	
24	Ability to modify and customize the chart of accounts structure to be specific to the organization.	H	Y		Oracle Fusion Financials Cloud Service	
25	Ability to establish rules to validate segments of the components of the Chart of Accounts.	H	Y		Oracle Fusion Financials Cloud Service	
26	Ability to have chart of account segment numbers that are alphanumeric.	M	Y		Oracle Fusion Financials Cloud Service	
27	Ability to expand chart of account segments at any point in time without re-entering/re-converting entire chart.	M	Y		Oracle Fusion Financials Cloud Service	
28	Ability to provide options for account roll-up capabilities and any level of the chart of account segments; however, defining account roll-up levels is not required.	H	Y		Oracle Fusion Financials Cloud Service	
29	Ability to reassign an account to a different department/division while maintaining roll-up configuration.	M	Y		Oracle Fusion Financials Cloud Service	
30	Ability to support sub-level chart of account codes that roll up to standard account codes.	M	Y		Oracle Fusion Financials Cloud Service	
31	Ability to maintain financial and programmatic coding within the chart of accounts structure and allow programmatic hierarchical rollups.	M	Y		Oracle Fusion Financials Cloud Service	
32	Ability to associate user logins with a department, or other segment within the chart, and only allows user access to edit transactions and balances related to that user's department as defined by the chart. However, all can view all transactions.	H	Y		Oracle Fusion Financials Cloud Service	While we support restricting a user's access to specific segment values within the chart of accounts, this access control applies equally to transactions and inquiry.
33	Ability to associate an account type (fund, department, revenue, expense, asset, liability, etc.) with each account when defining the chart of accounts.	H	Y		Oracle Fusion Financials Cloud Service	
34	Ability to support crosswalk from existing chart of accounts for data conversion purposes.	H	Y		Oracle Fusion Financials Cloud Service	Data conversion is recommended to be done outside of the application.
35	Ability to support all converted data to retain old chart of accounts numbering in an unused description field.	H	Y		Oracle Fusion Financials Cloud Service	
36	Ability for a user to inquire on an account segment ("chart fields") master file and have the system display the following data:	-	Y		Oracle Fusion Financials Cloud Service	
37	Segment Number	M	Y		Oracle Fusion Financials Cloud Service	
38	Segment Description	M	Y		Oracle Fusion Financials Cloud Service	
39	Debit/Credit Normal Indicator	M	Y		Oracle Fusion Financials Cloud Service	
40	Ability to retain history on account segment combinations:	M	Y		Oracle Fusion Financials Cloud Service	
41	Current Year Budget Amount (expenditures or revenue)	M	Y		Oracle Fusion Financials Cloud Service	
42	Current monthly and Year-to-Date Amounts (expenditures or revenue)	M	Y		Oracle Fusion Financials Cloud Service	

4.11 - General Ledger			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
43	Current Year Budget Adjustments	M	Y		Oracle Fusion Financials Cloud Service	
44	Balance Remaining (Adjusted Budget minus Year-to-Date)	M	Y		Oracle Fusion Financials Cloud Service	
45	Amounts Encumbered	M	Y		Oracle Fusion Financials Cloud Service	
46	Prior Year Monthly Totals	M	Y		Oracle Fusion Financials Cloud Service	
47	Prior Year Final Budget Amount	M	Y		Oracle Fusion Financials Cloud Service	
48	Prior Year Budget Amount	M	Y		Oracle Fusion Financials Cloud Service	
49	Month-to-Date Transaction Totals	M	Y		Oracle Fusion Financials Cloud Service	
50	Year-to-Date Transaction Totals	M	Y		Oracle Fusion Financials Cloud Service	
51	Life-to-Date Transaction Totals	M	Y		Oracle Fusion Financials Cloud Service	
52	Account Balance	M	Y		Oracle Fusion Financials Cloud Service	
53	Last Transaction Date	M	R		Oracle Fusion Financials Cloud Service	Last accounting date for account segment combinations is available through reporting.
54	Ability to support a multiple division and department organizational structure.	H	Y		Oracle Fusion Financials Cloud Service	
55	Ability to search chart of accounts for inactive accounts with no history (by user defined time period) / budget to permit batch deletion / inactivation.	H	R		Oracle Fusion Financials Cloud Service	
56	Ability to inactivate account number in mass by specifying any segment of the account number.	H	Y		Oracle Fusion Financials Cloud Service	
57	<b>Account Information</b>					
58	Ability to ease data entry by providing the user the capability to lookup account numbers.	H	Y		Oracle Fusion Financials Cloud Service	
59	Ability to accommodate an unlimited number of accounts, with roll-up capability.	H	Y		Oracle Fusion Financials Cloud Service	
60	Ability to define roll-up segments within the account structure.	M	Y		Oracle Fusion Financials Cloud Service	
61	Ability to accommodate up to a 255-character transaction description.	H	Y		Oracle Fusion Financials Cloud Service	
62	Ability to define master "account code shortcuts" (i.e. – abbreviated accounts) that cross-reference shortcut name to an account code.	H	Y		Oracle Fusion Financials Cloud Service	Unlimited transaction information, including attachments, is provided through secure in context collaboration with Oracle Social Network (which is part of Financials Cloud).
63	Ability to restrict departments access to only their own General Ledger account codes.	H	Y		Oracle Fusion Financials Cloud Service	
64	Ability to allow the user to use synonym/account names to inquire on accounts (user specific names that relate to specific account codes).	H	Y		Oracle Fusion Financials Cloud Service	
65	Ability to maintain a self balancing set of accounts for each fund including assets, liabilities, fund balance, budgetary accounting, expenditures and	H	Y		Oracle Fusion Financials Cloud Service	

4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	revenues including the ability to automatically close to fund balance to open the new year.					
66	Ability to use account roll-up definitions with system provided financial reporting tools.	M	Y		Oracle Fusion Financials Cloud Service	
67	Ability to restrict expenditure adjustments that cause account balances to go into a deficit.	H	Y		Oracle Fusion Financials Cloud Service	
68	Ability to maintain balances on-line for each accounting subdivision such as account, fund, department, account group or type, cost center.	H	Y		Oracle Fusion Financials Cloud Service	
69	Ability to capture, track, and report non-dollar statistical performance such as labor hours, units processed, etc., based on account code.	M	Y		Oracle Fusion Financials Cloud Service	
70	Ability to inquiry on an account's current balance and historical balances without exiting a screen.	M	Y		Oracle Fusion Financials Cloud Service	
71	<b>Ledgers</b>					
72	Ability to provide sub-ledger functions for tracking programmatic activity that does not affect financial reporting.	H	Y		Oracle Fusion Financials Cloud Service	
73	Ability to maintain control account balances from subsidiary ledgers for revenue, expenditures (CY, Prior Year), encumbrances (CY, Prior Year), appropriation (CY, Prior Year).	H	Y		Oracle Fusion Financials Cloud Service	
74	<b>Fund Information</b>					
75	Ability to accommodate fund/encumbrance-based accounting.	H	Y		Oracle Fusion Financials Cloud Service	
76	Ability to summarize and have a hierarchy for funds.	H	Y		Oracle Fusion Financials Cloud Service	
77	Ability to consolidate individual fund groupings into columns on financial report.	H	Y		Oracle Fusion Financials Cloud Service	
78	Ability to reverse encumbrances in the period when they were established.	M	Y		Oracle Fusion Financials Cloud Service	
79	Ability to maintain different levels of security for viewing vs. editing data.	H	Y		Oracle Fusion Financials Cloud Service	
80	Ability to add new funds into the appropriate location in the fund hierarchy.	H	Y		Oracle Fusion Financials Cloud Service	
81	Ability to map the fund hierarchy to the trial balance.	H	Y		Oracle Fusion Financials Cloud Service	
82	Ability to roll-up / consolidate funds within the structure / Index.	H	Y		Oracle Fusion Financials Cloud Service	
83	Ability for departments to access ONLY department specific information (raw data sets) for individualized reporting.	H	Y		Oracle Fusion Financials Cloud Service	
84	<b>Allocations</b>					
85	Ability for automatic allocations between specific ledgers/accounts/funds/departments (or account groups) as defined by the user.	H	Y		Oracle Fusion Financials Cloud Service	
86	Ability for journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table.	M	Y		Oracle Fusion Financials Cloud Service	
87	Ability to allow investment allocation to specified G/L accounts (interest revenue distribution; interest cash distribution and fair value investment adjustments).	H	Y		Oracle Fusion Financials Cloud Service	

4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
88	Ability to calculate interest allocations across funds based on daily cash balances. Also, provides the appropriate reporting of the interest allocation and provides for comparative reporting of interest allocations across funds by month.	H	Y		Oracle Fusion Financials Cloud Service	
89	Ability to override transaction validation rules based on authorized approval levels.	H	Y		Oracle Fusion Financials Cloud Service	Manual inactivation of validation rule.
90	Ability to accommodate grants and bond proceeds that span multiple fiscal years.	H	Y		Oracle Fusion Financials Cloud Service	
91	Ability to allocate accrued charges to a department.	M	Y		Oracle Fusion Financials Cloud Service	
92	Ability to allocate certain expenditures of one fund and department to another (or several) fund(s) and department(s) using an expenditure reimbursement account (offset account) to avoid double counting expenditures for the entity as a whole.	H	Y		Oracle Fusion Financials Cloud Service	
93	<b>Transaction Processing</b>					
94	Ability to import General Ledger transactions from external data sources with validation rules.	H	Y		Oracle Fusion Financials Cloud Service	
95	Ability for security to have individual levels of authorization.	H	Y		Oracle Fusion Financials Cloud Service	
96	Ability to have transaction posting require authorization based on user security.	H	Y		Oracle Fusion Financials Cloud Service	
97	Ability to allow for transaction / batch approval prior to posting the transaction.	H	Y		Oracle Fusion Financials Cloud Service	
98	Ability to restrict users from posting transactions to inactivated accounts.	H	Y		Oracle Fusion Financials Cloud Service	
99	Ability to retain all transactions for an unlimited number of periods on-line.	H	Y		Oracle Fusion Financials Cloud Service	
100	Ability to archive all transactions (vendor: please describe archive access in comments, e.g. live archive or otherwise).	H	N		Oracle Fusion Financials Cloud Service	All transaction data is retained online without archive.
101	Ability to identify the sub-ledger source from which a transaction comes.	H	Y		Oracle Fusion Financials Cloud Service	
102	Ability to enter transactions and inquire of data in an on-line, interactive mode; provides an audit trail of each transaction.	M	Y		Oracle Fusion Financials Cloud Service	
103	Ability to allow one-sided transactions to only authorized users in order to correct out of balance situations.	H	N		Oracle Fusion Financials Cloud Service	
104	Ability to attach files / images / documents to a transaction within the system.	H	Y		Oracle Fusion Financials Cloud Service	
105	Ability to use transaction workflows within the system.	H	Y		Oracle Fusion Financials Cloud Service	
106	<b>Inter-Fund Accounting</b>					
107	Ability for transfers between funds to automatically affect cash.	H			Oracle Fusion Financials Cloud Service	
108	Ability to perform inter-fund transfers.	H	Y		Oracle Fusion Financials Cloud Service	
109	Ability to use due to / from accounts for inter-fund transfers posted to the prior year and have those transfers affect cash in the current year (with automatic due to / from and cash reversal).	M	Y		Oracle Fusion Financials Cloud Service	

4.11 - General Ledger			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
110	Ability to identify inter-fund transactions and balances between governmental activities.	M	Y		Oracle Fusion Financials Cloud Service	
111	Ability to flag inter-fund entries for review and reconciliation of inter-fund receivables and payables. System has the ability to automatically generate the required inter-fund transactions based on fund relationship definitions.	H	Y		Oracle Fusion Financials Cloud Service	
112	<b>Edits/Validations</b>					
113	Ability to add validation rules defined by the city.	M	Y		Oracle Fusion Financials Cloud Service	
114	Ability to apply all established validation rules during the posting process.	M	Y		Oracle Fusion Financials Cloud Service	
115	Ability to apply all established validation rules during the data entry process, giving the user a warning but allowing them to save the transaction – for further review and edit / approval.	M	Y		Oracle Fusion Financials Cloud Service	
116	Ability for an authorized user to optionally override any transactions that do not meet validation edit rules.	H	N		Oracle Fusion Financials Cloud Service	Budget overrides are allowed; however, allowing invalid account codes or combinations are not.
117	Ability to maintain module specific validation edit rules.	M	Y		Oracle Fusion Financials Cloud Service	
118	<b>Journaling</b>					
119	Ability to process automated and manual journal entries.	H	Y		Oracle Fusion Financials Cloud Service	
120	Ability to establish unique journal entry numbering schemes specific to a department, separate from the main journal entry numbering scheme.	H	N		Oracle Fusion Financials Cloud Service	Journal entry numbering sequences can be manually defined by department. System generated Journal entry numbering sequences (e.g. Payables journals) are uniquely assigned.
121	Ability to establish, save and use journal entry templates that will allow users to easily create new journal entries using pre-saved journal entry details.	H	Y		Oracle Fusion Financials Cloud Service	
122	Ability to setup and use recurring journal entries.	H	Y		Oracle Fusion Financials Cloud Service	
123	Ability to have journal entry approval functionality include rejection abilities, comment abilities and re-routing to originator for correction.	H	Y		Oracle Fusion Financials Cloud Service	
124	Ability to maintain Disaster Tracking information through quick setup of chart of accounts codes and by adding additional fields to journal transactions (quantities of materials, material types, equipment rates, equipment types).	H	Y		Oracle Fusion Financials Cloud Service	
125	Ability to record recurring accruals and the related reversing journal entries in the next period or next year.	H	Y		Oracle Fusion Financials Cloud Service	
126	Ability to warn the user at journal entry transaction entry if a cash balance creates a negative balance.	M	Y		Oracle Fusion Financials Cloud Service	
127	Ability to specify account subtotals and totals; computer automatically performs totals.	M	Y		Oracle Fusion Financials Cloud Service	
128	Ability to automatically reverse adjusting journal entries.	H	Y		Oracle Fusion Financials Cloud Service	
129	Ability to automatically copy journal entries.	H	Y		Oracle Fusion Financials Cloud Service	



4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
130	Ability to provide Journal Entry transactions in the General Ledger with multiple description fields to allow users to enter descriptive information.	H	Y		Oracle Fusion Financials Cloud Service	
131	Ability to allow entries to unlimited accounts with one journal entry (one credit and multiple debits, multiple debits and multiple credits, etc.) with validation of all transactions being in balance.	H	Y		Oracle Fusion Financials Cloud Service	
132	Ability to guarantee that all entries are in balance before updating master files - in balance on a fund-by-fund basis.	H	Y		Oracle Fusion Financials Cloud Service	
133	Ability to open and adjust prior periods (based on user security level) and provide the appropriate audit trail.	H	Y		Oracle Fusion Financials Cloud Service	
134	Ability to automatically generate an appropriation entry related to and based on a journal or receipt affecting fund cash.	M	Y		Oracle Fusion Financials Cloud Service	
135	Ability to submit journal entries on hold for later review and release based on authorized security (using workflows).	H	Y		Oracle Fusion Financials Cloud Service	
136	Ability to make memo entries that do not affect the GL but allow for necessary reclassifications for financial reporting.	H	Y		Oracle Fusion Financials Cloud Service	
137	<b>Posting</b>					
138	Ability to enter, calculate and post account balances up to \$99,999,999,999.99.	H	Y		Oracle Fusion Financials Cloud Service	
139	Ability to allow posting of entries only when debits equal credits.	H	Y		Oracle Fusion Financials Cloud Service	
140	Ability for an authorized user to override postings where debits do not equal credits (i.e., to fix out of balance conditions if they occur).	H	N		Oracle Fusion Financials Cloud Service	See GL requirement #103.
141	Ability to post journal entries in batches via an approval workflow.	H	Y		Oracle Fusion Financials Cloud Service	
142	Ability to provide for error identification and correction before actual posting occurs (on-line and/or by report).	H	Y		Oracle Fusion Financials Cloud Service	
143	Ability to post to closed periods based on appropriate security.	H	N		Oracle Fusion Financials Cloud Service	Accounting period must be reopened in order for posting to complete. Accounting periods may be opened and closed an unlimited number of times.
144	<b>Financial Audit Trail</b>					
145	Ability to track status changes (e.g., pending, posted, undone).	H	Y		Oracle Fusion Financials Cloud Service	
146	Ability to track workflow components (e.g., status in queues, duration, approver and other steps in the process).	H	Y		Oracle Fusion Financials Cloud Service	
147	Ability to drill down into fund/department/account for transaction detail.	H	Y		Oracle Fusion Financials Cloud Service	
148	<b>Period End Processing</b>					
149	Ability to lock postings monthly and perform an annual year-end close.	H	Y		Oracle Fusion Financials Cloud Service	
150	Ability to close ONLY payments (from Cash Receipting) every three months.	L	Y		Oracle Fusion Financials Cloud Service	
151	Ability to maintain detail on prior year activity.	H	Y		Oracle Fusion Financials Cloud Service	
152	Ability to archive "prior year history," at close of year, to a location that can be accessed "live" to be able to run multi-year reports.	H	N		Oracle Fusion Financials Cloud Service	

4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
153	Ability to roll forward unexpended prior year (PY) encumbrances to begin the current year. These amounts should remain in the same division but be identified in a separate PY category with separate PY accounts within the CY.	M	Y		Oracle Fusion Financials Cloud Service	See GL requirement #100.
154	Ability to maintain open purchase orders while rolling forward encumbrances.	H	Y		Oracle Fusion Financials Cloud Service	
155	Ability to move specified balance sheet accounts, unexpended available balances and unexpended encumbrances over to a new year.	H	Y		Oracle Fusion Financials Cloud Service	
156	Ability to roll specified balance sheet accounts to user specified destination accounts in conjunction with the year end closing process (e.g. current taxes receivable accounts roll to a delinquent taxes receivable account in the subsequent year, fund equity accounts are combined and rolled to a beginning fund balance).	H	Y		Oracle Fusion Financials Cloud Service	
157	Ability to suppress roll forward of account balances, appropriations and encumbrances at fund level, department level and/or the grant level.	H	Y		Oracle Fusion Financials Cloud Service	
158	Ability to integrate with a budget system or upload/download data to load beginning of year adopted budgets for multiple funds and accounts.	H	Y		Oracle Fusion Financials Cloud Service	
159	Ability to start processing against any period in the new fiscal year prior to close of last fiscal year. Retroactive transactions are allowed.	H	Y		Oracle Fusion Financials Cloud Service	
160	Ability to provide year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	H	Y		Oracle Fusion Financials Cloud Service	
161	Ability to set rules by fund type for year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	H	N		Oracle Fusion Financials Cloud Service	Closing rules are established by ledger.
162	<b>Integration</b>					
163	Ability to review and edit transactions from other application modules prior to posting to the General Ledger.	H	Y		Oracle Fusion Financials Cloud Service	
164	Ability to track posting status of other ERP application modules.	H	Y		Oracle Fusion Financials Cloud Service	
165	Ability to maintain the budget as compared to actual reporting, by fund, account, cost center, division and department (i.e. any segment) within the General Ledger module, regardless of whether the Budget module is implemented.	H	Y		Oracle Fusion Financials Cloud Service	
166	Ability to define budget transfer approvals by account segments (i.e. certain inter-departmental transfers for grants only need departmental approval).	H	N		Oracle Fusion Financials Cloud Service	
167	Ability to set up a disaster project to record a series of activities against, including distribution of time and labor costs, materials and equipment usage.	H	Y		Oracle Fusion Financials Cloud Service	
168	<b>On-Line Inquiry</b>					
169	Ability to provide a financial system report writer that allows for custom report configurations to be saved for future use, based on appropriate security.	H	Y		Oracle Fusion Financials Cloud Service	
170	Ability of the system to provide revenue and expense inquiry screen that allow access to budget to actual inquiry for each fund – with the ability to drill into other segments of the chart.	H	Y		Oracle Fusion Financials Cloud Service	

4.11 - General Ledger		Oracle Fusion Financials Cloud Service				
<i>Objective: To provide an automated, integrated, in-house General Ledger system that will improve the city's ability to manage and accurately report its financial affairs.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
171	Ability to inquire / drill-down / drill-around in the system to inquire on all activity for any (or multiple) segment(s) of the chart – then further inquire on the related transactions.	H	Y		Oracle Fusion Financials Cloud Service	
172	Ability to view Journal Entries by posted batch, and drill down to see line items.	H	Y		Oracle Fusion Financials Cloud Service	
173	Ability to report financial information using budget basis; modified and/or full accrual basis of accounting.	H	Y		Oracle Fusion Financials Cloud Service	
174	Ability to support cross-department and cross-fund account analysis.	M	Y		Oracle Fusion Financials Cloud Service	
175	Ability to allow the departments to produce monthly and quarterly financial reports available via on-line queries.	H	Y		Oracle Fusion Financials Cloud Service	

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

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>General Requirements</b>					
2	Ability for authorized users to make changes to employee records in the past (retro).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
3	Ability for users to view/display employee records and time sheets without allowing any changes to the records during payroll processing.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
4	System allows for attachment of electronic documents from the Electronic Document Management System (documents, spreadsheets, images, PDF's, emails saved to HTML, etc.) to employee record, and that information can transition during the move from applicant to employee.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
5	Ability to tie certain job characteristics to a position.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
6	<b>Position Control, Classification &amp; Tracking</b>					
7	Ability to have unique identifier for each position	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
8	Ability to handle several types of position classifications, including part time, full, temp part / full time, seasonal, elected, other	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
9	Ability for system to track allocation of hours for positions.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
10	Ability to make classification changes automatically to individual positions, by job classes, categories, status, employee group, union, across all positions in the classification, etc.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
11	Ability to have system warnings or prevent users from entering inconsistent class characteristics.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	When a position is created, it is associated with a valid job classification and, accordingly, some position details will default from that job classification thus preventing inconsistent class characteristics. Other fields are driven by lists of appropriate values.
12	Ability to alternately fill and track a budgeted position (i.e. position is budgeted at a Doctor, but the City must alternately fill position with two Nurses, or a budgeted managers position must be filled with a temporary manager).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Position details are date-effective; therefore, any changes to how a position is budgeted or filled will be tied to a specific effective date.
13	Ability to report on salary savings from an alternately filled position.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
14	Ability to create, view, inquire and report on online class specifications (i.e., pay plan).	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
15	Ability to perform online class specification approvals.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Manage Jobs and Manage Positions are where class specifications are maintained and those functions pass through an approval workflow.
16	Ability to maintain history of creations, promotions, changes and abolishment's - to coding, position attributes (e.g., end dates), title, pay range assignments, definitions, minimum qualifications.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
17	Ability to associate an employee with a position or multiple positions	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
18	Ability to allocate FTE or budget allocation of a position based upon the hours of the job (i.e. 75 or 80 hours)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
19	Ability to calculate and monitor employee turnover rates by job classification, department, and other user-defined criteria.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
20	Ability to create Head Count Reports.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
21	Ability to maintain Position Control history	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
22	Ability to manage workforce planning by development of future positions and association of class and comp structures for financial forecasting (e.g., Reduction in Force) - allow for modeling of the new organization, provide org charts and provide multiple versions of the model	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle's Workforce Modeling tools can be used to model new organizations, provide organizational charges and provide multiple versions of the model. Financial forecasting can also be accomplished with Oracle Enterprise Performance Management Cloud Service.
23	Ability to track length of time (by date) positions have been vacant.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
24	Ability to create and track all position request activities, status and progress.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Manage Positions is where positions are created and tracked. Creation and changes pass through an approval workflow. Position status is also accessed from this area.
25	Ability to maintain a history of classification codes and cross-walk to new classification codes (codes should have relevant relationships that indicate classification characteristics and relate to SOC if reassigned).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Changes to job classification are date-tracked and history is always viewable from the Manage Job work area.
26	Ability to report salary change history by single class or group of classes.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
27	Ability to incorporate salary schedule and pay ranges into system.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
28	Ability to flag classifications (positions) that will not be filled, allow for deletion of positions but retain the history at the City and employee level (e.g., retired person leaving a position that will no longer be filled.)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
29	Ability to track time in job class (including tracking hours separately for each class if an employee has two classifications)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
30	Ability to track positions based upon they type of position characteristic (i.e. limited term, non-budgeted, etc.)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
31	Ability to tie an alternatively filled position to the related budgeted position.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Position details are date-effective; therefore, any changes to how a position is budgeted or filled will be tied to a specific effective date.
32	Ability to flag a particular job that there is a re-employment list.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	A user-defined field can be included on the Job to track this information.
33	Ability to distinguish between budgeted and non-budgeted positions.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
34	System must support designation of a position as the "primary"	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
35	Ability to track start / effective dates and end dates for all tables, employee records, position records, etc.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
36	Ability to support "cascading" of class characteristics to reduce error in data entry (e.g., positions that fall within particular class characteristics)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	When a position is created, it is associated with a valid job classification and, accordingly, some position details will default from that job classification. Other fields are driven by lists of appropriate values.
37	System must support reporting of all available historical data	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
38	<b>Employee Onboarding</b>					
39	Ability to perform 'hire' action which will pull over any information on the applicant into the HR and Payroll functions	M	M		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This will require the creation of an interface from NeoGov to pull that information in Oracle HCM Cloud Service.



4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
40	Ability to define and establish a listing of onboarding activities and track onboarding progress against them for each employee hire, including extra hires.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This can be accomplished through the Checklist feature within Oracle HCM Cloud Service.
41	Ability to define and establish electronic forms and workflows that need to be completed for onboarding activities, which populate the appropriate HR and payroll information.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This can be accomplished through a combination of the Checklist feature which can prompt for required tasks to be completed in Self-Service features of Oracle HCM Cloud Service.
42	Ability to track pre-employment process status (e.g. drug test complete, all forms complete).	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Pre-employment data is not maintained in Oracle HCM Cloud Service until a person becomes an employee or contingent worker.
43	Ability to track multiple hire dates including original hire, position hire and benefit date.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
44	Ability to track additional dates including seniority,	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
45	Ability to report on all employee and non-employee data for planning/management purposes.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
46	Ability to provide web based (whether cloud or on premise) user interface for new hire prior to actual hiring to allow for onboarding process	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle's Onboarding solution is not a standalone product but is meant to be used in conjunction with the rest of the Oracle Recruiting solution. The self-service features of Oracle HCM Cloud Service become available once a person becomes an employee or contingent worker.
47	Ability to create different onboarding workflows based on the new hire's employment classification and/or union	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle's Onboarding solution is not a standalone product but is meant to be used in conjunction with the rest of the Oracle Recruiting solution. The self-service features of Oracle HCM Cloud Service become available once a person becomes an employee or contingent worker.

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
48	<b>Personnel Administration</b>					
49	Ability to calculate service by:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
50	Hours	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
51	Elapsed time	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
52	Elapsed time with multiple breaks in service	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
53	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
54	Identification number (different from Social Security Number)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
55	Employee name	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
56	Address (unlimited) and address type	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
57	Phone (unlimited) and phone type	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
58	Former/maiden name (unlimited)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
59	ADA	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
60	Adjusted effective hire date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
61	Allowance amounts	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
62	Anniversary date (i.e., time in job)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
63	Base, range and current salary	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
64	Birth date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
65	Certifications/licenses (license number, expiration date(s), endorsements)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
66	Citizenship	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
67	Completed physical	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
68	Job classification and grade change history	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
69	Date of death	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
70	Days worked	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
71	Department	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
72	Department date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
73	Dependents (names, ages, social security numbers)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
74	Discipline records	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
75	Division date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
76	Driver's License number (including type, expiration and restrictions, state issued and number)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
77	Education/training received (degrees, majors/minors/training)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
78	Email (both Work / Personal)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
79	Emergency information i.e. contact name (minimum of 3), phone, address, doctor preference and medical alert)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
80	Employment status changes (including dates)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
81	Ethnic background/EEOC classification/Standard Occupational Classification (SOC)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

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<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
82	Gender	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
83	Hiring dates/termination dates (cumulative employment history)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
84	I-9 certification status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
85	e-Verify status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
86	Immunizations	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
87	Languages spoken	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
88	Last date worked	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
89	Layoff/leave of absence/recall/return dates (including military leave)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
90	Leave accrual	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
91	Leave of absence start and stop dates, type of leave, hours, remarks	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
92	Longevity date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
93	Marital status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
94	Military status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
95	Other/user-defined	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
96	Overall wage history	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
97	Past Work experience (including prior employers)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
98	Pay for performance with eligibility and amounts received.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
99	Pay range, step	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
100	Performance evaluations and dates (including next review date)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
101	Photograph of employee (including date)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
102	Position change history (including dates)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
103	Position number	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

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<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
104	Preferred name / alias	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
105	Probation dates	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
106	Probationary status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
107	Promotions/demotions and dates	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
108	Retirement effective date and number	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
109	Safety sensitive position	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
110	Scheduled hours	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
111	Seniority dates (multiple) with adjustments	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
112	Social Security number (not to be changed by employee, only by HR)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
113	Spouse's name	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
114	Step increase date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	



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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
115	Supervisor (multiple levels)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
116	Termination date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
117	Training History (City and prior employers)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
118	Transfers	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
119	Veteran status including classification	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
120	Visa type & expiration	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
121	W4 information	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
122	Work location	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
123	Workers Compensation code	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
124	Unlimited user defined fields	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
125	Ability to provide/support hardware and software in order for City to take photographs of employees, create badges, and store photographs within the ERP system	M	T		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle HCM Cloud Service includes the ability to store photographs within the ERP system but a third party will need to be utilized to provide the

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						services of taking the photographs and creating badges.
126	Ability to auto-generate unique employee id number for new hires with no duplicate id numbers.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
127	System provides an "Employee Communications" log which can be used by Personnel staff to log conversations with employees related to various aspects of their employment. Log is easily visible from the main electronic employee record.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle Social Network provides a context driven communication tool which logs conversations between employees and staff. The log is visible from an employee's or staff's dashboard as well as from a desktop tool, Outlook plug-in and from within the area of self-service that the communication was initiated.
128	Ability to grant review rights and set security levels on active/terminated/retired employee history.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
129	Ability to set up employees with regular and special work hour schedules.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
130	Ability to track the same information for employees, regardless of temporary or regular status.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
131	System allows for employee building access assignments.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	A user-defined field can be included on Manage Person to track this information.
132	System provides functionality to manage assignment of other organization materials (e.g. security ID badges/key fobs, fire extinguishers, AED, vehicles, IT resources, etc.) to employees, including tracking of historical assignments and retrieval of assignments upon termination	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
133	Ability to submit future personnel/payroll actions, e.g. be able to submit April, May, June actions at the time the actions are known rather than waiting until effective date.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
134	Ability to enter/key more than one personnel action at a time (e.g. a supervisor sends a list of all their employee's salary increases - system has a panel where all can be entered at once).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

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<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
135	Ability to create a workflow for approvals to hire above the minimum for the salary.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
136	Ability to track re-employment eligibility for laid off employees and to factor that into the rehire process	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
137	Ability to assign only one employee identification number per employee regardless of the number of positions held.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
138	Ability to enter one employee in multiple positions with multiple job titles, pay rates, classifications, cost centers, etc. during the same pay cycle without the need for manual journal entries; show cross reference in payroll register.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
139	Ability to flag terminated employees who are ineligible for rehire.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
140	Ability to automatically give cost of living increases based on the base salary	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
141	Ability to produce mass changes by employee group using percentages or flat rates with effective dates	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
142	Ability to track supervisor relationships on the employee level. When positions are moved, there should be system defaults established to move/assign supervisors automatically so no employee is in the system without a supervisor.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
143	Ability for new hire to attach electronically required supporting documentation as needed during onboarding	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	An employee is able to attach electronically required documentation via the Document of Records feature.
144	Automated dependent enrollment and unenrollment of dependents for benefit purposes in case of life event	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
145	Point in Time capability to properly incorporate these changes. IE a termination at the end of the month leaves the employee as an Active employee until then, particularly in displaying that status via employee self service	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
146	Ability to move from Active employee to retiree.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
147	Ability to move from Active employee to COBRA participant.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
148	Ability to end date an employee from one position without terminating the entire employee record.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
149	Ability for department location to have an end date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
150	<b>Compliance Tracking &amp; Reporting</b>					
151	Ability to track and report all necessary elements for compliance with the following laws:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
152	Equal Employment Opportunity (EEO) - all categories including ADEA (Age Discrimination and Employment Act) and any other data fields needed record Standard Occupational Classification (SOC) codes and EEO 4 data	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
153	COBRA	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
154	INS - immigration laws including fields for tracking I-9 documents verified	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
155	Veterans	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
156	Disabilities (ADA)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
157	Accommodations - free form text field for accommodations provided	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
158	Fair Labor Standards (FLSA) status by position for all positions	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						are too indefinite and too broad to be responded to meaningfully.
159	Unemployment claims	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
160	Child Labor	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
161	Federal Aviation Administration (FAA)	L	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
162	Approved exceptions to Fair Labor Standards (FLSA) status for all positions.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Through a combination of delivered data fields and user-defined fields, Oracle is able to track and report on the information required for compliance purposes. However, general references to entire codes, statutes, and regulations are too indefinite and too broad to be responded to meaningfully.
163	<b>Off boarding</b>					

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
164	Ability to track exit activities, including return of material assignments, exit interview results, etc.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This can be accomplished through the Checklist feature within Oracle HCM Cloud Service.
165	Vendor provides software updates to maintain compliance with all applicable Federal and State laws related to HR tracking and management	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
166	Ability to assist with security changes, inactivating badges	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle HCM Cloud Service includes the ability to assist with security changes relative to access to Oracle HCM Cloud. Service with a third party will need to be utilized for badge management.
167	Ability to support collection of assets (phone, laptop, etc.)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This can be accomplished through the Checklist feature within Oracle HCM Cloud Service.
168	Ability to provide user-configurable checklist for exiting employees	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This can be accomplished through the Checklist feature within Oracle HCM Cloud Service.
169	Ability to support activation of administered pension plan	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle does not have a cloud based pension administration product.
170	Ability to provide a user-configurable checklist for the death of an employee	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This can be accomplished through the Checklist feature within Oracle HCM Cloud Service.
171	Ability to assign and track assets related to employee	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
172	<b>Employee Relations</b>					
173	Ability to track grievances and complaints, including status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
174	Ability to generate user defined reports on grievance and complaint information.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	



4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
175	Ability to track online grievances and complaints by department, employee and type / class	H	M		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
176	<b>Benefit Enrollment/Eligibility</b>					
177	Ability to enter dependents and beneficiaries in one table and then tie the appropriate records from that table to all applicable benefits (avoiding entering the same dependent/benefit data multiple times).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
178	Ability to determine benefit eligibility based on a combination of employee class and FTE.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
179	Ability to manually override benefits assigned based on above rules.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
180	Ability to perform online update of employees benefit enrollment status.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
181	Ability to automatically flag for FMLA leave eligibility after 12 continuous months of employment if 1250 hours are worked based on a rolling 12 months	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
182	Ability to have multiple FMLA instances open at a single time with overlapping dates	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
183	Ability to interface to time/attendance system to track FMLA hours	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle HCM Cloud Service is completely integrated with Oracle Time and Management Cloud. If a third party time and attendance system is utilized that interface would need to be created at the time of implementation.
184	Ability to automatically flag HR when non-benefited personnel attain a user-defined level of hours	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
185	Ability to automatically assign end dates for benefits when employee is terminated.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
186	Ability to handle employees with multiple retirement programs based on employee group.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
187	Ability to automatically calculate service for benefit eligibility.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
188	Ability to identify all COBRA eligible actions and flag employees/dependents as they become COBRA eligible.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
189	Ability to bill employees on leave or retirees with insufficient benefit for coverage.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposed response.
190	Ability to allow pre-enrollment posting	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
191	<b>Benefit Calculation/Billing</b>					
192	Ability to accommodate varying employer benefit contribution amounts by employee group.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
193	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
194	Effective date	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
195	Benefit plan	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
196	Dependent coverage (individual +1, family)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
197	Employee group	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
198	Eligibility	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
199	Combination of the above fields	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
200	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee age.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
201	<b>Benefit Plans</b>					
202	Ability to support a self-administered benefit plan.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle's Benefit Administration functionality includes full-service features to manage and automate eligibility, enrollment, deduction management and benefit reporting but it does not include tools for the actual self-administration of benefit plans, claim management, retirement plans and pension plans.
203	Ability to accommodate and identify multiple types of benefit plans (i.e., health, dental, life insurance, etc.) that are employee and/or employer paid with multiple premium amounts per plan (individual, individual+1, family).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
204	Ability to handle a "true" cafeteria plan by allowing employees to select benefits with certain dollars, including:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
205	Dependent care	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
206	Medical expense reimbursement	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
207	Medical premiums	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
208	Dental premiums	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
209	Vision premiums	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
210	Life insurance	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
211	Short-term disability	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
212	Long-term disability	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
213	User Defined Other	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
214	Ability to maintain the following data elements for a flexible benefits plan:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
215	Deduction amounts	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
216	Reimbursements (on payroll side, not in A/P)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
217	Contribution adjustments	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
218	Health care coverage history	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
219	Waive check minimum	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
220	Ability to print quarterly flex benefit statements	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
221	System provide flex benefits reports including: payment register, contribution detail posting control, account balance detail activity, payment processing, forfeitures, error reports	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
222	<b>Benefit Tracking</b>					
223	Ability to calculate time in medical plan for employee and dependents (history).	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
224	Ability to calculate service by:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
225	Hours (i.e. FMLA eligibility of 1250 hours)	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
226	Elapsed time	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
227	Elapsed time with multiple breaks in service	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
228	Ability to export lost work time due to an accident or illness to external systems	M	M		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle HCM Cloud Service delivers standard data extract tools as well as a business intelligence reporting tool which can create an export of this data. However, if this data needs to be interfaced directly into a third party system, that interface would need to be created at the time of implementation.
229	Ability to check and flag dependents who no longer qualify for insurance benefits.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
230	Ability to record employee and dependents enrollment in health and dental insurance programs	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
231	Ability to retain dependent data for a user-specified period of time after the dependent is no longer covered on the employee's insurance.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
232	Ability to track and report on all benefit enrollment history including employee and dependents.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
233	Ability to automatically update all master files when certain insurance master file data is updated.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
234	Ability to store salary and other employee information for a user-defined time interval.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
235	Ability to record and summarize benefits by any employee group level.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
236	Ability to pool hours for catastrophic leave, allowing employees to donate sick and vacation time to the pool from their accrued balances.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposed response.
237	Ability to track information on each employee (including deductibles, coverage's, and co-pays of health benefits), by type	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
238	Ability to track benefit change history by employee	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
239	Ability to store at least 10 years of employee retirement wages and retirement information.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
240	<b>Accruals</b>					

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
241	Ability to automatically record leave time and accruals per pay period according to City policies.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
242	Ability to report on hours and cost of time off, either with or without pay (i.e., military leave, jury duty, FMLA leave).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
243	Ability to track FMLA leave used either in pay or non-pay status for the previous 12 months (“rolling calendar”).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
244	Ability to automatically adjust the paid leave accrued balance by type when leave time is taken (PTO, sick vacation, floating holiday, sick incentive).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
245	Ability to manipulate an employee's time-off balance based on user defined rules	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
246	Ability to pay excess accruals based on user defined rules	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
247	Ability to automatically transfer maximums and accruals from the prior year.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
248	Ability to zero out or liquidate employee hours based on user defined rules.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
249	Ability to use compensatory time for exempt employees based on user defined rules	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposed response.
250	<b>Benefit Reporting</b>					
251	Ability to produce letter for COBRA and HIPAA that include all necessary data.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
252	Ability to view/print deduction reports to document the sources and amounts of the employee and employer contributions by:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	



4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
253	Payee	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
254	Deduction type	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
255	Fund	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
256	Department	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
257	Division	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
258	Ability to produce electronic file of any deduction report.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
259	Ability to view/print a list of employees contributing to charitable organizations and amount contributed.	M	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
260	Ability to view/print a list of all employees receiving medical/dental/vision insurance benefits, listing deductions - monthly.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
261	Ability to create a leave activity report.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
262	Ability to create a leave balance report.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
263	Ability to create annual health insurance benefits summaries by carrier, employee or other user sort.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

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<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
264	Ability to view/print benefit enrollment by benefit or by employee.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
265	Ability to view/print an annual statement on leave balances carried over to new fiscal year by type.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
266	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
267	Ability to view/print semiannual notices to all employees concerning leave balances.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	This notice can be created using Oracle's delivered Business Intelligence Publisher.
268	Ability to report on census data for insurance providers and the actuary.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
269	Ability to create an employee statement of current benefits.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
270	Ability to create an employee confirmation statement.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
271	Ability to produce a 'total compensation' statement annually.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
272	Ability to create an employee benefit report that details insurance benefits and costs for each employee.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
273	Ability to produce a notice of benefit changes whenever any of the following conditions is encountered:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
274	Employee's name changes	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service			
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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
275	Employee's social security number changes	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
276	Employee terminates employment	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
277	Employee moves to a non-pay status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
278	Employee's deduction is administratively canceled	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
279	Employee and/or the employer contribution amount is administratively changed	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
280	On demand	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
281	Employee's health plan changes	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
282	Ability to report on sick leave taken for a historical period and sort by employee enrollment/not enrolled in wellness program.	M	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
283	Ability to view/print benefit enrollment worksheets.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
284	Ability to view/print benefit confirmation statements.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
285	Ability to view/print a report or flag employee when move from full time benefit eligible to less than full time benefit eligible.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
286	Ability to prompt, via inquiry or reports, when an employee is eligible for a raise or merit increase based on longevity for a seasonal or part time employees.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
287	Ability to report on the number of total pay periods worked for seasonal / part time / intermittent employees since their last pay increase dated who do not have consecutive pay periods.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
288	Ability to report on the number of total pay periods worked for seasonal / part time / intermittent employees who do not have consecutive pay periods.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
289	<b>Training Management &amp; Administration</b>					
290	Ability to maintain employee training records	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
291	Ability to register employees for training courses offered	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
292	Ability to develop, maintain, inquire and report on the following data elements for each training course available:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
293	Course Number	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
294	Course Description	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
295	Course Hours	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
296	Materials Requirements	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
297	Computer hardware / software requirements	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	Management of instructor-led training is available in Oracle

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	Learning Cloud in the next 12 months.
298	Min/Max number of Employees	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
299	Ability to develop, maintain, inquire and report on the following data elements for each section (instance) of when a course is offered:	-			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
300	Date	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
301	Location	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
302	Instructor	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
303	Feedback	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
304	Registrants / participants	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
305	Class Time (to the quarter hour)	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
306	Training Status	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
307	Cost of the class	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
308	Ability to enter courses a trainer is eligible to teach.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	Management of instructor-led training is available in Oracle

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	Learning Cloud in the next 12 months.
309	Ability to enter trainer's certifications.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
310	Ability to automatically update employee records for attendance in a class.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
311	Ability to notify the supervisor if employee did not attend class.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
312	Ability to enroll specific employee groups in training courses	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
313	Ability to categorize training by various job categories (i.e., management, supervisory, professional, technical, clerical, skilled, semiskilled and service related).	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	The ability to tag training by various categories is on the roadmap for Oracle Learning Cloud for a future release.
314	Ability to subcategorize training with in job categories by required, strongly encouraged and optional.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	The ability to tag training by various categories is on the roadmap for Oracle Learning Cloud for a future release.
315	Ability to flag a class as a requirement for various certificate programs (i.e. CDL, ESDP or ICMA).	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Pre-requisite management is available in Oracle Learning Cloud in the next 12 months.
316	Ability to put employees on wait list when maximum capacity of class has been reached.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
317	Ability to automatically fill a class from wait list.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
318	Ability to record training time completed during night and weekend courses, classes, and seminars.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
319	Ability to provide edits/warnings if employee tries to enroll in a class already taken.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	Management of instructor-led training is available in Oracle

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	Learning Cloud in the next 12 months.
320	Ability to view/print training by school, department, employee and job category.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
321	Ability to view/print a report indicating those employees who have received training and those scheduled for future training classes.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
322	Ability to list outside (not internal program) courses identified as effective in meeting specific training needs.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
323	Ability to select specific employees and view/print individual training profiles.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
324	Ability to view/print a full-year or monthly training calendar by course name and job category.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
325	Ability to view/print number of training hours completed annually by individual, by department and by division.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
326	Ability to view/print a roster of class attendees.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
327	Ability to automatically notify or print confirmations/reminders of training prior to class start date.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
328	Ability to view/print a list of available training programs and prerequisites to the individual programs.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
329	Ability to view/print a report to conduct employee program review, curriculum development, new discipline candidates, and skills and general program development.	M	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
330	Ability to view/print a list of employees who have not taken a specific class based on additional user defined criteria.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	



4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
331	Ability to view/print employee transcript.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
332	<b>Risk Management</b>					
333	Ability to track Workers' Compensation claim activity, including date of loss, injury type, WC-1, restrictions, appointments, notes, etc.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
334	Ability to auto populate employee demographic information when submitting a claim	L	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
335	Ability to set different worker's comp rules for the different groups (i.e. Admin vs. Union employees)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
336	Ability to provide functionality to track, manage, inquire and report on basic first aid supplies for and with departments	L	M		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
337	Ability to provide functionality to track, manage, inquire and report on accidents, incidents and losses.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
338	Ability to track manual accident refresher training in the case of an accident.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
339	Ability for accidents to trigger an automated workflow.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
340	Ability to track, manage, inquire and report on property, casualty and liability claims.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
341	Ability to provide functionality to track insurance certificates	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
342	Ability to provide functionality to track what insurable properties are owned	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
343	Ability to track all drug and alcohol testing information.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
344	Ability to track whether an employee has reported active medical prescriptions and approval and conditions for use.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
345	<b>Reporting - Pension / Retirement</b>					
346	Ability to support multiple retirement plans.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
347	Ability to track the status of employees applying for disability retirement	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle's Benefit Administration functionality includes full-service features to manage and automate eligibility, enrollment, deduction management and benefit reporting but it does not include tools for the actual self-administration of benefit plans, claim management, retirement plans and pension plans.
348	Ability to track total employer/employee contribution information by plan.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
349	Ability to track total voluntary contributions by individual and total by plan.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
350	Ability to report on the following data fields: Employee name, no., SSN (mask), Address, Age, Hire Date, Birth Date, Gross Pay, Retirement Date, and Position.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
351	Ability to track % of employer and employee mandatory contribution designated based on individual %'s by employee group or class	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
352	Ability to create a list of employees retiring in specific month.	M	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
353	<b>Pension Administration</b>					
354	System must accumulate and track employee earnings applicable to retirement.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
355	System must accumulate and track employee credited service applicable to retirement.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
356	System must convert retirement hours worked and accumulated sick leave (up to 2 years) into months and years of credited service	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
357	System must allow designated users to adjust credited service due to transferred service (including offsets), purchased service, periods of no pay, changes in retirement plan membership.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
358	System must calculate employee contribution due to changes in plan membership (e.g., public safety to non-public safety, non-public safety to public safety).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
359	System must retroactively adjust earnings and credited service for the appropriate period due to retro pay/reinstatement actions.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
360	System must track and accumulate employee contributions and credit specific interest as an employee account over their career (for purposes of Defined Benefit Plan, Deferred Retirement Option Plan, Cash Balance Plan).	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
361	System must calculate retirement benefits for multiple defined benefit plans (formulas based on credited service, earnings, payment type).	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
362	System must maintain multiple benefit formulas for each retirement plan based on retirement date.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
363	System must calculate average final earnings as defined by the retirement plan.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						plans but does not administer those plans.
364	System must maintain multiple payment option types.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
365	System must maintain user defined business rules associated with each payment option for amounts due beneficiaries	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
366	System must maintain retirement actuarial data, such as Social Security Covered Compensation data, payment option factors, cost-of-living history.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
367	System must calculate service purchase amounts based on actuarial formulas.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
368	System must calculate service transfer and Qualified Domestic Relations Order (QDRO) offsets based on actuarial formulas	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
369	System must project normal and early retirement dates based on credited service, age, sick leave hours.	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
370	System must project personal retirement benefits via employee self service (web).	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
371	System must generate reports for Third Party Administrators for retirement benefit set-up	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
372	Ability to track investment fund results	H	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						plans but does not administer those plans.
373	<b>DEFINED CONTRIBUTION RETIREMENT ADMINISTRATION</b>					
374	System must generate auto enrollment data to a Third Party Administrator upon hire.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
375	<b>Employee and Manager Self Service Portal</b>					
376	Ability to maintain the current status and chronological history of all employees.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
377	Allow attachment of any electronic forms for submission (i.e. change in life event, performance review, etc.).	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
378	Allowable search and reporting on any of the attached forms based on security roles (by employee, manager, HR, etc.)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
379	Allow use of electronic signatures and timestamps on all documents as needed.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Where applicable, the application can require users to electronically sign a particular document or transaction, acknowledging the users acceptance of the document. Business processes requiring approval are routed online for approvals with date and time stamp with the user name as the electronic signature.
380	Provide on-line, rules-driven routing of job changes based on signature/approval guidelines.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
381	Allowable search and reporting of when electronic signatures are used based on security roles.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
382	<b>Self Service Portal General Requirements</b>					
383	Ability to flag a job requisition that a particular job class has a re-employment list.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	A user-defined field can be created to capture this information.
384	Ability for employee to change their own demographic data with appropriate workflows and approvals as required or needed.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
385	System provides capabilities to configure and administer an online employee open enrollment, allowing employees to view their benefit choices, costs, copays, deductibles, prior election and how their current elections affect their paychecks (e.g., annual out-of-pocket costs), etc.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
386	Ability for an employee to enter dependent and beneficiary information, make changes, and create notifications automatically when one change requires the employee to make another change (adding a dependent, need to change health plan, etc.)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
387	Ability for manager to view their employees demographics (i.e. including pay rate in bi-weekly / hourly / monthly figures, range, job title, next review date, original hire date, position hire date, general leave balances including holiday, comp time earned/taken, and training hours/courses YTD, merit date, retirement participation date, history of earnings for 10 years, working title, etc.). Employee's view provides the same, personal information.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	The delivered Line Manager access in Self-Service enables a manager to view their employees' compensation history, range, job title, review dates, original hire date, position hire date, leave balances, and training history. The Line Manager access can be tailored to include additional information maintained on direct reports. The delivered Employee access in Self-Service enables an employee to view a subset of this information but it can also be tailored to include additional information.
388	Ability for designated personnel to view information and enter status changes for designated employees and employees with no self-service (i.e., Manager Self-Service).	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
389	Manager receives notification of impending "tasks" (upcoming review dates, transactions awaiting approval, merit actions, leave actions, termination/new hire actions) through a dashboard/portal or email.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
390	Ability for employees to enroll in training classes online	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
391	Ability for employees to view and enroll in wellness program activities online	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
392	Ability for managers to access a screen which will allow cash value calculation of general leave balances based on balance, rate of pay and available unused vacation.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposed response.
393	Ability for employees to schedule time off requests electronically	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
394	Ability to manage and workflow an employee suggestion box	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle's Social Networking tool can be used to facilitate an employee suggestion box. In addition, Oracle HR Help Desk will be available within the next 12 months which will also be a means of facilitating the collection and workflow of employee suggestions.
395	Allow for access and entry of Employee information via Smart device (iPad, Smartphone, etc. with all the aspects of security roles in place for all devices)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
396	Portal Supports links to internal city sites while enforcing county security profiles	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
397	Enable employee to access a competency management system in order to maintain a talent/qualification profile. (I.e. skills, talents, and knowledge, including the proficiency level, certifications, licenses etc.). Including a validity date of each qualification	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
398	Provide on-line, rules-driven routing of job changes based on signature/approval guidelines.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
399	Enable workflow notifications from e-mail (other media, fax, and letter) of separation to internal (manager/HR) and external entities (unions) for information and action as appropriate.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
400	System allows users to change personal passwords.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
401	System provides a full audit trail (searchable) of employee and manager self-service changes which can be filtered and printed.	M	R		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	



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<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
402	System enables supervisor to maintain and track leave of absence on-line, including expected date of return and check list of steps for the employee/supervisor to take when the employee goes or returns from leave.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
403	Ability to apply data validations “up front” to prevent managers and other users from omitting required information relevant to the specific transaction (e.g., date of hire, personnel number, name, address, DOB, SS#, effective date) or entering invalid data combinations (e.g., job code vs. department).	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
404	Ability for managers to manage vacation scheduling and requests (approved and pending) with ability to view other existing division schedules and coverage.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	In Oracle, Managers have the ability to manage vacation scheduling and requests but there is no ability to view other division's schedules and coverage unless someone is designated at the time manager over that division as well.
405	Ability to save a transaction in progress so that a manager may return to finish the transaction later.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Where appropriate, transactions can be saved but not submitted and finished later. In areas where this is not appropriate, a manager will be prompted to save or lose any updates.
406	System allows for access to employee and job data to others than immediate manager (via proxy capability), e.g., in the case of a transfer in progress.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
407	Ability for system administrator to establish/override "skip levels", i.e., the ability to automatically advance a workflow to next level of approval after a certain period of time.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
408	Ability to allow workers to log into a self-service website to see their vacation/sick/other balances and request time off.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
409	Ability for employee self service transactions, such as approving timecard, leave requests, review schedule, review time entry, and review accruals balances to be available at the data collection terminal.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
410	Ability to provide employee self service capabilities that must be available on a PC or kiosk through standard web browsers.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
411	Ability for employees to approve their timesheets. This approval must be available within employee self service and the data collection terminals. The attestation language must be configurable.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
412	System must project personal retirement benefits via employee self service (web).	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
413	Ability for scheduled workers to log into a self-service website and sign up for or remove activities from their schedule.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
414	<b>Benefits</b>					
415	Ability to notify the user of a change to benefits eligibility resulting from a change in employment status via email linking to enrollment site	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
416	Ability to provide on-line enrollment capability for open enrollment and ongoing life events (e.g., marriage, birth, divorce, etc.)	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
417	Ability to apply the policies/SPD (summary plan description) of the benefit plans based on life event and regulations.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
418	Ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
419	Ability to provide links to carriers so employee can look at carrier content.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
420	Ability to provide links to claim forms.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
421	Ability to allow users access to searchable SPDs online.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
422	Ability for employee to create side-by-side plan comparison charts.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
423	Ability to provide modeling/tools - for the employee to use in selecting benefits (e.g., FSA calculator, impact to net pay with benefit choices).	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	During benefit enrollment, an employee is presented with a real-time model of the impact to net pay with benefit choices.
424	Ability to allow employees to save elections and return at a later time to complete enrollment.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
425	Ability to validate policies and rules for benefits for participant and dependent data.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
426	Ability to provide employee inquiry status of direct billing and payment status.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
427	Ability to maintain family data (e.g., number of dependents, date of birth of dependents, relationship of dependents to employee).	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
428	Ability to designate an emergency contact.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
429	Ability to provide any type of bulletin (i.e., Benefits etc..) on user defined basis and user defined content	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
430	Ability to provide Benefits education content (i.e. plan information, wellness education, hot topics, programs available, etc.) User developed content and content management	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
431	Ability for electronic signature approvals from employees' benefit requests.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
432	<b>Performance Management</b>					
433	Ability for on-line update of skills, competencies, development completed, etc. by the employee following the appropriate work flow approvals.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
434	Ability for employee and/or manager to complete performance evaluations/assessments on-line (paper capability for workforce with no computer capability) and route for additional input or approvals.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

4.12 - Human Resources		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service				
Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
435	Ability for employee to view past performance appraisals and performance plans.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
436	Ability for employee and/or manager to view and update performance plans.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
437	Ability to allow routing and tracking of forms completion for any evaluation program including a 360-degree program. Capture and retain comments, notes, forms, etc.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
438	Ability for manager to review employees' past performance appraisals and plans. Ability to secure views by roles.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
439	Ability for manager to complete employee performance appraisals on-line, including reminders, notifications to employees, and e-signatures.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
440	System enables on-line capability for self-assessment (e.g., diversity, leadership, etc.). To support a 360 degree program.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
441	Ability to allow employees to request forms online such as compliant forms, appeal forms, etc.	M	N		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	Oracle HR Help Desk will be available within the next 12 months and can be used as a vehicle for employees to request forms.
442	<b>Affordable Care Act</b>					
443	System has the ability to flag employees that are not eligible for the Affordable care act	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
444	System is fully compliant with the Affordable Care Act as it pertains to a self-insured environment and can provide federal reporting as required under the ACA.	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
445	<b>Workers' Compensation Administration</b>					
446	Ability to support a self-insured and self-administered workers' compensation environment.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
447	Ability to track workers' compensation cases with access restricted to select employees.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud	

4.12 - Human Resources			Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service			
<i>Objective: To provide an automated system to improve management of online employee records and facilitate the preparation of reports, to provide automated Human Resource and Benefit Administration services, and to improve internal control of department personnel costs through improved labor distribution reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
					Service, Fusion Performance Management Cloud Service	
448	Ability to track workers' compensation payments.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
449	Ability to track workplace safety incidents.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	
450	Ability to aggregate workers' compensation claims for reporting to the State.	M	Y		Fusion Human Capital Management Base Cloud Service, Oracle Learning Cloud Service, Fusion Performance Management Cloud Service	

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

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service		
<i>Objective: To provide for fully integrated billing and tracking of all City-wide receivables.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Customer Management</b>					
2	Ability to associate Customer number ranges or Customer number format "masks" to a department, receivable or payable type, GL account, or user.	H	N		Oracle Fusion Financials Cloud Service	Numeric only for document sequencing.
3	Ability for flexibility with creating system generated customer ID numbers based on number format "masks" defined within the system.	H	N		Oracle Fusion Financials Cloud Service	Numeric only for document sequencing.
4	Ability to manually assign customer ID's and disallow duplicates (e.g., in instances where the customer ID is created in a different system).	H	N		Oracle Fusion Financials Cloud Service	Numeric only for document sequencing.
5	Ability to split or combine customer accounts.	H	N		Oracle Fusion Financials Cloud Service	
6	System must provide the ability to maintain the following customer information:	-			Oracle Fusion Financials Cloud Service	
7	Customer Number	H	Y		Oracle Fusion Financials Cloud Service	
8	Name of Customer	H	Y		Oracle Fusion Financials Cloud Service	
9	Owner / Business Address	H	Y		Oracle Fusion Financials Cloud Service	
10	Bill To Address	H	Y		Oracle Fusion Financials Cloud Service	
11	Ship To Address	H	Y		Oracle Fusion Financials Cloud Service	
12	Nine Digit Zip Code	H	Y		Oracle Fusion Financials Cloud Service	
13	Legal Description	H	Y		Oracle Fusion Financials Cloud Service	
14	Telephone - Work	H	Y		Oracle Fusion Financials Cloud Service	
15	Telephone - Cell Phone	H	Y		Oracle Fusion Financials Cloud Service	
16	Fax Number	H	Y		Oracle Fusion Financials Cloud Service	
17	Customer Type	H	Y		Oracle Fusion Financials Cloud Service	
18	Number of Insufficient Fund Checks Received	H	Y		Oracle Fusion Financials Cloud Service	
19	Date of Last Insufficient Fund Check Received	H	Y		Oracle Fusion Financials Cloud Service	
20	State Tax Exempt Number plus expiration date	H	Y		Oracle Fusion Financials Cloud Service	
21	Federal Tax ID number	H	Y		Oracle Fusion Financials Cloud Service	
22	Hotel/Motel State ID number	H	Y		Oracle Fusion Financials Cloud Service	
23	Drivers License Number	H	Y		Oracle Fusion Financials Cloud Service	
24	Last payment date	H	Y		Oracle Fusion Financials Cloud Service	
25	Last payment amount	H	Y		Oracle Fusion Financials Cloud Service	
26	Email Address	H	Y		Oracle Fusion Financials Cloud Service	
27	Customer Notes	H	Y		Oracle Fusion Financials Cloud Service	
28	PO Number Field	H	Y		Oracle Fusion Financials Cloud Service	
29	Unlimited number of user defined fields	H	Y		Oracle Fusion Financials Cloud Service	
30	Ability to track multiple location addresses per customer.	H	Y		Oracle Fusion Financials Cloud Service	

4.13 - Misc Billing and AR			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide for fully integrated billing and tracking of all City-wide receivables.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
31	Ability to track a customer interaction log of notes that is automatically updated with date/time of input and user.	M	Y		Oracle Fusion Financials Cloud Service	
32	Ability to review a customer's billing/transaction history at a summary level and be able to drill down and select a bill or transaction item to view in detail.	H	Y		Oracle Fusion Financials Cloud Service	
33	Ability to perform customer inquiries by account name; account number; and invoice number, amount due, or any other invoice or customer field.	H	Y		Oracle Fusion Financials Cloud Service	
34	Ability for the system to automatically maintain and allow viewing of an audit log of all changes to a customer account.	H	R		Oracle Fusion Financials Cloud Service	
35	Ability to flag a customer account as "Cash Only".	H	Y		Oracle Fusion Financials Cloud Service	
36	Accepts overpayments and stores a credit balance in the appropriate account/customer record, including the appropriate accounting entry based on City defined accounts.	H	Y		Oracle Fusion Financials Cloud Service	
37	Ability to apply overpayment amounts to other invoices for that customer.	H	Y		Oracle Fusion Financials Cloud Service	
38	Ability to support eGovernment customer self-service function, whereby each customer has the ability to access customer account level information, including viewing their invoices, payments, a statement, etc.	M	N		Oracle Fusion Financials Cloud Service	
39	Ability to see all liens and outstanding receivables on a customer account.	H	Y		Oracle Fusion Financials Cloud Service	
40	Ability to see all outstanding receivables on a customer's account across all modules.	H	Y		Oracle Fusion Financials Cloud Service	
41	Ability to accept a deposit and apply to billings on user defined bill types.	H	Y		Oracle Fusion Financials Cloud Service	
42	<b>Miscellaneous Billing and Invoicing</b>					
43	Ability to set charge codes that are tied to specific GL accounts	H	Y		Oracle Fusion Financials Cloud Service	
44	Ability to support recurring billing functions allowing the user to establish effective date and frequency of recurring billing.	H	Y		Oracle Fusion Financials Cloud Service	
45	Ability to bill a minimum amount based on bill type.	H	Y		Oracle Fusion Financials Cloud Service	
46	Ability to change the bill type which will automatically check if the minimum requirements have been met.	H	Y		Oracle Fusion Financials Cloud Service	
47	Ability to build standard invoices that are recurring and bill each month/year the same customer and amount.	H	Y		Oracle Fusion Financials Cloud Service	
48	Ability to automatically start/stop recurring bills on a customer account, based upon information in the customer file (i.e. if the customer owns a property that is flagged as vacant, bill customer yearly).	H	Y		Oracle Fusion Financials Cloud Service	
49	Ability to select the "remit to" address on the invoice from a list of centrally approved/managed addresses.	H	Y		Oracle Fusion Financials Cloud Service	
50	Ability to establish a series of department specific bill types for various charges.	H	Y		Oracle Fusion Financials Cloud Service	
51	Ability to establish bill types and rate tables and schedules for each with the ability for authorized users to change these default rates on invoices.	H	Y		Oracle Fusion Financials Cloud Service	
52	Ability to accommodate various bill calculation methods (flat rate, unit charge, etc.).	H	Y		Oracle Fusion Financials Cloud Service	
53	Ability to establish rate tables as having multiple components (i.e., rate plus a flat charge).	H	Y		Oracle Fusion Financials Cloud Service	
54	Ability to calculate a discount based on bill type and/or customer type.	H	Y		Oracle Fusion Financials Cloud Service	
55	Ability for a particular bill type to be configured to require the association of that bill to a reference number/field.	M	N		Oracle Fusion Financials Cloud Service	



4.13 - Misc Billing and AR			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide for fully integrated billing and tracking of all City-wide receivables.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
56	Be able to maintain the following information associated with a particular bill type:	-			Oracle Fusion Financials Cloud Service	
57	Interest codes	H	Y		Oracle Fusion Financials Cloud Service	
58	Charge codes	H	Y		Oracle Fusion Financials Cloud Service	
59	Interest %	H	Y		Oracle Fusion Financials Cloud Service	
60	Penalty / late fee type (flat rate, percentage)	H	Y		Oracle Fusion Financials Cloud Service	
61	Penalty amount (percent or flat rate)	H	Y		Oracle Fusion Financials Cloud Service	
62	Associated accounts	H	Y		Oracle Fusion Financials Cloud Service	
63	Revenue and receivable accounts	H	Y		Oracle Fusion Financials Cloud Service	
64	Related department	H	Y		Oracle Fusion Financials Cloud Service	
65	Frequency	H	Y		Oracle Fusion Financials Cloud Service	
66	Be able to generate miscellaneous bills that can include the following bill types:	-			Oracle Fusion Financials Cloud Service	
67	Special Events	H	Y		Oracle Fusion Financials Cloud Service	
68	False alarms	H	Y		Oracle Fusion Financials Cloud Service	
69	50/50 Sidewalk	H	Y		Oracle Fusion Financials Cloud Service	
70	Police Services for 3rd Parties	H	Y		Oracle Fusion Financials Cloud Service	
71	Inspections	H	Y		Oracle Fusion Financials Cloud Service	
72	Roll-off Dumpsters (ROD)	H	Y		Oracle Fusion Financials Cloud Service	
73	Sidewalk Replacement	H	Y		Oracle Fusion Financials Cloud Service	
74	Code Enforcement	H	Y		Oracle Fusion Financials Cloud Service	
75	Magistrate Violations	H	Y		Oracle Fusion Financials Cloud Service	
76	Grant payment requests	H	Y		Oracle Fusion Financials Cloud Service	
77	Cell tower rentals	H	Y		Oracle Fusion Financials Cloud Service	
78	Cost recovery	H	Y		Oracle Fusion Financials Cloud Service	
79	Other, unlimited, user defined types	H	Y		Oracle Fusion Financials Cloud Service	
80	Ability to define an invoice format specific to each bill type without programming intervention required.	H	Y		Oracle Fusion Financials Cloud Service	
81	Ability to define each invoice format to include GL account coding on each line item (to assist with the receipting process).	M	Y		Oracle Fusion Financials Cloud Service	
82	Ability for the bill print formatting features to be enabled by vendor provided/supported forms design tools not performed through mail merge.	H	Y		Oracle Fusion Financials Cloud Service	Predefined templates but can customize using BI Publisher.
83	Ability to create and print/reprint invoices/bills showing the account and bill number, amount due, date due, and the customer's name and address and line item description on-demand.	H	Y		Oracle Fusion Financials Cloud Service	
84	Ability to print/reprint invoices in a specified order such as customer number, customer name, invoice number, etc.	H	Y		Oracle Fusion Financials Cloud Service	
85	Ability to initiate a bill based on a prior bill to that customer (acting as a customer invoice template).	H	Y		Oracle Fusion Financials Cloud Service	
86	Ability to setup automatically recurring bills at user-defined intervals.	H	Y		Oracle Fusion Financials Cloud Service	
87	Ability to establish installment payment schedules and take partial payments.	H	Y		Oracle Fusion Financials Cloud Service	
88	Ability to process simple loans that will show a principal, interest and payment information.	H	N		Oracle Fusion Financials Cloud Service	
89	Ability for multiple revenue lines (types) to be credited on a single bill.	H	Y		Oracle Fusion Financials Cloud Service	

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service		
<i>Objective: To provide for fully integrated billing and tracking of all City-wide receivables.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
90	Ability to allow user to select GL period when posting transactions.	H	Y		Oracle Fusion Financials Cloud Service	
91	Ability to automatically generate separate GL batches when processing invoices, payments, adjustments, etc.	H	Y		Oracle Fusion Financials Cloud Service	
92	Ability to establish user-defined receivable <i>types</i> using charge code tables and to track them separately.	H	Y		Oracle Fusion Financials Cloud Service	
93	Ability to input billing information at the departmental level.	H	Y		Oracle Fusion Financials Cloud Service	
94	Ability to generate a credit memo/adjustments to specific invoices or to a group of invoices.	H	Y		Oracle Fusion Financials Cloud Service	
95	Ability to import invoice line item information from external data sources (i.e., Excel) into a working (not yet printed/posted) invoice.	H	Y		Oracle Fusion Financials Cloud Service	
96	Ability to bar code invoices and have receipting scanners identify the customer account/invoice for applying payments.	M	Y		Oracle Fusion Financials Cloud Service	Bar codes can be printed on invoices. Scanners would be provided by a third party.
97	Ability to support real-time posting of invoices.	H	Y		Oracle Fusion Financials Cloud Service	
98	Ability to support real-time posting of credit memos.	H	Y		Oracle Fusion Financials Cloud Service	
99	Ability to establish payment terms (# days until due) based on bill type.	H	Y		Oracle Fusion Financials Cloud Service	
100	Ability to generate a zero-charge invoice that will allow for aging based reporting on those items, as a reminder.	H	Y		Oracle Fusion Financials Cloud Service	
101	Ability to allow one-time invoices.	H	Y		Oracle Fusion Financials Cloud Service	
102	Ability to bill multiple items on a single invoice.	H	Y		Oracle Fusion Financials Cloud Service	
103	Ability to support pre-payments.	H	Y		Oracle Fusion Financials Cloud Service	
104	Ability to credit each line item on an invoice to multiple revenue accounts.	H	Y		Oracle Fusion Financials Cloud Service	
105	Ability to reprint billings/invoices.	H	R		Oracle Fusion Financials Cloud Service	
106	Ability to designate a charge priority indicator for each bill type, which will designate the priority of applying payments during cash receipting.	H	N		Oracle Fusion Financials Cloud Service	
107	Ability to develop invoices with multiple pages of detail with the option to summarize the charges onto one line item with an attachment.	H	Y		Oracle Fusion Financials Cloud Service	
108	Ability to specify due dates for bills, based on type of bill or billing frequency, such as 30 days from the printing or mailing date or other user-defined criteria.	H	Y		Oracle Fusion Financials Cloud Service	
109	Ability to e-mail an invoice versus printing and mailing.	H	Y		Oracle Fusion Financials Cloud Service	
110	Ability to review any and all remotely entered information for accuracy <i>before</i> posting (i.e., supervisor approval of batches for posting to G/L).	H	Y		Oracle Fusion Financials Cloud Service	
111	<b>Invoice numbering</b>					
112	Ability to specify invoice numbering schemes specific to each bill type (i.e., alphanumeric).	H	N		Oracle Fusion Financials Cloud Service	Numeric only for document sequencing.
113	Ability to have a user defined invoice numbering scheme that applies to all invoices.	H	Y		Oracle Fusion Financials Cloud Service	
114	Ability to automatically assign invoice numbers with user defined ranges based on department or bill type.	H	N		Oracle Fusion Financials Cloud Service	
115	<b>Late Charges/ Interest/Penalty</b>					
116	Ability to automatically calculate interest and penalties on a delinquent bill based on bill type with user defined rules (e.g. billing date, first day of month, etc.).	H	Y		Oracle Fusion Financials Cloud Service	
117	Ability to establish late charges and penalties as a percentage of overdue amount or a flat penalty.	H	Y		Oracle Fusion Financials Cloud Service	

4.13 - Misc Billing and AR			Oracle Fusion Financials Cloud Service			
<i>Objective: To provide for fully integrated billing and tracking of all City-wide receivables.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
118	Ability to establish late charges as a flat rate per day.	H	Y		Oracle Fusion Financials Cloud Service	
119	Ability to establish late charges with user definable frequency as to when late charges are applied (i.e. daily, weekly, monthly, quarterly, etc.).	H	Y		Oracle Fusion Financials Cloud Service	
120	Ability to waive penalty for an individual customer or invoice with proper authorization.	H	Y		Oracle Fusion Financials Cloud Service	
121	<b>Statement Processing</b>					
122	Ability to generate electronic or paper billing statements on a regular, customer-defined basis to all accounts with either current period activity and/or carry forward balances.	H	Y		Oracle Fusion Financials Cloud Service	
123	Ability to support statement processing by bill type.	H	Y		Oracle Fusion Financials Cloud Service	
124	Ability to generate one statement for all bill types being billed to same customer.	H	Y		Oracle Fusion Financials Cloud Service	
125	Ability to support statement processing functionality that fully accesses customer account information including all invoices, credits, fees and payments.	H	Y		Oracle Fusion Financials Cloud Service	
126	Ability to support late notice statement processing with "configurable" language based on the aging results.	H	Y		Oracle Fusion Financials Cloud Service	
127	Ability to print the detail of the charges on the statement.	H	Y		Oracle Fusion Financials Cloud Service	
128	Ability to print statements with zero balances if there was any activity for the month.	H	Y		Oracle Fusion Financials Cloud Service	
129	Ability to print statement with zero balances on request if there was no activity for the month.	H	Y		Oracle Fusion Financials Cloud Service	
130	<b>Receivables Management</b>					
131	Ability for the system to be configured to allow decentralized entry, work flowed to central authorized users for review of any and all remotely entered information for accuracy <i>before</i> final posting to the General Ledger and Accounts Receivable.	H	Y		Oracle Fusion Financials Cloud Service	
132	Ability to centralize the City into one receivables system.	H	Y		Oracle Fusion Financials Cloud Service	
133	Ability to produce an Accounts Receivable aging report that details transaction aging. The aging report should provide information specific to each department and can be run with an "as of" date.	H	Y		Oracle Fusion Financials Cloud Service	
134	Ability to generate aging reports per customer based on invoice due dates.	H	Y		Oracle Fusion Financials Cloud Service	
135	Ability to generate aging reports per bill type based on invoice due dates.	H	Y		Oracle Fusion Financials Cloud Service	
136	Ability to identify an unpaid invoice on the customer record, if an item is "in Collections".	H	Y		Oracle Fusion Financials Cloud Service	
137	Ability to perform "write-offs" on customer accounts.	H	Y		Oracle Fusion Financials Cloud Service	
138	Ability to have an approval process where a request is routed through a workflow for approval of a write off.	H	Y		Oracle Fusion Financials Cloud Service	
139	Ability to attach documents.	H	Y		Oracle Fusion Financials Cloud Service	
140	Ability to write-off remaining balances and clear the receivable by journal entry (with appropriate security authorizations).	H	Y		Oracle Fusion Financials Cloud Service	
141	Ability to automatically roll particular receivables to a delinquent stage based on invoice due date and bill type.	M	Y		Oracle Fusion Financials Cloud Service	
142	Ability to track delinquent accounts and print/notify via electronic or hardcopy late payment notices for mailing at 30, 60, 90 and 120 days, or any other user-defined time periods.	H	Y		Oracle Fusion Financials Cloud Service	

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service		
<i>Objective: To provide for fully integrated billing and tracking of all City-wide receivables.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
143	Ability to set different templates for each level of late payment notice (30-day, 60-day, etc.)	H	Y		Oracle Fusion Financials Cloud Service	
144	Ability to change notice template without the assistance of Information Technology dept.	H	Y		Oracle Fusion Financials Cloud Service	
145	System must provide the ability to compile delinquent receivables for:	-			Oracle Fusion Financials Cloud Service	
146	Transfer to a collection agency	H	R		Oracle Fusion Financials Cloud Service	
147	Write-off the balance	H	R		Oracle Fusion Financials Cloud Service	
148	Adjustment of the balance	H	R		Oracle Fusion Financials Cloud Service	
149	Reinstatement	H	R		Oracle Fusion Financials Cloud Service	
150	When invoices are transferred to a collection agency, the system has the ability to automatically post these to a different AR account in GL.	H	Y		Oracle Fusion Financials Cloud Service	
151	Ability to waive a portion of an invoice with proper approvals.	H	Y		Oracle Fusion Financials Cloud Service	
152	Ability to generate electronic or hardcopy notices for mailing to customers resulting from NSF that includes the returned check fee.	H	Y		Oracle Fusion Financials Cloud Service	
153	Ability to customize any mailed correspondence, such as letters, Late Payment notices and bills.	H	Y		Oracle Fusion Financials Cloud Service	
154	Ability to perform adjustments to prior invoices or customer accounts allowing for the recording of a comment related to the adjustment.	H	Y		Oracle Fusion Financials Cloud Service	
155	Ability to perform adjustments to account balances for checks returned with insufficient funds, including the addition of a NSF fee to the customer account.	H	Y		Oracle Fusion Financials Cloud Service	
156	Ability to ACH / bank draft receivables.	H	Y		Oracle Fusion Financials Cloud Service	
157	The ability to provide a bi-directional data interface (API) to support third-party payment systems via the web or IVR (Interactive Voice Response).	M	Y		Oracle Fusion Financials Cloud Service	Web services are available for IVR.

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

4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>General Functional Requirements</b>					
2	Ability to predate and post date employee transactions (i.e. calculations & deductions based on date can be done in advance)	H	Y		Payroll Cloud Service for United States	
3	Ability to mass input multiple employees hours worked at one time.	H	Y		Payroll Cloud Service for United States	Payroll Cloud Service provides spreadsheet and other types of data loaders for this purpose.
4	Ability to do exception entries for salaried employees	H	Y		Payroll Cloud Service for United States	
5	System provides, all mandated State and Federal payroll reports, and includes updates with the standard software maintenance agreement	H	T		ADP	ADP will be used to file and report taxes. The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
6	Ability to have different From/To pay dates in the same payroll run. The Hourly employees have a different From/To pay date than the salaried employees.	L	N		Payroll Cloud Service for United States	Each payroll may have one unique payday and period ending date.
7	Ability to have off-cycle payroll runs at certain times during the year. (i.e. Police receive a clothing allowance twice per year off-cycle.)	L	Y		Payroll Cloud Service for United States	
8	Ability to restrict access to Payroll/Personnel system to provide secure inquiry.	H	Y		Payroll Cloud Service for United States	
9	Ability to perform supplemental payroll processing to support year-end processing schedules.	H	Y		Payroll Cloud Service for United States	
10	Ability to set different worker's comp rules for the different organizations (i.e. Police vs. Pension employees)	H	M		Payroll Cloud Service for United States	Fast formula.
11	Ability to provide a payment history record for each payment and/or adjustment that the system generates that contains sufficient information to recreate all of the conditions and factors involved in the generation of the payment or adjustment.	H	Y		Payroll Cloud Service for United States	Payroll Cloud Service provides a detailed payment history record. However, the software can perform functions to support certain user defined requirements, but general references like "contains sufficient information to recreate all conditions and factors" are too indefinite and too

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
						broad to be responded to meaningfully.
12	Ability to adjust all accumulated totals that are affected by an adjustment (e.g., FICA-subject wages, taxes, and retirement).	H	Y		Payroll Cloud Service for United States	
13	Ability to match every payment and adjustment with the pay period where the adjustment applies.	M	Y		Payroll Cloud Service for United States	
14	Ability to pay employees every other week but have the choice of producing vendor checks (i.e. Fed'l, state, insurances, etc.) on the same cycle or monthly.	H	R		Payroll Cloud Service for United States	An interface to Accounts Payable is required to produce vendor checks.
15	Ability to change position and job class mid-pay cycle.	H	Y		Payroll Cloud Service for United States	
16	Ability to generate multiple checks for an employee within a single pay cycle.	H	Y		Payroll Cloud Service for United States	
17	Ability to provide extensive audit trails of payroll transactions.	H	Y		Payroll Cloud Service for United States	
18	Ability to pay employees separate part-time and full-time wages in same payroll cycle.	H	Y		Payroll Cloud Service for United States	
19	Ability to refund terminated employees.	H	Y		Payroll Cloud Service for United States	
20	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	M	Y		Fusion Human Capital Management Base Cloud Service/Payroll Cloud Service for United States	
21	Ability to calculate and pay longevity on each eligible employee's regular pay	H	Y		Fusion Workforce Compensation Cloud Service/ Payroll Cloud Service for United States	
22	Ability to track base pay (per contract hourly pay) and premium pays (i.e. shift differential, longevity, overtime, etc.) separately and list all of these earnings separately on the check stub	H	Y		Payroll Cloud Service for United States	
23	Ability to send appropriate electronic notifications to HR/Payroll Personnel when important payroll functions have occurred (checks printed, etc.)	M	R		Payroll Cloud Service for United States	
24	<b>Employee Setup and Maintenance</b>					
25	Payroll module tightly integrated to Human Resources module, sharing the same database and employee record with appropriate security role separation	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
26	Ability to classify employees in variety of ways and create classifications as needed (active, terminated, inactive, on-call, seasonal, permanent, temporary, term, intermittent, full-time, part-time, elected, exempt, non-exempt, and user-defined other).	H	Y		Fusion Human Capital Management Base Cloud Service	
27	Ability to classify an employee as Medicare only, both Social Security and Medicare or exempt from both Social Security and Medicare.	L	Y		Payroll Cloud Service for United States	
28	System must conduct edit check on social security number to prevent duplicates.	H	Y		Fusion Human Capital Management Base Cloud Service	
29	Ability to be able to have multiple records for the same social security number but be able to identify them as retirees, outside agencies, etc.	L	Y		Fusion Human Capital Management Base Cloud Service	
30	Ability to display employee information without displaying the SSN.	H	Y		Fusion Human Capital Management Base Cloud Service	
31	Ability to enter multiple location codes per employee.	M	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	Positions are assigned to one permanent location. An employee may hold multiple positions.

4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
32	Ability to accommodate mid-period employee changes (e.g. department changes, promotions, etc.)	H	Y		Payroll Cloud Service for United States	
33	Ability to maintain entire history of employee positions held.	H	Y		Fusion Human Capital Management Base Cloud Service	
34	Ability to retain employee data after leaving employment (for subpoenas or returning staff)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
35	<b>Deductions and Contributions</b>					
36	Ability to track the following information:	-			Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
37	Multiple Insurance plans	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
38	Flexible spending/cafeteria plan (health and daycare)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
39	Credit union (or other banking facility)	H	Y		Payroll Cloud Service for United States	
40	Basic and additional life insurance	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
41	Survivor's income benefits	L	N		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
42	Long-term disability insurance	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
43	Short-term disability insurance	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
44	Deferred compensation (457)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
45	Charitable contributions	H	Y		Payroll Cloud Service for United States	
46	Garnishments (child support, federal levy, creditor, bankruptcy)	H	Y		Payroll Cloud Service for United States	
47	Supplemental Life (2 different types)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
48	Federal, state, FICA (Social Security), Medicare taxes	H	Y		Payroll Cloud Service for United States	
49	Affordable Care Act (ACA) contributions	H	Y		Payroll Cloud Service for United States	
50	Union membership	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
51	Other user-defined deductions (indicate in comments maximum number of deductions)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	Unlimited.



4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
52	Deductions with a future effective date(s)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
53	Ability to create deduction/earning codes with multiple rules:	-			N/A	
54	Ability to apply multiple deduction/earnings codes to a single employee	H	Y		Payroll Cloud Service for United States	
55	Ability to create effective/end dates for deduction/earning codes	H	Y		Payroll Cloud Service for United States	
56	Ability to see MTD, YTD totals on deduction/earning codes	H	Y		Payroll Cloud Service for United States	
57	Ability to determine which codes are shown on check and stub.	H	R		Payroll Cloud Service for United States	
58	Ability to report all codes by pay period, employee/employer, employee/bargaining group.	H	Y		Payroll Cloud Service for United States	
59	Deductions with begin and stop dates for such items as:	-			Payroll Cloud Service for United States	
60	Minimum/maximum percentage of earnings amount	H	M		Payroll Cloud Service for United States	
61	Minimum/maximum fixed dollar value	H	Y		Payroll Cloud Service for United States	
62	Priority	H	Y		Payroll Cloud Service for United States	
63	Frequency for withholding	H	Y		Payroll Cloud Service for United States	
64	Ability to track one limit/goal amount for multiple deferred comp plans	H	Y		Payroll Cloud Service for United States	
65	Ability to identify which payroll run the deductions are scheduled for (first, second, third, only first & second, all, etc.).	H	Y		Payroll Cloud Service for United States	
66	Ability to provide mass update capabilities of the information in the deduction table.	H	Y		Payroll Cloud Service for United States	
67	Ability to allow deductions to be employee paid, employer paid, or a combination thereof.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
68	Ability to set-up arrears rules by deduction type.	H	Y		Payroll Cloud Service for United States	
69	Ability to adjust the employee and employer premium. (Employees can pay premiums by personal check or allow City to double up when they return to work.)	H	N		Payroll Cloud Service for United States	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposed response.
70	Ability to allow the selection of the method of computing employee and employer contribution amounts based on the following:	-			Payroll Cloud Service for United States	
71	Flat dollar amount	H	Y		Payroll Cloud Service for United States	
72	Percentage of the total contribution amount	H	M		Payroll Cloud Service for United States	
73	Amount per hour worked	H	M		Payroll Cloud Service for United States	
74	Formula	H	Y		Payroll Cloud Service for United States	
75	Percent of earnings	H	Y		Payroll Cloud Service for United States	
76	Ability to determine if earnings are sufficient to withhold a deduction.	H	Y		Payroll Cloud Service for United States	
77	Ability to accumulate totals per employee deduction for the following employee and employer contribution amounts for regular (current, monthly, quarter, year) or specific periods	H	Y		Payroll Cloud Service for United States	
78	Ability to process special supplemental deductions.	H	Y		Payroll Cloud Service for United States	
79	Ability to allow recurring deductions in dollar amounts and percentages of base and/or gross salary.	H	Y		Payroll Cloud Service for United States	
80	Ability to allow one-time or short term recurring deductions.	H	Y		Payroll Cloud Service for United States	
81	Ability to flag deductions that do not continue after a certain amount has been reached.	M	Y		Payroll Cloud Service for United States	

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
82	Ability to process both negative and positive payroll deductions.	H	Y		Payroll Cloud Service for United States	
83	Ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.) that are employee and/or employer paid with multiple premium amounts per plan (individual, individual+1, family).	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
84	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-			Payroll Cloud Service for United States	
85	Effective date	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
86	Benefit plan	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
87	Dependent coverage (single +1, family)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
88	Employee group	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
89	Eligibility	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
90	Combination of the above fields	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
91	Percentage of salary	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
92	Ability to calculate Social Security and Medicare tax on deferred comp earnings.	H	Y		Payroll Cloud Service for United States	
93	Ability to establish the priority of the deductions - authorized user can change priority for all employees or for individual employees.	M	Y		Payroll Cloud Service for United States	
94	Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.	H	R		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
95	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee's age.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
96	Ability to generate manual and automatic G/L journal entry for all deductions each pay period.	H	Y		Payroll Cloud Service for United States	
97	Ability to auto adjust all deductions at termination	H	Y		Payroll Cloud Service for United States	
98	Ability to set up deductions as taxable or non-taxable	H	Y		Payroll Cloud Service for United States	
99	Ability to track multiple deferred compensation accounts together when they have a shared limit.	H	Y		Payroll Cloud Service for United States	
100	Ability to support system setup where departments can only be assigned deduction codes or earnings codes that apply to them	H	Y		Payroll Cloud Service for United States	

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
101	<b>Garnishment Processing</b>					
102	Ability to process garnishments for third-parties, child support, bankruptcy, federal levy.	H	Y		Payroll Cloud Service for United States	
103	Ability to setup varying computational methods for each garnishment type, such as determining an employee's disposable earnings for each garnishment type (gross minus required withholdings) including accommodations for varying tax filing statuses.	H	Y		Payroll Cloud Service for United States	
104	Ability to enter specific garnishment withholding amounts for an employee for each pay period.	H	Y		Payroll Cloud Service for United States	
105	Ability to record the following information with each garnishment:	-			Payroll Cloud Service for United States	
106	Name and address of the levying party	H	Y		Payroll Cloud Service for United States	
107	Case number	H	Y		Payroll Cloud Service for United States	
108	Garnishment amount	H	Y		Payroll Cloud Service for United States	
109	Ability to have one garnishment deduction that can be paid out to multiple vendors	L	Y		Payroll Cloud Service for United States	
110	Ability to calculate withholding of specific amount up to a pre-described amount (balance due/maximum deduction amount).	H	Y		Payroll Cloud Service for United States	
111	Ability to calculate withholding at a percentage rate of disposable pay up to a pre-described amount (balance due/maximum deduction amount).	H	Y		Payroll Cloud Service for United States	
112	Ability to establish minimum earnings standards which preempt the deduction from being taken to reduce the deduction of the amount allowed by law (30 X minimum wage exempt from garnishment).	H	Y		Payroll Cloud Service for United States	
113	Ability to establish exempt earnings calculations which determine the amount to be withheld from the employees' disposable and/or take home pay for Federal Levies.	H	Y		Payroll Cloud Service for United States	
114	Ability to track each garnishment independently (to track multiple garnishments per employee).	H	Y		Payroll Cloud Service for United States	
115	Ability to calculate multiple garnishments for one employee	H	Y		Payroll Cloud Service for United States	
116	Ability to update calculations based on most current federal and state regulations.	H	Y		Payroll Cloud Service for United States	
117	Ability to calculate court-ordered medical insurance premiums as garnishment when computing disposable income.	H	Y		Payroll Cloud Service for United States	
118	<b>Earnings</b>					
119	<b>Data Elements - Earnings</b>	-			Payroll Cloud Service for United States	
120	Ability to track the following earnings information (MTD, QTD, YTD, FTD):	-			Payroll Cloud Service for United States	
121	Regular Pay	H	Y		Payroll Cloud Service for United States	
122	Overtime Pay	H	Y		Payroll Cloud Service for United States	
123	Paid and unpaid leave	H	Y		Payroll Cloud Service for United States	
124	Hours paid in current period but worked, taken, or earned in previous pay period	H	Y		Payroll Cloud Service for United States	
125	Lump sum paid leave (vacation, sick leave, and comp hours)	H	Y		Payroll Cloud Service for United States	
126	On-call shift by day	H	Y		Payroll Cloud Service for United States	
127	Retirement benefit received	L	Y		Payroll Cloud Service for United States	
128	Overtime at straight time rate	H	Y		Payroll Cloud Service for United States	
129	Workers' compensation	H	Y		Payroll Cloud Service for United States	
130	Short term disability	H	Y		Payroll Cloud Service for United States	

4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
131	Civil leave (i.e. jury duty)	H	Y		Payroll Cloud Service for United States	
132	Termination/retirement leave payout	H	Y		Payroll Cloud Service for United States	
133	Education pay	H	Y		Payroll Cloud Service for United States	
134	Hazard pay	H	Y		Payroll Cloud Service for United States	
135	Status: Permanent, Term, on-call, seasonal, temporary, intermittent	H	Y		Payroll Cloud Service for United States	
136	Compensation time paid	H	Y		Payroll Cloud Service for United States	
137	Compensation time earned	H	Y		Payroll Cloud Service for United States	
138	Dependent sick leave	H	Y		Payroll Cloud Service for United States	
139	Family death (funeral) leave	H	Y		Payroll Cloud Service for United States	
140	Personal holiday	H	Y		Payroll Cloud Service for United States	
141	Step-up pay (both short and long term)	H	Y		Payroll Cloud Service for United States	
142	Incentive / award paid	H	Y		Payroll Cloud Service for United States	
143	Military Active Leave	H	Y		Payroll Cloud Service for United States	
144	Military Training	H	Y		Payroll Cloud Service for United States	
145	Disaster leave	H	Y		Payroll Cloud Service for United States	
146	Suspension / Administrative	H	Y		Payroll Cloud Service for United States	
147	Family Leave - no pay, comp taken, dependent sick leave, personal holiday, sick leave, vacation, disaster leave	H	Y		Payroll Cloud Service for United States	
148	Earnings type subject to retirement, FICA, income tax, or Unemployment Insurance	H	Y		Payroll Cloud Service for United States	
149	Variable taxing rates and methods (e.g. flat percent or annualized percentage table) for any earnings type	H	Y		Payroll Cloud Service for United States	
150	Additional Pay (such as for certifications and CDL)	H	Y		Payroll Cloud Service for United States	
151	Other unlimited user defined earnings	H	Y		Payroll Cloud Service for United States	
152	Ability to identify retirement eligible wages from gross wages.	H	Y		Payroll Cloud Service for United States	
153	Ability to have current period (bi-weekly), quarter-end, year-to-date and fiscal-to date accumulators for all taxes, deductions, earnings, and hours (including pay hours, overtime hours, differential, leave hours, etc.).	H	Y		Payroll Cloud Service for United States	
154	Ability to allow an unlimited number of user defined earning types and attributes.	H	Y		Payroll Cloud Service for United States	Payroll Cloud Service for United States enables the City to define unlimited earnings types. More information is required around the definition of "unlimited attributes" to answer the second part of this requirement.
155	Ability to distribute pay to an unlimited number of accounts, with automatic default payroll distribution.	H	Y		Payroll Cloud Service for United States	
156	Ability to distribute pay based on hours type (scheduled hours vs overtime hours, etc.).	H	Y		Payroll Cloud Service for United States	
157	Ability to split employee pay among multiple organizations/accounts/funds/grants, while <b>not</b> splitting benefits in the same way.	H	Y		Payroll Cloud Service for United States	
158	<b>Other Earnings</b>					
159	Ability of department to change time record and hold changes in suspense awaiting release by authorized user/department prior to accepting.	H	Y		Fusion Time and Labor Cloud Service	
160	Ability to calculate step-up pay for temporary assignments above employee's current position.	H	M		Payroll Cloud Service for United States	

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
161	Ability to reexamine suspense items each payroll cycle and release them for processing when all suspense conditions are cleared.	H	N		Payroll Cloud Service for United States	
162	Ability to restrict an earnings type to a specified group or groups of employees.	H	Y		Payroll Cloud Service for United States	
163	Ability to automatically calculate regular gross for employees based on the following rates and varying pay periods per year:	-			Payroll Cloud Service for United States	
164	Hourly rate	H	Y		Payroll Cloud Service for United States	
165	Bi-weekly rate	H	Y		Payroll Cloud Service for United States	
166	Monthly rate	H	Y		Payroll Cloud Service for United States	
167	Annual rate	H	Y		Payroll Cloud Service for United States	
168	<b>Overtime</b>					
169	Ability to calculate FLSA overtime on only one position's hours for an employee in multiple positions (e.g., an employee who works hours in an exempt position and hours in a non-exempt position).	M	Y		Payroll Cloud Service for United States	
170	Ability to calculate overtime hours for different employee groups with different FLSA periods.	M	Y		Payroll Cloud Service for United States	
171	Ability to record overtime based on FLSA regulations on a user defined cycle by employee group (for example in compliance with state code).	M	Y		Payroll Cloud Service for United States	
172	Ability to alert user for overtime or comp earned for unauthorized employees.	H	R		Payroll Cloud Service for United States	
173	Ability to create subcategory codes for overtime, including a description for each code.	H	Y		Payroll Cloud Service for United States	
174	Ability to enter and report overtime by subcategory codes.	H	Y		Payroll Cloud Service for United States	
175	Ability to specify earning codes that are overtime eligible.	H	Y		Fusion Time and Labor Cloud Service	
176	Ability to calculate overtime payments using weighted average hourly rate for employees with one or more pay rates.	H	Y		Payroll Cloud Service for United States	
177	<b>Shift Differential</b>					
178	Ability to pay shift differential based on percentage of rate or set amount.	H	N			
179	Ability to calculate differential shift by work times coded by employees, according to agreement	H	N			
180	<b>Comp Time</b>					
181	Ability to track comp time and optionally allow either to be taken or paid out (up to the discretion of the employer).	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States/ Fusion Time and Labor Cloud Service	
182	Ability to limit earned comp time to a specified number of hours by employee groups; provide ability to enter exceptions.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States/ Fusion Time and Labor Cloud Service	
183	Ability to pay comp time at any time during the year.	H	Y		Payroll Cloud Service for United States	
184	Ability to track compensatory time off hours earned by employees.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States/ Fusion Time and Labor Cloud Service	

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
185	Ability to allocate a different maximum number of compensatory hours that may be banked by employee group.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
186	<b>Retroactive Pay</b>					
187	Ability to automatically calculate retroactive pay.	H	Y		Payroll Cloud Service for United States	
188	Ability to calculate and allow one-time or multiple arrears deductions for an employee's insurance premiums if needed for retroactive changes in the employee's enrollment.	H	Y		Payroll Cloud Service for United States	
189	Ability to automatically generate pay or adjustments when a retroactive pay-related information is changed - rate, hours, allowances, etc.	H	Y		Payroll Cloud Service for United States	
190	<b>PTO</b>					
191	Ability to log all Vacation/PTO, sick, compensatory time and other PTO adjustments (e.g. birthdays) in the system.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
192	Ability to identify which funds are assigned to vacation, sick time, etc., for those staff who are allocated to multiple funds.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
193	Ability to calculate PTO/vacation and sick leave accrual based on years of service, job class, employee status (permanent, term), department (Police, other), etc.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
194	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc. and record the time lost as a result of the limits.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
195	Ability to record leave time and accruals per pay period and annually based on combination of years of service and employee group for several types of leave plans (PTO, Police, traditional Vac/Sick, executive accrual, according to City policies).	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
196	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
197	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on employee's accumulated balances, with exceptions allowed.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
198	Ability to automatically calculate and report a change in general leave accrual rate based on a change in standard pay hours for the pay period or an employee's years in service.	H	R		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
199	Ability to store and retrieve "to-date" and "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited.	H	M		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
200	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
201	Ability to have negative accrual balances, and the ability to zero the balance out.	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
202	Ability to carry vacation balance forward (if below the cap per specific eligibility group and benefit plan)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
203	Ability to mass reduce or add specific leave amount as determined by contract	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
204	System provides a report each pay period of employees who have more than the user-definable hours of PTO allowed.	H	R		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
205	Ability to create an automatic notification to the employee when an employee's vacation/PTO/sick time balance is running above / below a user defined maximum / minimum level.	H	R		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
206	Ability to track and pay out VACATION leave as part of a buyback program.	H	N		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
207	Ability to enter time-off requests before and after occurrence.	H	Y		Fusion Human Capital Management Base Cloud Service	
208	<b>Labor Distribution</b>					
209	Ability to balance entries by fund for distributed labor costs.	H	R		Payroll Cloud Service for United States	
210	Ability to balance (offset) entries for distributed labor costs.	H	R		Payroll Cloud Service for United States	
211	Ability to track and calculate, on an hourly and daily basis, labor cost of projects (FEMA reporting).	H	Y		Fusion Project Portfolio Management Cloud Service	
212	Ability to distribute costs for labor (overtime and mileage) by project (not as a proportion of the labor costs per project).	H	N		Payroll Cloud Service for United States	
213	Ability to track uncompensated hours for employees by project to gather total hours needed to complete project.	M	Y		Fusion Project Portfolio Management Cloud Service	
214	Ability to track uncompensated hours for volunteers by project to gather total hours needed to complete project (also for potential matching portion of grants).	M	Y		Fusion Project Portfolio Management Cloud Service	
215	Ability to generate internal billing for distributing labor costs to project (grants).	H	Y		Fusion Project Portfolio Management Cloud Service	
216	Ability to have a percentage allocation set up for the cost centers.	H	Y		Payroll Cloud Service for United States	
217	<b>Direct Deposit</b>					
218	Ability to create a file for direct deposit in ACH format, deferred comp providers, and others as needed.	H	R		Payroll Cloud Service for United States	
219	Ability to turn off direct deposit and print paper checks for all or some classes	H	Y		Payroll Cloud Service for United States	
220	Ability to change the format of the bank file when changes are requested from the bank	H	R		Payroll Cloud Service for United States	
221	Ability to have multiple financial institutions per employee designated for direct deposit.	H	Y		Payroll Cloud Service for United States	
222	Ability to allow direct deposit as:	-			Payroll Cloud Service for United States	
223	Full net amount to one financial institution	H	Y		Payroll Cloud Service for United States	
224	Percentages of the net amount to more than one financial institution	H	Y		Payroll Cloud Service for United States	
225	Fixed amounts to more than one financial institution	H	Y		Payroll Cloud Service for United States	
226	Multiple accounts to one financial institution	H	Y		Payroll Cloud Service for United States	



4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
227	Ability to direct payments to pay cards and create file to upload to pay card provider.	H	R		Payroll Cloud Service for United States	
228	Ability to prenote prior to an employee's first pay cycle.	M	Y		Payroll Cloud Service for United States	
229	Ability to override prenote process.	H	N		Payroll Cloud Service for United States	
230	Ability to accept direct deposit changes directly from bank (i.e. Credit Union)	L	M		Payroll Cloud Service for United States	This will require a new interface.
231	Ability to access check stubs through employee self service	H	Y		Payroll Cloud Service for United States	
232	Ability for an authorized user to perform mass changes to direct deposit	H	Y		Payroll Cloud Service for United States	
233	Validation of routing numbers from a bank file	H	Y		Payroll Cloud Service for United States	
234	<b>Check Printing</b>					
235	Ability to provide data for computer-generated payroll checks (for in-house or outsourced).	H	Y		Payroll Cloud Service for United States	
236	Ability to print/email (with security) check and stub, or earnings statement, on self-mailer check form.	H	R		Payroll Cloud Service for United States	
237	Ability to print checks in prescribed sequence that can be changed at any time by users.	H	R		Payroll Cloud Service for United States	
238	System must provide flexible processing schedules for the ability to rerun payroll, if needed.	H	Y		Payroll Cloud Service for United States	
239	Ability to restart the check process for one check, selected group, or all checks	H	Y		Payroll Cloud Service for United States	
240	Ability to indicate manual check processing.	H	Y		Payroll Cloud Service for United States	
241	<b>Payroll Taxes</b>					
242	Ability to provide and update tables for the following tax categories:	-			Payroll Cloud Service for United States	
243	Federal income tax	H	Y		Payroll Cloud Service for United States	
244	State income tax	H	Y		Payroll Cloud Service for United States	
245	FICA (OASDI and Medicare)	H	Y		Payroll Cloud Service for United States	
246	Ability to update tax tables when data in the tables change.	H	Y		Payroll Cloud Service for United States	
247	Ability to have an update automatically applied annually with tax table changes	H	Y		Payroll Cloud Service for United States	
248	Ability to provide tax tables which are in compliance with all applicable tax laws.	H	N		Payroll Cloud Service for United States	The software can perform functions to support certain statutory and regulatory requirements, but general references to entire codes, statutes and regulations (without citation) are too indefinite and too broad to be responded to meaningfully.
249	Ability to provide the following tax calculation capabilities for tax exempt, tax tables, fixed amount and combination of fixed amount and tables.	H	Y		Payroll Cloud Service for United States	Payroll Cloud Service for United States provides for tax exempt earnings and deduction codes as well as for supplemental tax rates. More information around "tax calculation capabilities for tax exempt, tax tables, fixed amount and combination of fixed amount and tables" is required to completely address this requirement.
250	Ability to have default taxes withheld using single with zero exemptions as the default.	H	Y		Payroll Cloud Service for United States	

4.14 - Payroll			Payroll Cloud Service for United States			
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
251	Ability to allow any legally allowable number of exemptions (marital status and dependents) for each taxing entity.	H	Y		Payroll Cloud Service for United States	
252	Ability to withhold Federal and State income taxes on the basis of aggregated/supplemental earnings for a pay period.	H	Y		Payroll Cloud Service for United States	
253	Ability to support multiple pension types (i.e. Fire, Police, Public Works, sergeants, etc.) and calculations	H	Y		Payroll Cloud Service for United States	
254	Ability to flag pension wages as taxable and/or non-taxable	H	Y		Payroll Cloud Service for United States	
255	Ability to identify and bypass the withholding process for those employees who are permanently or temporarily exempt from Federal, City, and/or State income tax.	H	Y		Payroll Cloud Service for United States	
256	Ability to do a manual FICA (social security and Medicare) add-on to increase wages for non-cash taxable fringe benefits.	H	N		Payroll Cloud Service for United States	Payroll Cloud Service for United States provides support for imputed earnings and balance adjustments. FICA taxes will auto-adjust based on FICA taxable wages.
257	Ability to adjust (withhold or refund) employees Federal, City, and State withholding taxes by pay period.	H	Y		Payroll Cloud Service for United States	
258	Ability to adjust (debit or credit) an employee's Federal, State, and City year-to-date taxable gross wage and withholding amount totals.	H	Y		Payroll Cloud Service for United States	
259	Ability to retroactively adjust (withhold or refund) Social Security and Medicare by employee and pay period.	H	Y		Payroll Cloud Service for United States	
260	Ability to adjust (debit or credit) Social Security and Medicare year-to-date totals for employee and employer withholding amounts and employee's gross wages.	H	Y		Payroll Cloud Service for United States	
261	Ability to track and report FIT, SIT, social security wages, Medicare, and local City wages.	H	Y		Payroll Cloud Service for United States	
262	<b>Void Check Processing</b>					
263	Ability for the reversal (void paycheck) process to be automated to reverse all employer/employee records (including voluntary deductions, time and attendance, and PTO accruals).	H	N		Payroll Cloud Service for United States	
264	Ability to have multiple manual and voided checks to be entered per cycle.	H	Y		Payroll Cloud Service for United States	
265	Ability to manually void checks.	H	Y		Payroll Cloud Service for United States	
266	Ability to record each replacement check number in the payment history record for the check that is replaced in addition to the original check number.	H	Y		Payroll Cloud Service for United States	
267	Ability to locate and view every check record using the replacement check number, employee ID number, or check date as a search key.	H	N		Payroll Cloud Service for United States	
268	Ability to automatically re-apply deductions from voided checks to subsequent payments.	H	N		Payroll Cloud Service for United States	
269	Ability to identify voided checks in printing of payroll checks.	H	R		Payroll Cloud Service for United States	
270	<b>Payroll Calendars</b>					
271	Different calendars for determining (minimum = 99):	H	Y		Payroll Cloud Service for United States	
272	Family leave	H	Y		Payroll Cloud Service for United States	
273	Pay period	H	Y		Payroll Cloud Service for United States	
274	Multiple FLSA periods (e.g. 7, 14, and 28 day periods)	H	Y		Payroll Cloud Service for United States	
275	Number of work days in the pay period	H	Y		Payroll Cloud Service for United States	

4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
276	Time to be paid and/or days not worked in order to compute gross (exception employees)	H	Y		Payroll Cloud Service for United States	
277	Beginning and ending dates of the pay period	H	Y		Payroll Cloud Service for United States	
278	Holidays for multiple job classes	H	Y		Payroll Cloud Service for United States	
279	<b>Employee Self Service</b>					
280	Ability for all functionality that is available without Self-Service to operate identically within Self-Service (exceptions should be noted).	M	N		Payroll Cloud Service for United States	Workflows vary as does the level of detail available to power users versus self-service users. For example. A self-service user can update their W-4. A payroll professional can also indicate an IRS lock in on the W-4.
281	Ability to maintain appropriate security controls for access to all self-service functions.	H	Y		Payroll Cloud Service for United States	
282	Ability for employees to opt out of receiving paper checks and paper advices through self-service.	M	Y		Payroll Cloud Service for United States	
283	Ability to provide on-line viewing of pay stubs, W-2 forms, and 1099-R forms.	H	Y		Payroll Cloud Service for United States	ADP will be used to file and report taxes. Payroll Cloud Service for United States does not support paying retirees or the creation of 1099R.
284	Ability to produce employee copy of W-2 (1099-R for retirees) back seven years.	M	Y		Payroll Cloud Service for United States	ADP will be used to file and report taxes. Payroll Cloud Service for United States does not support paying retirees or the creation of 1099R.
285	Ability to view and make changes to W-4 information (i.e., tax exemption changes) by employees with edits for legal restrictions with proper approval.	M	Y		Payroll Cloud Service for United States	
286	Ability to allow changes by employees to deductions with proper approval.	M	Y		Payroll Cloud Service for United States	
287	Ability to notify proper users if any changes are made or requested through Self-Service.	M	R		Payroll Cloud Service for United States	
288	Ability to create a variety of user-defined workflows for self service tasks. These may include notification to employees, ability to NOT activate a change until proper approval, instant activation, etc.	M	N		Payroll Cloud Service for United States	Payroll Cloud Service for United States provides many configurable approval workflows. However, Payroll Cloud Service for United States does not support the creation of new workflows.
289	Ability to accept time-entry by employees.	L	Y		Fusion Time and Labor Cloud Service	
290	Ability for an authorized employee to view their complete wage/payroll/attendance history online (which may includes overtime, comp time, and leave balances.)	M	Y		Fusion Time and Labor Cloud Service	
291	Ability to allow employee to change home address, mailing address and emergency contact with proper approval.	M	Y		Fusion Human Capital Management Base Cloud Service	
292	Ability for employees to see original paystubs and corrected pay stubs through Self -Service	M	Y		Fusion Human Capital Management Base Cloud Service	
293	View information related to employee(s) including total compensation statement – information fed from Payroll and HR, salary, vacation entitlement, banked time entitlement, beneficiary information, etc. Accessible 24/7 (even during payroll runs).	M	Y		Fusion Human Capital Management Base Cloud Service	

4.14 - Payroll				Payroll Cloud Service for United States		
<i>Objective: To provide an automated system to improve processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
294	Ability to provide on-line approval for merit increases with appropriate prompts for supporting documentation/rules and generate personnel action form	M	M		Fusion Human Capital Management Base Cloud Service	
295	Ability to enable employee to review entire personal history of cash and non-cash compensation, such as base salary.	M	Y		Fusion Human Capital Management Base Cloud Service	
296	Ability to notify employees of any changes to their master datachanges via electronic notification. i.e. Change of position, promotion, rate changes (Pension rates/Tax changes), etc. and reason for the change.	M	R		Fusion Human Capital Management Base Cloud Service	
297	Ability to allow employee to request a report to authorize employment and salary details, and forward to a third party such as a bank or mortgage company.	M	Y		Fusion Human Capital Management Base Cloud Service	
298	Ability for manager to view total compensation-related information for direct reports, by department/division, including salary, cash components and non-cash items (i.e. retirement or benefit contributions).	H	Y		Fusion Workforce Compensation Cloud Service	
299	Ability for manager to request or grant base salary increases for employees, which are automatically routed for approval, either during targeted review periods or on an ad hoc basis. (Merit Step increases) Following appropriate work flow approvals.	H	Y		Fusion Human Capital Management Base Cloud Service/ Fusion Workforce Compensation Cloud Service	
300	Ability to enable employee to nominate others for internal Recognition program.	M	Y		Oracle Service Cloud	
301	Ability to enable employee or manager to request salary corrections and track and notify both the employee and manager of the status of the request.	H	Y		Oracle Service Cloud	
302	Ability to view and search the job classification database for skills, education, minimum qualifications, etc.	M	Y		Fusion Human Capital Management Base Cloud Service	
303	Ability to view career ladders within the job classification system.	M	N		Payroll Cloud Service for United States	

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

4.15 - Performance Measures			Cloud Service Applications			
<i>Objective: To provide for a user-friendly, fully-automated, on-line, integrated, performance measurement module. Allowing for reporting and communication of City performance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>System Requirements</b>					
2	Ability to distinguish performance through color coded indicators (for example: green, yellow, red)	M	Y		Cloud Service Applications	
3	Ability to set parameters for auto-calculating performance colors	M	Y		Cloud Service Applications	
4	Ability to establish financial and non-financial performance indicators	H	Y		Cloud Service Applications	
5	Ability to interface with financial and non-financial data systems to minimize the need for manual input.	H	N		Cloud Service Applications	
6	Ability to define, calculate, and display in graphical or tabular form all types of performance measures--input, output (workload), efficiency, effectiveness, and productivity.	H	N		Cloud Service Applications	
7	Ability to define different data frequencies (i.e. monthly, quarterly, calendar year, fiscal year), compare performance against previous performance periods, and see comparisons against budget, annual or period target, etc.	H	Y		Cloud Service Applications	
8	Ability to define, calculate and report performance based on a user-defined cause and effect framework (logic model) with connections from "tactical" performance through to outcome-based performance as depicted in a Balanced Scorecard	M	N		Cloud Service Applications	
9	Ability to "drill down" through framework hierarchy to focus on specific performance elements	H	Y		Cloud Service Applications	
10	Ability to define, calculate, and report in a color coded format an aggregate group of performance measures using a user-defined weighting of importance or relevance	M	N		Cloud Service Applications	
11	Ability to define their "desktop" view or dashboard so that selected performance data and graphical elements can be viewed "at a glance"	M	Y		Cloud Service Applications	
12	Ability to define and manage performance elements that are reported internally and externally	H	N		Cloud Service Applications	
13	Ability to input narrative providing a critical understanding for the internal and external audience including how a measure is calculated, how a target has been determined, and how performance is being benchmarked	H	N		Cloud Service Applications	
14	Ability to display reports online or in print by either selecting from a menu of predetermined report formats or creating a user-defined report format	H	N		Cloud Service Applications	
15	Ability to link to outside sources for additional information on performance (documents and applications)	M	N		Cloud Service Applications	
16	Ability to send emails to performance owners/managers	M	N		Cloud Service Applications	

4.15 - Performance Measures			Cloud Service Applications			
<i>Objective: To provide for a user-friendly, fully-automated, on-line, integrated, performance measurement module. Allowing for reporting and communication of City performance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
17	Ability to set "alerts" for when performance is not meeting user-defined expectations	M	Y		Cloud Service Applications	
18	Ability to conduct "what if" analysis with existing performance data	M	N		Cloud Service Applications	
19	Ability to cut and paste graphs and tables into emails, Word, PowerPoint, etc.	M	Y		Cloud Service Applications	
20	Ability to specifically: define access rights, delegate administration rights, and restrict/grant user rights.	H	Y		Cloud Service Applications	
21	Ability to have easy access to user help/how to information and instructions	H	N		Cloud Service Applications	
22	Ability to develop tables to accommodate input of performance measures (e.g., transactions per, number of staff/customer, etc.).	H	N		Cloud Service Applications	
23	Ability to have a user-friendly process to create and update performance measures, including potential data mining of other systems	H	N		Cloud Service Applications	
24	Ability to input and display strategic objectives, linked to operational plans, linked to performance metrics (with annual and period targets) and input and report performance (financial and non-financial) against annual and period targets.	H	N		Cloud Service Applications	
25	Ability to associate performance indicators and metrics to chart of accounts segments.	M	Y		Cloud Service Applications	
26	Ability to inquire define, configure and maintain security related to inquiry rights on which users have access to view performance budget and actual information - at a metric by metric level.	H	N		Cloud Service Applications	
27	Ability to adjust "period" performance targets at any point in time.	H	Y		Cloud Service Applications	
28	Ability to produce summary and detailed actual statistics related to established performance budgets.	H	Y		Cloud Service Applications	
29	Ability to provide budget to actual reporting, associated with both financial and non-financial performance metrics	H	Y		Cloud Service Applications	
30	Ability to generate dashboards	M	Y		Cloud Service Applications	

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

4.16 - Project and Grant			Fusion Project Financials Cloud Service			
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Project / Grant Set-Up</b>					
2	Ability to create user-maintained master files for:	-			Fusion Project Financials Cloud Service	
3	Jobs / Activities	H	Y		Fusion Project Financials Cloud Service	
4	Projects	H	Y		Fusion Project Financials Cloud Service	
5	Sub-Projects	H	Y		Fusion Project Financials Cloud Service	
6	Grants	H	Y		Fusion Grants Management Cloud Service	
7	Ability to distinguish between grants, projects, and special projects	H	Y		Fusion Project Financials Cloud Service	
8	Ability to create project/grant master file, including:	-			Fusion Project Financials Cloud Service	
9	Department (responsible for the project or grant)	M	Y		Fusion Project Financials Cloud Service	
10	Related funder grant numbers (chart of accounts coding assigned by authorized users to be used to identify grants or projects)	H	Y		Fusion Project Financials Cloud Service	
11	Key dates (Commission approval date, start date, end date, extension date, date of last draw, final performance report)	H	Y		Fusion Project Financials Cloud Service	
12	Resolution # for Commission Approval	H	Y		Fusion Project Financials Cloud Service	
13	Grant name (program title)	H	Y		Fusion Grants Management Cloud Service	
14	Descriptions / Comments	H	Y		Fusion Project Financials Cloud Service	
15	Grant number / project number (possibly two different alpha-numeric schemes)	H	Y		Fusion Grants Management Cloud Service	
16	Grant source (who is providing the grant) including contact information	H	Y		Fusion Grants Management Cloud Service	
17	Grantor / grantee flag	H	Y		Fusion Grants Management Cloud Service	
18	Grant number assigned by grantor, if applicable	H	Y		Fusion Grants Management Cloud Service	
19	Passed through to sub-grantee?	M	Y		Fusion Grants Management Cloud Service	
20	Sub-grantee number, if applicable	M	Y		Fusion Grants Management Cloud Service	
21	Contract number(s) for projects or grants--could have multiple contracts for each	M	Y		Fusion Project Contract Billing Cloud Service	
22	Resolution number (s) for project or grants - could have multiple ordinances for each including ordinances for extensions	H	Y		Fusion Project Financials Cloud Service	
23	Catalogs of Federal Domestic Assistance (CFDA) and State Funding Assistance number, if applicable	H	Y		Fusion Grants Management Cloud Service	
24	Funding source (who is providing the funding for the project)	H	Y		Fusion Grants Management Cloud Service	
25	Amendment (dates, dollars, activity being amended) and allows for multiple amendments	H	Y		Fusion Grants Management Cloud Service	
26	Vendor(s) name	M	Y		Fusion Project Financials Cloud Service	



4.16 - Project and Grant			Fusion Project Financials Cloud Service			
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
27	Detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	M	Y		Fusion Project Financials Cloud Service	
28	Bid results, awards, note exceptions if applicable	M	Y		Fusion Project Financials Cloud Service	
29	Total grant / project budget amount	H	Y		Fusion Project Financials Cloud Service	
30	Administrative fees	H	Y		Fusion Project Financials Cloud Service	
31	Associated accounts	H	Y		Fusion Project Financials Cloud Service	
32	Grant or project manager assigned with contact information from the Payroll / Personnel module for validation.	H	Y		Fusion Project Financials Cloud Service	
33	Project / grant type	H	Y		Fusion Project Financials Cloud Service	
34	Grant/project milestones	H	Y		Fusion Project Financials Cloud Service	
35	Relevant GL accounts	H	Y		Fusion Project Financials Cloud Service	
36	Retainage requirements	H	Y		Fusion Project Financials Cloud Service	
37	Grant/project ledgers	H	Y		Fusion Project Financials Cloud Service	
38	Accounting basis (e.g. cash vs. accrual)	H	R		Fusion Project Financials Cloud Service	Oracle Financials Cloud supports multiple ledgers simultaneously. This feature would be used to report the adjustments for cash basis accounting.
39	Grant matching	H	Y		Fusion Project Financials Cloud Service	
40	Multiple other user defined fields	H	Y		Fusion Project Financials Cloud Service	
41	Track EEOC and Davis/Bacon information	H	R		Fusion Project Financials Cloud Service	Resources could be identified as meeting the regulatory requirements and then report on the use of the resources.
42	Project/grant award date	H	Y		Fusion Project Financials Cloud Service	
43	Ability to automatically create a new account when creating a new grant by authorized user only.	H	Y		Fusion Project Financials Cloud Service	
44	Ability to automatically number the new account to correlate with the grant number.	M	Y		Fusion Project Financials Cloud Service	
45	Ability to configure and update a set of domains (e.g. social, political, economic) that describe the reason for the grant, in accordance with the City's goals.	M	Y		Fusion Project Financials Cloud Service	
46	Ability to configure and update up to three sub-domains for each domain.	M	Y		Fusion Project Financials Cloud Service	
47	Ability to mark a grant as belonging to one or multiple domains or sub-domains	M	Y		Fusion Project Financials Cloud Service	
48	Ability to set-up and manage the following types of grants:	-			Fusion Project Financials Cloud Service	
49	In-Kind Match	H	Y		Fusion Grants Management Cloud Service	
50	Federal	H	Y		Fusion Grants Management Cloud Service	
51	State	H	Y		Fusion Grants Management Cloud Service	
52	County	H	Y		Fusion Grants Management Cloud Service	
53	Foundation	H	Y		Fusion Grants Management Cloud Service	
54	Local match	H	Y		Fusion Grants Management Cloud Service	
55	Annual Fund Grant	H	Y		Fusion Grants Management Cloud Service	
56	Multi-Year Fund Grant	H	Y		Fusion Grants Management Cloud Service	
57	Ability to set-up and manage the following types of projects:	-	Y			
58	CIP	H	Y		Fusion Project Financials Cloud Service	

4.16 - Project and Grant				Fusion Project Financials Cloud Service		
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
59	Non-CIP (i.e. operating)	H	Y		Fusion Project Financials Cloud Service	
60	Other user defined types	H	Y		Fusion Project Financials Cloud Service	
61	Ability to require that federally funded grants (C.F.D.A. number) and state-funded grants must be identified at grant setup.	H	Y		Fusion Grants Management Cloud Service	
62	Ability to include revenue amounts and funding sources in project/grant master file. Funding is identified as:	-			Fusion Project Financials Cloud Service	
63	Internal Funds and Number/ID of Sources	H	Y		Fusion Project Financials Cloud Service	
64	Borrowed Funds (projects)/Advances	H	Y		Fusion Project Financials Cloud Service	
65	Donations/Gifts	H	Y		Fusion Grants Management Cloud Service	
66	Special Assessment	H	Y		Fusion Project Financials Cloud Service	
67	Reimbursable vs. non-reimbursable	H	Y		Fusion Project Financials Cloud Service	
68	Matching Funds	H	Y		Fusion Project Financials Cloud Service	
69	State	H	Y		Fusion Project Financials Cloud Service	
70	Federal	H	Y		Fusion Project Financials Cloud Service	
71	Bonds (projects)	H	Y		Fusion Project Financials Cloud Service	
72	Grant (state or federal)/Bond Revenues	H	Y		Fusion Project Financials Cloud Service	
73	Entitlement	H	Y		Fusion Project Financials Cloud Service	
74	Other	H	Y		Fusion Project Financials Cloud Service	
75	Ability to include the following expenditure amounts:	-			Fusion Project Financials Cloud Service	
76	Reimbursable vs. non-reimbursable	H	Y		Fusion Project Financials Cloud Service	
77	Matching expenditures	H	Y		Fusion Project Financials Cloud Service	
78	Ability to have multi-level project / grant roll up.	H	Y		Fusion Project Financials Cloud Service	
79	Ability to configure if project/grant can be negative at any roll-up level.	H	N		Fusion Project Financials Cloud Service	Budget control at overall Project and Resources level in the current release.
80	Ability to allow user-defined project number assignment and disallow duplicates.	H	Y		Fusion Project Financials Cloud Service	
81	Ability to create project / grant cycles that are different than the financial fiscal year.	H	Y		Fusion Project Financials Cloud Service	
82	Ability to accurately account for multiple revenue sources for a project.	H	Y		Fusion Project Financials Cloud Service	
83	Ability to enter, maintain and track non-capital projects (ongoing projects funded out of budget, e.g., road resurfacing).	H	Y		Fusion Project Financials Cloud Service	
84	<b>Pre-Award Grant Activities</b>					
85	Ability to create and track grant applications, including.	-				
86	Status (i.e. various statuses during the grant application process plus active, inactive and closed)	H	Y		Oracle Grants Management Cloud Service	
87	Expected / Pending Timing	H	Y		Oracle Grants Management Cloud Service	
88	Funding Request (at any level of detail or summary)	H	Y		Oracle Grants Management Cloud Service	
89	Internal Funding Requirements (i.e. admin) and matching requirements	H	Y		Oracle Grants Management Cloud Service	
90	Account coding	H	Y		Oracle Grants Management Cloud Service	
91	City Commission approval if match is required	H	N			
92	Workflow can be configured to be dependent upon grant account.	M	Y		Oracle Grants Management Cloud Service	
93	Ability to report on contract / request for legislation status for pending projects prior to award.	M	Y		Oracle Grants Management Cloud Service	
94	Ability to accept supporting documentation online.	H	N			
95	Ability to track grant award information.	H	Y		Oracle Grants Management Cloud Service	

4.16 - Project and Grant				Fusion Project Financials Cloud Service		
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
96	Ability to automatically notify relevant departments when grant is awarded.	H	N			
97	<b>Project / Grant Budgeting</b>					
98	Ability to capture labor hours by project/grant and link to payroll system.	H	Y		Fusion Project Financials Cloud Service	
99	Ability to designate funds as multi-year or annually appropriated with separate closing procedures.	H	Y		Fusion Project Financials Cloud Service	
100	Ability to automatically generate a budget appropriation for grants based upon a set of user defined rules (like grant request information).	M	R		Fusion Project Financials Cloud Service	Report details of grant and associated projects.
101	Ability to automatically carry over projects between fiscal years, unless tagged as closed.	H	Y		Fusion Project Financials Cloud Service	
102	Ability to accommodate multiple funding sources for a Capital Project and/or grant – each is established with a separate budget.	H	N			
103	Ability to view the rolled-up total of all funding sources for a capital project and/or grant.	H	R		Fusion Project Financials Cloud Service	
104	Ability to allow for multiple contracts to be set up for a capital project.	H	Y		Fusion Project Contract Billing Cloud Service	
105	Ability for contracts associated with grants to track the "Grant End Date" and prevent expenditures after end of the grant.	H	Y		Fusion Project Contract Billing Cloud Service	
106	Ability to notify designated staff (by grant/project) a defined number of days prior to expiration.	H	Y		Fusion Project Contract Billing Cloud Service	
107	Ability to assist with contract development by summarizing actual costs incurred for prior similar projects.	M	Y		Fusion Project Contract Billing Cloud Service	
108	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	M	Y		Fusion Project Financials Cloud Service	
109	Ability for grant budget requests to be established and include multiple detailed line item information for each account; details should include:	-				
110	Description	H	N			
111	Vendor	H	N			
112	Item cost	H	N			
113	Others	H	N			
114	Ability to enter and maintain time-phased budgets for a project, including multi-year projects.	H	Y		Fusion Project Financials Cloud Service	
115	Ability to support entry and provisioning of project cost estimates prior to approval of the project budget.	L	Y		Fusion Project Financials Cloud Service	
116	Ability to provide drill down capabilities on budgets, cost estimates, actual.	H	Y		Fusion Project Financials Cloud Service	
117	Ability to specify multiple funds / bonds as sources of funding for a project, including the percentage of funding from each source.	H	Y		Fusion Project Financials Cloud Service	
118	Ability to provide an appropriations history for each project.	H	Y		Fusion Project Financials Cloud Service	
119	Ability to search for detail on any of the fields available in the Project / Grant module (e.g. project or grant number, document number, journal number, date, etc.).	H	Y		Fusion Project Financials Cloud Service	
120	<b>Project / Grant Ledgers</b>					
121	Ability to associate a grant / project number with a financial transaction even after it has posted.	H	N			Transactions entered/generated in the other subledgers (e.g. Purchasing) have the project code attached as part of the transaction during entry.

4.16 - Project and Grant			Fusion Project Financials Cloud Service			
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
122	Ability to track grant expenditures on a particular grant activity to monitor such that it does not reach the maximum amount.	H	Y		Fusion Project Contract Billing Cloud Service	
123	Ability to apply expenditures to projects/grants and report against revenue sources or encumbrances from inception-to-date.	H	Y		Fusion Project Financials Cloud Service	
124	<b>Project / Grant Activity</b>					
125	Ability during data entry, that if a certain type of transaction is coded to a particular fund, the user is required to enter a Grant/Project number on the transaction. A transaction may relate to Multiple Projects/Grants.	M	Y		Fusion Project Financials Cloud Service	
126	System provides an executive level dashboard to track real-time status of project / grant activity with graphical representation of information through charts.	M	Y		Fusion Project Financials Cloud Service	
127	Ability to prioritize grant draw-downs (e.g., spend Grant C before Grant A)?	H	N			
128	Ability to provide work flow support for items pending review or approval - e.g., purchase orders awaiting approval or contracts awaiting Commission authorization.	H	Y		Fusion Project Financials Cloud Service	
129	Ability to configure value-based thresholds that trigger an alert that supporting documentation is required when posting transactions to a project/grant.	H	N			
130	Ability to enter unlimited notes about a project.	M	Y		Fusion Project Financials Cloud Service	
131	Ability to track Funder's Direct Payments to vendors for a project.	H	N			
132	Ability to designate funds as restricted.	H	Y		Fusion Project Financials Cloud Service	
133	Ability for donations and contributions to be tied to the receipting system that would allow a user to code the receipt to the appropriate department / org.	H	N			
134	Ability to provide features to reclassify project / grant activity by journalizing, in order to allocate administrative costs based upon user defined selection criteria.	H	Y		Fusion Project Financials Cloud Service	
135	Ability to transfer costs between and across projects and tasks.	H	Y		Fusion Project Financials Cloud Service	
136	Ability to accommodate subsequent contract change orders to update dollar amounts and durations.	H	Y		Fusion Project Financials Cloud Service	
137	Ability to track key information for all grants / projects.	H	Y		Fusion Project Financials Cloud Service	
138	Ability to split any transaction by percent or flat amount (purchase order, labor, inventory, equipment use, etc.) to one or more projects/grants.	H	Y		Fusion Project Financials Cloud Service	
139	Ability to configure pre-defined transaction split "templates" for each project/grant with the ability to override.	M	N			
140	Ability to automatically allocate prorated employee benefit costs to grants based on hours worked.	H	Y		Fusion Project Financials Cloud Service	
141	Ability to define specific employee benefit types that can be allocated to each grant.	H	Y		Fusion Project Financials Cloud Service	
142	<b>Project Costing</b>					
143	Ability to calculate variances from budget and reports to Project Managers monthly.	H	Y		Fusion Project Financials Cloud Service	
144	Ability to compute unencumbered balance and unexpended balance by fund using total project estimate.	H	Y		Fusion Project Financials Cloud Service	
145	Ability to allow expenditures directly to multiple funding sources with the ability to track to a single project.	H	Y		Fusion Project Financials Cloud Service	

4.16 - Project and Grant			Fusion Project Financials Cloud Service			
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
146	Ability to provide real-time project cost data with drill down capabilities for all project module fields.	H	Y		Fusion Project Financials Cloud Service	
147	Ability for automatic notification of cost overruns with the capability to disengage the notification with proper authorization.	H	R		Fusion Project Financials Cloud Service	
148	Ability to recognize expenditures on the project cost accounting side when the work is performed and not necessarily when the bill is received or when the payroll process is run. This provides the ability to spot problem areas on a daily basis.	H	Y		Fusion Project Financials Cloud Service	
149	Ability to support the following allocation methodologies via a user-defined location (using the approved chart of accounts):	-				
150	Direct	M	Y		Fusion Project Financials Cloud Service	
151	Percentage of labor or direct costs ("burdening")	M	Y		Fusion Project Financials Cloud Service	
152	Indirect costs	M	Y		Fusion Project Financials Cloud Service	
153	Incidental	M	Y		Fusion Project Financials Cloud Service	
154	Number of employee hours by job class	M	Y		Fusion Project Financials Cloud Service	
155	Number of employees	M	N			
156	Using both current and historical amounts	M	Y		Fusion Project Financials Cloud Service	
157	Ability to provide system generated allocations that are offsetting entries that automatically use coding maintained by authorized users in an allocation table (e.g., time reimbursement).	M	Y		Fusion Project Financials Cloud Service	
158	Ability of the system to automatically generate multiple journal entries from a single journal entry by using an allocation table.	M	Y		Fusion Project Financials Cloud Service	
159	Ability to specify the calculation for allocation of expenses (e.g. allocation of rent on square footage).	M	Y		Fusion Project Financials Cloud Service	
160	Ability to make both inter-department, intra-department, inter-fund and intra-fund allocations.	M	Y		Fusion Project Financials Cloud Service	
161	Ability to change the allocation formula without affecting prior allocations.	M	Y		Fusion Project Financials Cloud Service	
162	Ability to provide an activity-based costing system.	H	Y		Fusion Project Financials Cloud Service	
163	Ability to allow standard overhead rates to be applied to a project.	M	Y		Fusion Project Financials Cloud Service	
164	Ability to accommodate and track interfund / account transfers.	M	Y		Fusion Project Financials Cloud Service	
165	Ability to track costs/revenues for sub-projects. Allows "roll-up" of sub-projects into major project and report on sub-project or entire project activities.	H	R		Fusion Project Financials Cloud Service	
166	Ability to track equipment usage on a project (for instance, emergency vehicle daily time on a FEMA project).	H	Y		Fusion Project Financials Cloud Service	
167	<b>Grant Tracking</b>					
168	Ability to transfer grant activity between grants.	H	Y		Fusion Project Financials Cloud Service	
169	Ability to track key grant information (grant source, key dates, related allowable expenses, descriptions, etc.).	H	Y		Oracle Grants Management Cloud Service	
170	Ability to add Program Income (money made for the purpose of the grant) to a grant.	H	Y		Oracle Grants Management Cloud Service	
171	Ability to track the amount of Program Income associated with a grant.	H	Y		Oracle Grants Management Cloud Service	
172	Ability to prioritize draw-down type within a grant (e.g., spend Program Income before original grant award).	H	N			
173	Ability to notify designated staff (by grant/project) a defined number of days prior deadline for report grant reporting submission.	H	Y		Oracle Grants Management Cloud Service	

4.16 - Project and Grant			Fusion Project Financials Cloud Service			
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
174	Ability to electronically notify or report on grant completion dates.	H	R		Oracle Grants Management Cloud Service	
175	Ability to track and report on non-financial performance measures (e.g. number of students that were educated in DARE) against a grant or sub-activity within a grant or project.	H	Y		Oracle Grants Management Cloud Service	
176	Ability to accumulate and report on project / grant personnel costs by person by day.	H	Y		Fusion Project Financials Cloud Service	
177	Ability to establish system wide grant rules that may disallow the charging of expenditure to grants that have a closed or inactive status.	H	Y		Fusion Project Financials Cloud Service	
178	Ability to accumulate and report on project / grant equipment costs by establishing equipment rate schedules (this is a non-cash transaction--just an allocation to the proper project / grant coding).	H	Y		Fusion Project Financials Cloud Service	
179	Ability to accumulate and report on project / grant materials out-of-stock costs (this is a non-cash transaction--just an allocation to the proper project / grant coding).	M	Y		Fusion Project Financials Cloud Service	
180	Ability to, for continuing grants, be able to accumulate grant activity costs to a holding area – until the new continuation grant is awarded.	M	Y		Fusion Project Financials Cloud Service	
181	Prohibit users from changing the grant number coding after the transactions are posted.	H	Y		Fusion Project Financials Cloud Service	
182	Ability to track primary and secondary grantees.	L	Y		Fusion Project Financials Cloud Service	
183	Ability to allow for splits into different grant accounts on the receipt side.	H	Y		Fusion Project Financials Cloud Service	
184	<b>Grant Reimbursements</b>					
185	Ability to create a billing / receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures. Need ability to generate 1098 and 1099 Reporting to IRS.	H	Y		Fusion Project Financials Cloud Service	1099 only.
186	Ability to match grant receipts / ACH's to a grant.	H	Y		Fusion Project Financials Cloud Service	
187	Ability to configure a grant reimbursement request workflow.	H	N			
188	<b>Single Audit</b>					
189	Ability to track and report on state and CFDA numbers for each grant / by department.	H	Y		Oracle Grants Management Cloud Service	
190	Ability to identify which grants are Federal, state or local.	H	Y		Oracle Grants Management Cloud Service	
191	Ability for grant reporting to be accessible by departments and configure multiple access levels by user.	H	Y		Oracle Grants Management Cloud Service	
192	<b>Project / Grant Close</b>					
193	Ability to inactivate a grant/project.	H	Y		Fusion Project Financials Cloud Service	
194	Prior to closing a grant or project, have the ability to check for open or pending items (i.e. if the grant or project is identified on an open encumbrance, un-related project, un-related grant, unpaid payment document, etc.), prompt the user about whether or not this project or grant should be closed.	H	Y		Fusion Project Financials Cloud Service	
195	Ability to hold a grant open after the grant term – to accumulate grant costs & accommodate end of grant corrections and reclassifications.	H	Y		Fusion Project Financials Cloud Service	
196	<b>Interfaces / Integration</b>					
197	Ability to associate a grant / project number with the transaction, for all source transactions (including: requisitions, purchase orders, vouchers, invoices, contracts, cash receipts, work orders, general ledger transactions) to or from other modules within the system using the proper chart of account codes	M	Y		Fusion Project Financials Cloud Service	

4.16 - Project and Grant			Fusion Project Financials Cloud Service			
<i>Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
198	Ability to associate <b>multiple</b> grant / project numbers for all source transactions (including: requisitions, purchase orders, vouchers, invoices, contracts, cash receipts, work orders, general ledger transactions) to or from other modules within the system using the proper chart of account codes	M	Y		Fusion Project Financials Cloud Service	
199	Ability to associate a contract with a grant or project.	H	Y		Fusion Project Financials Cloud Service	
200	Ability to prevent a requisition or purchase order from being associated with a project/grant based on fields in the vendor file for the related vendor. (For example, if a grant requires all purchases to be from a minority-owned business, the system should prevent a purchase of items from vendors not meeting that criteria.)	H	N			The system can report that a purchase was with a specific vendor and type, but will not prevent the creation of the req/PO.
201	Ability to have a chart of account code that will, upon payroll posting, charge the identified project or grant as instructed by this "code" (this information originates in the payroll module, passes through the project/grant module, and eventually ends up posting in the G/L).	H	Y		Fusion Project Financials Cloud Service	
202	Ability for the grant award to prompt the appropriate classification of labor distribution in position control systems in the Payroll module.	H	N			
203	Ability to integrate to the Payroll module for labor cost distribution - spreading employee costs to project costs based on allocation of actual hours worked.	H	Y		Fusion Project Financials Cloud Service	
204	Ability to require inspections to be completed on contractor work before contractor invoices are passed to Accounts Payable for payment.	H	Y		Fusion Project Financials Cloud Service	



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

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>System Requirements</b>					
2	Ability to support a requisition and purchase order process that includes the following capabilities:	-			Oracle Fusion Procurement Cloud Service	
3	Input and store quantity, price and description	H	Y		Oracle Fusion Procurement Cloud Service	
4	Calculate and extend price	H	Y		Oracle Fusion Procurement Cloud Service	
5	Calculate total price	H	Y		Oracle Fusion Procurement Cloud Service	
6	Retrieve vendor information automatically	H	Y		Oracle Fusion Procurement Cloud Service	
7	Hold purchase order pending issuance	H	Y		Oracle Fusion Procurement Cloud Service	
8	Report unissued purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	
9	Support cancellation of unissued purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	
10	Print purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	
11	Fax and/or email purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	Email only.
12	Must support the NIGP taxonomy (3 digit class, 5 digit class-item, 7 digit class-item-group)	H	Y		Oracle Fusion Procurement Cloud Service	
13	Ability to search for POs and Requisitions by any field.	H	Y		Oracle Fusion Procurement Cloud Service	
14	Ability to maintain a Terms and Condition database.	H	Y		Oracle Fusion Procurement Cloud Service	
15	Must support three-way matching of documents. (P.O., Receiving & Invoice).	H	Y		Oracle Fusion Procurement Cloud Service	
16	Ability to attach electronic documents to transactions and route them with the transaction through the approval process.	H	Y		Oracle Fusion Procurement Cloud Service	
17	Ability to be notified when staff are terminated, in order to cancel p-cards.	M	Y		Oracle Fusion Procurement Cloud Service	
18	Ability to process procurement card transactions.	H	Y		Oracle Fusion Procurement Cloud Service	
19	Ability to integrate to the Budget module to perform budget checking at the pre-encumbrance stage.	H	Y		Oracle Fusion Procurement Cloud Service	
20	Ability to integrate to the Budget module to perform budget checking and approval workflow at the encumbrance stage.	H	Y		Oracle Fusion Procurement Cloud Service	
21	<b>Vendor Record</b>					
22	Ability to create and maintain comprehensive centralized active and inactive vendor master file with the following information:	-			Oracle Fusion Procurement Cloud Service	
23	Company Name	H	Y		Oracle Fusion Procurement Cloud Service	
24	d.b.a.(doing business as) name (Searchable on both)	H	Y		Oracle Fusion Procurement Cloud Service	
25	Tracks name changes/documents remain valid after name change.	H	Y		Oracle Fusion Procurement Cloud Service	
26	Multiple Contact Names	H	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
27	Phone Number(s) and Types (Business/Cell/Etc.) table. Link to multiple addresses.	H	Y		Oracle Fusion Procurement Cloud Service	
28	Email Addresses	H	Y		Oracle Fusion Procurement Cloud Service	
29	Multiple Payment Remit and Order Names and Addresses.	H	Y		Oracle Fusion Procurement Cloud Service	
30	Addresses (Ability to deactivate addresses as of a certain date.)	H	Y		Oracle Fusion Procurement Cloud Service	
31	Ownership Status (Minority Owned, Women Owner, local registered vendor, green preference, etc.) - with multiple designations possible	M	Y		Oracle Fusion Procurement Cloud Service	
32	Ownership Type (Corp, Partnership, Non-Profit, etc.)	H	Y		Oracle Fusion Procurement Cloud Service	
33	Tax ID Number / Verification per W9)	H	Y		Oracle Fusion Procurement Cloud Service	
34	Vendor Number	H	Y		Oracle Fusion Procurement Cloud Service	
35	Payment Terms Code w/table and customizing possible (i.e. "X" % "Y" Days early, "Z" days late) Can be overridden in Accounts Payable, by authorized users at payment time.	M	Y		Oracle Fusion Procurement Cloud Service	
36	Debarment Status	H	Y		Oracle Fusion Procurement Cloud Service	
37	1099 Code	H	Y		Oracle Fusion Procurement Cloud Service	
38	Ability for a vendor to update certain information fields (such as address or e-mail address) via a vendor self-service portal.	M	Y		Oracle Fusion Procurement Cloud Service	
39	Ability to freeze/inactivate a vendor and restrict transactions for a stated period of time.	H	Y		Oracle Fusion Procurement Cloud Service	
40	Ability to classify one-time vendors, with their own numbering scheme and maintain historical data archive.	M	N		Oracle Fusion Procurement Cloud Service	
41	Ability to combine multiple "one-time vendors" to a single standard vendor and include transaction history.	M	N		Oracle Fusion Procurement Cloud Service	
42	Ability to support tracking of Vendor Performance data based upon receiving data and custom comment fields.	H	Y		Oracle Fusion Procurement Cloud Service	
43	System provides functionality to warn/prevent a potential duplicate vendor during creation based on address, TIN, etc.	H	Y		Oracle Fusion Procurement Cloud Service	
44	Ability to combine multiple vendor records - and maintains the history.	H	Y		Oracle Fusion Procurement Cloud Service	
45	Ability to flag user defined fields based on vendor performance.	M	Y		Oracle Fusion Procurement Cloud Service	
46	Ability to maintain an audit log on historical changes to the vendor file.	H	Y		Oracle Fusion Procurement Cloud Service	
47	Ability to provide history of vendor performance defined by user established weighted criteria, including:	-			Oracle Fusion Procurement Cloud Service	
48	delivery commitments	M	Y		Oracle Fusion Procurement Cloud Service	
49	condition of goods/quality of service.	M	Y		Oracle Fusion Procurement Cloud Service	
50	partial deliveries/backorders.	M	Y		Oracle Fusion Procurement Cloud Service	
51	invoicing accuracy.	M	Y		Oracle Fusion Procurement Cloud Service	
52	Ability to accumulate vendor and bidder performance statistics for all vendors, such as:	-			Oracle Fusion Procurement Cloud Service	
53	Number/Amount of Price Increases	M	Y		Oracle Fusion Procurement Cloud Service	
54	Number of Out-of-Stocks	M	Y		Oracle Fusion Procurement Cloud Service	
55	Number of Late Deliveries	M	Y		Oracle Fusion Procurement Cloud Service	
56	Number of Returns	M	Y		Oracle Fusion Procurement Cloud Service	
57	Number of Bids Submitted	M	Y		Oracle Fusion Procurement Cloud Service	
58	Number of Bids Awarded	M	Y		Oracle Fusion Procurement Cloud Service	
59	Dollar Amount of Bids	M	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
60	Comments on Performance	M	Y		Oracle Fusion Procurement Cloud Service	
61	Track Bid Protests	M	Y		Oracle Fusion Procurement Cloud Service	
62	Ability to debar vendors for defined number of days/years.	L	Y		Oracle Fusion Procurement Cloud Service	
63	Ability to configure a maximum number of days/years in the system that a vendor can be debarred.	L	N		Oracle Fusion Procurement Cloud Service	
64	Ability to view each vendor's current active contracts.	H	Y		Oracle Fusion Procurement Cloud Service	
65	<b>Requisition Processing</b>					
66	Ability to allow departments to enter their own requisitions online.	H	Y		Oracle Fusion Procurement Cloud Service	
67	Ability to allow both system-generated numbers and user-defined numbers.	H	N		Oracle Fusion Procurement Cloud Service	System generated only. There are other fields on the document, including FlexFields that can be defined and used for document identification.
68	Ability to prevent duplicate document numbers.	H	Y		Oracle Fusion Procurement Cloud Service	
69	Ability for requisition line item value to support up to \$999,999,999.99. (Please indicate the maximum in the comments column.)	H	Y		Oracle Fusion Procurement Cloud Service	
70	Ability for requisition line item quantity to support up to 999,999.99 units. (Please indicate the maximum in the comments column.)	H	Y		Oracle Fusion Procurement Cloud Service	
71	Ability to provide extended descriptions and include free form text for line items on requisitions and purchase orders with unlimited "text wrap" formatting.	H	Y		Oracle Fusion Procurement Cloud Service	
72	Ability for requestor and all workflow approvers to view the status of the requisition, see where the request is in the process.	H	Y		Oracle Fusion Procurement Cloud Service	
73	Ability to identify within the requisition, the accounting period(s) / fiscal year(s) that the requisition is associated with.	H	Y		Oracle Fusion Procurement Cloud Service	
74	Ability, when creating a requisition and/or purchase order, to search for the appropriate commodity code related to the good / service being requested on a per line item basis.	M	Y		Oracle Fusion Procurement Cloud Service	
75	Ability to have definable alias codes for common goods / services being requested.	M	Y		Oracle Fusion Procurement Cloud Service	
76	Ability to save a draft requisition.	H	Y		Oracle Fusion Procurement Cloud Service	
77	Ability to identify a requisition as "Urgent," with appropriate justification statement, as well as reporting and inquiry which identifies those requisitions.	H	Y		Oracle Fusion Procurement Cloud Service	
78	Ability to configure an accelerated workflow for requisitions and purchase orders identified as urgent.	H	Y		Oracle Fusion Procurement Cloud Service	
79	All data codes, text and requisition information must transfer automatically from requisitions to PO - with the ability to then be edited by authorized users.	H	Y		Oracle Fusion Procurement Cloud Service	
80	Ability to group requisitioned items by vendor or commodity code for volume purchase purposes.	M	Y		Oracle Fusion Procurement Cloud Service	
81	Ability to validate proposed vendor on the requisition against existing online vendor file.	M	Y		Oracle Fusion Procurement Cloud Service	
82	Ability to provide online, onscreen requisition and purchase order forms for centralized and decentralized entry.	H	Y		Oracle Fusion Procurement Cloud Service	
83	Requisitions must pass budget check before proceeding. System provides override functions for authorized users with a required comment.	H	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
84	Ability to scale and control (depending on the Division) the number of approvals on electronic requisitions and vouchers based on threshold amounts.	H	Y		Oracle Fusion Procurement Cloud Service	
85	Ability to have multiple line item transactions (up to 9,999 lines) on a single requisition. (Please note the maximum number of lines within the proposed solution in the comments field.)	H	Y		Oracle Fusion Procurement Cloud Service	Unlimited.
86	Ability to allow copying of information from existing requisitions or P.O.'s allowing the user to specify if full line items details and descriptions should be transferred.	H	Y		Oracle Fusion Procurement Cloud Service	
87	Ability to have automatic Buyer assignment by commodity code. Can be overridden by Supervisor(s).	M	Y		Oracle Fusion Procurement Cloud Service	
88	Ability to allow for an unlimited number of line items (up to 9,999) on the Requisition or Purchase Order. (Please note the maximum number of lines within the proposed solution in the comments field.)	H	Y		Oracle Fusion Procurement Cloud Service	Unlimited.
89	Ability to inquire, add, cancel, and delete Requisitions online.	H	Y		Oracle Fusion Procurement Cloud Service	
90	Ability to require that requisitions must pass account code and budget check against operation and/or capital budgets prior to the forwarding of the requisition through the approval process.	H	Y		Oracle Fusion Procurement Cloud Service	
91	Ability to consolidate purchase requests from various departments.	M	Y		Oracle Fusion Procurement Cloud Service	
92	Ability to assign line items of requisitions to multiple purchase orders and to different vendors.	L	Y		Oracle Fusion Procurement Cloud Service	
93	Ability to allocate requisition line items to multiple General Ledger accounts and project codes.	H	Y		Oracle Fusion Procurement Cloud Service	
94	Ability to flag any open requisitions and/or pre-encumbrances that should not be closed/canceled/liquidated in a mass update at fiscal year-end.	H	N		Oracle Fusion Procurement Cloud Service	
95	<b>Pre-Encumbrance / Encumbrance Accounting</b>					
96	Ability to assist in the year end close process and have the option to either roll Pre-Encumbrance / Encumbrances forward as a prior year document or close out.	H	Y		Oracle Fusion Procurement Cloud Service	There are a number of tools available to assist in the management of encumbrances for the year end close process. The solution provides a process: Carry Forward Purchase Order Budgetary Control Balances.
97	Ability to automatically pre-encumber requisitioned amounts upon approval.	H	Y		Oracle Fusion Procurement Cloud Service	
98	Ability to change a pre-encumbrance to an encumbrance when a requisition is converted into a PTO.	H	Y		Oracle Fusion Procurement Cloud Service	
99	Ability to query encumbrances and pre-encumbrances by any account.	H	Y		Oracle Fusion Procurement Cloud Service	
100	Ability to link specific budgeted "line items" below the lowest segment of the chart of accounts to a requisition for budgetary purposes.	H	Y		Oracle Fusion Procurement Cloud Service	
101	<b>Approval Processing</b>					
102	Ability to provide highly configurable multi-level approval functionality for requisitions, purchase orders and change orders based on user defined criteria such as dollar amount, account number, percentage of dollar change, etc.	H	Y		Oracle Fusion Procurement Cloud Service	
103	Ability for supporting comments/reason to be entered during each workflow approval step.	H	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
104	Ability to configure supplemental workflow steps for requisitions, purchase orders, and change orders that affect defined accounts.	H	Y		Oracle Fusion Procurement Cloud Service	
105	Ability to configure a different approval workflow for all requisitions and purchase orders that are supported by grant funding.	H	Y		Oracle Fusion Procurement Cloud Service	
106	Ability to require additional specific documentation/forms to be attached to the requisition based on the linked project/grant.	H	N		Oracle Fusion Procurement Cloud Service	Oracle Fusion Procurement Cloud Service will allow the user to attach documents to their requisition lines and include them in the approval routing via workflow. But it will not force the user to attach the documents.
107	Ability to limit PO approval to only vendors who have submitted a W-9, but allowing authorized users to override.	M	N		Oracle Fusion Procurement Cloud Service	
108	Ability to establish predetermined authorization levels, for purchase transactions that span multiple departments.	H	Y		Oracle Fusion Procurement Cloud Service	
109	Ability to define authorized requisition approvers by account.	H	Y		Oracle Fusion Procurement Cloud Service	
110	System provides communication (including email notification) to requisitioner on status of their transaction throughout the approval cycle	H	Y		Oracle Fusion Procurement Cloud Service	
111	<b>Blanket Orders</b>					
112	Ability to track and manage vendors specific to blanket orders.	H	Y		Oracle Fusion Procurement Cloud Service	
113	Ability to track what commodity class codes are associated with each blanket order.	H	Y		Oracle Fusion Procurement Cloud Service	
114	Ability to specify if a blanket purchase order is encumbered	M	N		Oracle Fusion Procurement Cloud Service	Encumbrance occurs when the purchase order is created against the Blanket agreement.
115	Ability to prevent an encumbrance to be placed when a blanket purchase order is created through a simple check box / pull down menu interface.	M	N		Oracle Fusion Procurement Cloud Service	
116	Ability to establish notification limits (% of spend against Not to Exceed amount and/or X number of days in advance) of expiration.	H	Y		Oracle Fusion Procurement Cloud Service	
117	Ability to establish a line item with price override (by authorized user) capability including the ability to establish a maximum price that can be entered.	H	N		Oracle Fusion Procurement Cloud Service	Price override may be allowed by agreement line. The maximum override value is not specified.
118	Ability to display the total dollar amount of orders entered and approved to date for a specific blanket purchase order.	H	Y		Oracle Fusion Procurement Cloud Service	
119	System should have the ability to easily distinguish from blanket and standard purchase orders by a different numbering system	H	Y		Oracle Fusion Procurement Cloud Service	
120	Ability to copy from one blanket purchase order to another with the ability to edit any field or insert lines (such as 1.5, 2.5, etc.) on the newly created purchase order.	H	Y		Oracle Fusion Procurement Cloud Service	
121	Ability to allow for the following control parameters specific to blanket orders:	-			Oracle Fusion Procurement Cloud Service	
122	Total cost not-to-exceed (i.e., maximum amount to spend)	H	Y		Oracle Fusion Procurement Cloud Service	
123	Time period (start and end dates)	H	Y		Oracle Fusion Procurement Cloud Service	
124	Estimated or specific quantities	H	Y		Oracle Fusion Procurement Cloud Service	
125	Specific items	H	Y		Oracle Fusion Procurement Cloud Service	
126	General category of items	H	Y		Oracle Fusion Procurement Cloud Service	
127	Discount off of price list	H	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
128	Maximum mark-up%	H	N		Oracle Fusion Procurement Cloud Service	
129	Ability to close blanket purchase orders in mass based on user defined criteria	H	N		Oracle Fusion Procurement Cloud Service	
130	Ability to automatically reverse accounting and inventory transactions at cancellation of order. (I.e. if PO drawn from BPO is cancelled, reduce the quantity used on a BPO)	H	Y		Oracle Fusion Procurement Cloud Service	
131	<b>Blanket Releases</b>					
132	Ability to create/edit a release (order) against a BPO where all information with the exception of the quantity, account code, bill to and ship to is coming from the BPO. Include ability to add/edit to description or addt'l fields	M	Y		Oracle Fusion Procurement Cloud Service	
133	Ability to create an encumbrance when releases against a BPO are approved.	M	Y		Oracle Fusion Procurement Cloud Service	
134	Ability to prohibit creation of a release outside of the time period or that would result in exceeding the not to exceed amount.	H	Y		Oracle Fusion Procurement Cloud Service	
135	Ability to track total dollars ordered upon approval of a blanket release and deduct from maximum dollar amount of items ordered.	H	Y		Oracle Fusion Procurement Cloud Service	
136	<b>Purchase Order Processing</b>					
137	Requisition and purchase order process should include the following capabilities:	-			Oracle Fusion Procurement Cloud Service	
138	Input and store quantity, price and description	H	Y		Oracle Fusion Procurement Cloud Service	
139	Calculate and extend price	H	Y		Oracle Fusion Procurement Cloud Service	
140	Calculate total price	H	Y		Oracle Fusion Procurement Cloud Service	
141	Retrieve vendor information automatically	H	Y		Oracle Fusion Procurement Cloud Service	
142	Hold purchase order pending issuance	H	Y		Oracle Fusion Procurement Cloud Service	
143	Report unissued purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	
144	Support cancellation of unissued purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	Until a PO is approved, it is not considered open. Up until the PO is submitted for approval, its status will be incomplete. We do not need to cancel incomplete orders, they may be deleted.
145	Print purchase orders	H	Y		Oracle Fusion Procurement Cloud Service	
146	Ability to identify capitalized purchases for CAFR reporting.	M	Y		Oracle Fusion Procurement Cloud Service	
147	Ability to automatically route purchases with certain commodity codes (e.g. tangible personal property) to authorized personnel to determine whether purchases should be capitalized.	M	Y		Oracle Fusion Procurement Cloud Service	
148	Ability to release the pre-encumbrance and create an encumbrance when a requisition is converted to a purchase order.	H	Y		Oracle Fusion Procurement Cloud Service	
149	Ability to auto-create a purchase order from a requisition document with all information carried over from the requisition document. All information, with proper approval and workflow, should be editable prior to issuance.	H	Y		Oracle Fusion Procurement Cloud Service	
150	Ability to notify requisitioner when requisition is converted to a PO.	H	Y		Oracle Fusion Procurement Cloud Service	
151	Ability to allow direct input of manual purchase orders without the need for a requisition as a source document (i.e. field purchase orders) with the ability to check the purchase orders against budget.	H	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
152	Ability to automatically retrieve purchase information by referencing purchase order or requisition number or requesting department name or other user defined criteria.	H	Y		Oracle Fusion Procurement Cloud Service	
153	Ability to pull up specific account code or item when editing, and make appropriate adjustments.	H	Y		Oracle Fusion Procurement Cloud Service	
154	Ability to view multiple line items / descriptions.	H	Y		Oracle Fusion Procurement Cloud Service	
155	Ability to accept partial payments.	H	Y		Oracle Fusion Procurement Cloud Service	
156	Ability to preview and edit P.O. on screen exactly as printed.	M	N		Oracle Fusion Procurement Cloud Service	
157	Ability to save a draft PO.	H	Y		Oracle Fusion Procurement Cloud Service	
158	Ability to enter default and customized comments on purchase orders and requisitions with full text editing features.	H	Y		Oracle Fusion Procurement Cloud Service	
159	Ability to assign requisitions/purchase orders to a buyer, automatically, based on commodity code or requesting department, with an override ability.	H	Y		Oracle Fusion Procurement Cloud Service	
160	Ability to route requisitions/PO's in a workflow to appropriate dept based on NIGP codes	H	Y		Oracle Fusion Procurement Cloud Service	
161	Ability to automatically assign purchase order and requisition numbers.	H	Y		Oracle Fusion Procurement Cloud Service	
162	Ability to allow for default information for shipping and payment to reduce data entry efforts during ordering.	H	Y		Oracle Fusion Procurement Cloud Service	
163	Ability to "duplicate" line item information during data entry to save time.	H	Y		Oracle Fusion Procurement Cloud Service	
164	Ability to allocate purchase order and requisition line items to multiple General Ledger accounts and project codes.	H	Y		Oracle Fusion Procurement Cloud Service	
165	Ability to charge purchase order line items to multiple departments.	H	Y		Oracle Fusion Procurement Cloud Service	
166	Ability to prevent duplicate purchase order numbers.	H	Y		Oracle Fusion Procurement Cloud Service	
167	Ability to flag line items that are eligible for shipping charges when generating purchase order.	M	Y		Oracle Fusion Procurement Cloud Service	
168	Ability to allow authorized approvers to override either user specified or system-generated vendors and prices. Requisitioners are notified or have access to changes made to the requisition.	H	Y		Oracle Fusion Procurement Cloud Service	
169	Ability to support electronic/Internet transfer of POs, including related attachments, to vendors.	H	Y		Oracle Fusion Procurement Cloud Service	
170	Ability to provide clear identification on PO amendments to be specified (what has changed, what revision number, dates, resolution, contract number, etc.).	H	Y		Oracle Fusion Procurement Cloud Service	
171	Ability to print final contract and resolution language linked to each specific PO.	H	Y		Oracle Fusion Procurement Cloud Service	
172	Ability to go into the PO and do a manual change of the particular line items with proper approval.	H	Y		Oracle Fusion Procurement Cloud Service	
173	Ability to specify a delivery address in the PO.	H	Y		Oracle Fusion Procurement Cloud Service	
174	Ability to specify a different delivery address for each line item in the PO.	M	Y		Oracle Fusion Procurement Cloud Service	
175	Ability to limit selectable delivery locations by user/department/division.	L	Y		Oracle Fusion Procurement Cloud Service	
176	Ability to allow authorized users to make price changes before the encumbered PO is printed/faxed/email.	H	Y		Oracle Fusion Procurement Cloud Service	
177	Ability to maintain a status field on the purchase order to track its progress (workflow status).	H	Y		Oracle Fusion Procurement Cloud Service	
178	Ability to automatically close POs after item receipt and final payment.	H	Y		Oracle Fusion Procurement Cloud Service	



4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
179	Ability to allow several requisitions to be consolidated into one purchase order and correctly tracks item quantities and accounting charges.	H	Y		Oracle Fusion Procurement Cloud Service	
180	Ability to have separate Comment sections for INTERNAL ONLY and also TO PRINT ON PO. System clearly and easily distinguishes between internal comments and comments that must print on PO.	H	Y		Oracle Fusion Procurement Cloud Service	
181	Ability to generate a cancellation list and have the ability to track all cancellations.	H	R		Oracle Fusion Procurement Cloud Service	The user is able to query purchase orders based on a broad set of parameters. The user may cancel purchase orders that are retrieved individually. Cancelled purchase orders may be queried by status.
182	Ability to provide a user friendly and easy cancellation process for PO's with multiple lines with proper authorization.	H	Y		Oracle Fusion Procurement Cloud Service	
183	Ability to give the authorized user the option to cancel by each line individually or by all lines in a batch before encumbrance.	H	Y		Oracle Fusion Procurement Cloud Service	
184	Ability to give authorized users the option to do a partial cancellation of a PO.	H	Y		Oracle Fusion Procurement Cloud Service	
185	Ability to specify "Receive All Lines" in order to speed data entry.	H	Y		Oracle Fusion Procurement Cloud Service	
186	Ability to record actual date when goods are received against blanket POs to set when the expense should be recorded (regardless when the invoice is received).	H	Y		Oracle Fusion Procurement Cloud Service	
187	<b>Change Order Processing</b>					
188	Ability to support electronic change orders to existing PO's, and accounts for the related pre-encumbrance and encumbrance as it is processed	H	Y		Oracle Fusion Procurement Cloud Service	
189	Ability to give authorized users the option to go into the PO and do a manual change of the particular line items with proper approval that will be noted as a change order to the PO. Must be able to view and retain history and audit trail of all changes made.	H	Y		Oracle Fusion Procurement Cloud Service	
190	Ability to provide an approval workflow for Change Orders.	H	Y		Oracle Fusion Procurement Cloud Service	
191	Ability to automatically attach / designate the specific Purchase Order number on a Change Order (e.g. associating the PO number, not just a description).	H	Y		Oracle Fusion Procurement Cloud Service	
192	Ability to issue a change to a PO either manually (make a change to an existing PO without a requisition) with clear identification on PO change orders specified (i.e., what has changed, what revision number, dates, etc.) and maintain a PO revision history.	H	Y		Oracle Fusion Procurement Cloud Service	
193	Ability for all changes made to a purchase order to either manually or electronically generate a revision number. Each change must incrementally increase the revision number. Revisions/change orders to require comments.	H	Y		Oracle Fusion Procurement Cloud Service	
194	Ability to provide detailed tracking of employees requesting change orders.	M	Y		Oracle Fusion Procurement Cloud Service	
195	Ability to track personnel who authorized a change order.	H	Y		Oracle Fusion Procurement Cloud Service	
196	Ability to provide authorized users the ability to add or remove funds from a PO.	H	Y		Oracle Fusion Procurement Cloud Service	
197	Ability to add or remove lines from a PO.	H	Y		Oracle Fusion Procurement Cloud Service	
198	Ability to cancel a PO.	H	Y		Oracle Fusion Procurement Cloud Service	

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
<i>Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
199	Ability to liquidate PO as final step (different from a change order).	H	Y		Oracle Fusion Procurement Cloud Service	
200	<b>Return to Vendor</b>					
201	Ability to allow for the recording of goods returned to the vendor.	M	Y		Oracle Fusion Procurement Cloud Service	
202	Ability to track and record all Return Merchant Authorization (RMA) numbers.	M	Y		Oracle Fusion Procurement Cloud Service	
203	Ability to track quantities of returns by vendor.	M	Y		Oracle Fusion Procurement Cloud Service	
204	Ability to cancel outstanding orders.	H	Y		Oracle Fusion Procurement Cloud Service	
205	Closing a purchase order automatically releases the related encumbrance.	H	Y		Oracle Fusion Procurement Cloud Service	
206	Ability to automatically reverse accounting and inventory transactions at cancellation of order.	H	Y		Oracle Fusion Procurement Cloud Service	
207	<b>Purchase Order Inquiry</b>					
208	Ability to search historical purchases by commodity code.	H	Y		Oracle Fusion Procurement Cloud Service	
209	Ability to use of NIGP codes within the procurement process. The system should have the ability to link and search on these codes to vendors, requisitions and purchase orders.	H	Y		Oracle Fusion Procurement Cloud Service	
210	Ability to track purchases for multiple projects and grants.	H	Y		Oracle Fusion Procurement Cloud Service	
211	Ability to track amounts paid and applied to individual line items on purchase orders.	H	Y		Oracle Fusion Procurement Cloud Service	
212	Ability to drill down to all supporting transactions within the purchasing system.	H	Y		Oracle Fusion Procurement Cloud Service	
213	<b>Bid/Bid Processing</b>					
214	Ability to automatically tabulate Request for Quotes (RFQ) and Invitation to Bids (ITB).	M	Y		Oracle Fusion Procurement Cloud Service	
215	Ability to configure a workflow for staff to review supporting documentation relating to pre- and post-solicitation (for buyers to obtain approval for solicitation package prior to advertising and for buyers to be able to transmit the bid documents to departments and for the department to provide their recommendation regarding the bid).	M	Y		Oracle Fusion Procurement Cloud Service	
216	Ability to maintain a bidder list showing names, addresses, contact, and commodity codes.	M	Y		Oracle Fusion Procurement Cloud Service	
217	Ability to create Request for Quotes from Requisition(s).	M	Y		Oracle Fusion Procurement Cloud Service	
218	Ability to post Bid and RFP documents and identify when they will be visible for outside users.	M	Y		Oracle Fusion Procurement Cloud Service	
219	Ability to create and manage solicitation scoring (rating) sheets.	M	Y		Oracle Fusion Procurement Cloud Service	
220	Ability to manage a reverse auction for vendors online (vendors bid online to have the lowest price).	M	Y		Oracle Fusion Procurement Cloud Service	

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

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>System Requirements</b>					
2	Ability to easily transfer time that is planned as a schedule into time reported as worked, without rekeying, and only entering any differences between the planned and actual time worked.	H	N			Denovo is not proposing a solution for this requirement
3	Ability to report on No-Shows for a given scheduled activity for employees and volunteers.	M	N			Denovo is not proposing a solution for this requirement
4	Ability to easily identify, via warnings or visual identifiers, when workers are being scheduled for overtime.	H	N			Denovo is not proposing a solution for this requirement
5	Ability to ensure compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H	N			Denovo is not proposing a solution for this requirement
6	Ability to allow workers to log into a self-service website to request time off.	H	N			Denovo is not proposing a solution for this requirement
7	Ability to allow an employee to create work scheduling preferences (set to 15 minute intervals) which can be used by creating the recommended schedule.	L	N			Denovo is not proposing a solution for this requirement
8	Ability for a supervisor to view worker scheduling preferences when manually assigning shifts.	L	N			Denovo is not proposing a solution for this requirement
9	Ability to account for pre-scheduled absences in the schedule generation, such as vacations, sick, FMLA, and other time off.	H	N			Denovo is not proposing a solution for this requirement
10	Ability to recommend qualified, available staff members to fill open shifts when unplanned absences occur.	H	N			Denovo is not proposing a solution for this requirement
11	Ability for scheduled workers to log into a self-service web site and sign up or remove activities from their schedule with approval.	M	N			Denovo is not proposing a solution for this requirement
12	Ability to identify employees who are eligible for overtime scheduling based on factors such as:	-	N			Denovo is not proposing a solution for this requirement
13	Last time offered overtime	H	N			Denovo is not proposing a solution for this requirement
14	Seniority	H	N			Denovo is not proposing a solution for this requirement
15	Rank	H	N			Denovo is not proposing a solution for this requirement
16	Vacation	H	N			Denovo is not proposing a solution for this requirement
17	YTD overtime total	H	N			Denovo is not proposing a solution for this requirement
18	Ability to set up one-time activities and reoccurring activities in the system. This feature would include the number of workers need for the activity	H	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
19	Automatically manages leave such as vacation requests, sick leave and other leave types through pre-configured rules that monitor the number of workers off at any given time.	H	N			Denovo is not proposing a solution for this requirement
20	Ability to allow vacation requests to be approved and prioritized by seniority.	H	N			Denovo is not proposing a solution for this requirement
21	Ability to allow workers to trade, drop, and pick-up shifts, through a posting bulletin board.	H	N			Denovo is not proposing a solution for this requirement
22	Ability to allow workers to click a link in an email to confirm receipt of that schedule.	H	N			Denovo is not proposing a solution for this requirement
23	Ability to allow a supervisor to view which workers have viewed and confirmed receipt of their schedule.	H	N			Denovo is not proposing a solution for this requirement
24	Ability to allow workers to view published schedules online.	H	N			Denovo is not proposing a solution for this requirement
25	Ability to create an automatic notification to workers when changes to a schedule occur.	H	N			Denovo is not proposing a solution for this requirement
26	Ability to integrate with Outlook to send an e-mail when an employee is on vacation or out of the office for training, etc.	M	N			Denovo is not proposing a solution for this requirement
27	Ability to send bulk email within the application to workers in the system to all employees or by employee group.	H	N			Denovo is not proposing a solution for this requirement
28	Ability to define schedules with varying lengths (e.g. 4 hours per day, 8 hours per day, etc.).	H	N			Denovo is not proposing a solution for this requirement
29	Ability to create and view schedules in the future.	H	N			Denovo is not proposing a solution for this requirement
30	Ability to allow for scheduling of shift patterns to be automatically repeated, or rolled forward to future weeks automatically.	H	N			Denovo is not proposing a solution for this requirement
31	Ability to create schedule patterns that can repeat at any user defined intervals, e.g. 27-day cycles.	H	N			Denovo is not proposing a solution for this requirement
32	Ability for a payroll administrator or manager/supervisor to enter or create schedules and/or hours for employees.	H	N			Denovo is not proposing a solution for this requirement
33	Ability to create schedule groups, and assign employees to those schedule groups. Assignment must be made through the user interface, or through integration with employee system of record.	H	N			Denovo is not proposing a solution for this requirement
34	Ability to allow for schedules of all employees within a scheduling group to be changed by editing the group schedule.	H	N			Denovo is not proposing a solution for this requirement
35	Ability to allow for the schedules of employees within a scheduling group to be individually edited without changing the schedules of other employees in the scheduling group.	H	N			Denovo is not proposing a solution for this requirement
36	Ability to provide for a shift for an individual employee within a schedule group to be modified for a temporary assignment without affecting the group schedule or the employee rotation.	H	N			Denovo is not proposing a solution for this requirement
37	Ability to view online, an employee's complete work and schedule history.	H	N			Denovo is not proposing a solution for this requirement
38	Ability to accommodate unlimited schedule changes and adjustments on demand.	H	N			Denovo is not proposing a solution for this requirement
39	Ability to create an unlimited number of user-defined shifts.	H	N			Denovo is not proposing a solution for this requirement
40	Ability to define shift start and stop times using a 12-hour or 24-hour clock.	M	N			Denovo is not proposing a solution for this requirement
41	Ability to accommodate multiple shift start and stop times	H	N			Denovo is not proposing a solution for this requirement
42	Ability to define split shift rotations.	H	N			Denovo is not proposing a solution for this requirement
43	Ability to attach employees to shifts at any point in the rotation.	H	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
44	Ability to schedule shifts that cross multiple days (e.g. start at 6:00 p.m. on day one and complete at 2:00 a.m. on day two).	H	N			Denovo is not proposing a solution for this requirement
45	Ability to import employee work-schedule information from an external labor scheduling system.	M	N			Denovo is not proposing a solution for this requirement
46	Ability to schedule employees to a particular location and job.	H	N			Denovo is not proposing a solution for this requirement
47	Ability to schedule transfers to other departments, as well as to automatically assign a higher rate of pay when that transfer is worked if approved.	H	N			Denovo is not proposing a solution for this requirement
48	Ability to schedule transfers to an alternative work rule or pay policy.	H	N			Denovo is not proposing a solution for this requirement
49	Ability to schedule meals and breaks, as well as start and end times.	H	N			Denovo is not proposing a solution for this requirement
50	Ability to create "templates" of the most commonly used shifts so that these can be assigned easily to employees or groups of employees.	H	N			Denovo is not proposing a solution for this requirement
51	Ability to manage staffing workload of employees needed for each department or job by shift.	H	N			Denovo is not proposing a solution for this requirement
52	Ability to define scheduling policy and flag any schedules that do not comply with City policy.	M	N			Denovo is not proposing a solution for this requirement
53	Ability to track employee scheduling preferences and availability.	H	N			Denovo is not proposing a solution for this requirement
54	Ability to track employee seniority by job to use in call-in or priority scheduling processes.	H	N			Denovo is not proposing a solution for this requirement
55	Ability to include scheduling metrics such as scheduling effectiveness, actual vs. scheduled hours, and coverage percentage, and display these graphically.	M	N			Denovo is not proposing a solution for this requirement
56	Ability to assess coverage to determine over and understaffing.	H	N			Denovo is not proposing a solution for this requirement
57	Ability to fill open shifts automatically, using user-defined priority rules.	M	N			Denovo is not proposing a solution for this requirement
58	Ability to schedule workers based on skills, shift, etc.	H	N			Denovo is not proposing a solution for this requirement
59	Ability to set work schedules by worker or job class.	H	N			Denovo is not proposing a solution for this requirement
60	Ability to create time schedules by pay groups.	M	N			Denovo is not proposing a solution for this requirement
61	Ability to create a different hours code for each natural disaster where City does work that is FEMA reimbursable.	H	N			Denovo is not proposing a solution for this requirement
62	Ability to track the daily manpower count for units within a department (for instance, the firefighters working at a given point in time).	H	N			Denovo is not proposing a solution for this requirement
63	<b>Scheduling</b>					
64	Ability for a supervisor to view worker scheduling preferences when manually assigning shifts.	M	N			Denovo is not proposing a solution for this requirement
65	Ability to alert Payroll, HR and/or Manager for absences that require follow-up	M	N			Denovo is not proposing a solution for this requirement
66	Ability to allow an employee to create work scheduling preferences (set to 15 minute intervals) which can be used by creating the recommended schedule.	M	N			Denovo is not proposing a solution for this requirement
67	Ability to allow vacation requests to be approved and prioritized by seniority.	M	N			Denovo is not proposing a solution for this requirement
68	Ability to allow vacation requests to be sorted and prioritized by seniority and request date.	M	N			Denovo is not proposing a solution for this requirement
69	Ability to allow workers to log into a self-service website to request time off.	M	N			Denovo is not proposing a solution for this requirement
70	Ability to allow workers to log into a self-service website to see their vacation/sick/other balances and request time off.	M	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
71	Ability to assess coverage to determine over and understaffing.	H	N			Denovo is not proposing a solution for this requirement
72	Ability to assign employees to shifts at any point in the schedule.	H	N			Denovo is not proposing a solution for this requirement
73	Ability to attach employees to shifts at any point in the rotation.	H	N			Denovo is not proposing a solution for this requirement
74	Ability to automatically apply schedule quality rules, such as minimums and maximums per employee, per day, per period.	H	N			Denovo is not proposing a solution for this requirement
75	Ability to configure the system to be in compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H	N			Denovo is not proposing a solution for this requirement
76	Ability to create a different hours code for each natural disaster where City does work that is FEMA reimbursable.	H	N			Denovo is not proposing a solution for this requirement
77	Ability to create an unlimited number user-defined schedules.	M	N			Denovo is not proposing a solution for this requirement
78	Ability to create and view schedules in the future.	M	N			Denovo is not proposing a solution for this requirement
79	Ability to create time schedules by pay groups.	M	N			Denovo is not proposing a solution for this requirement
80	Ability to enforce real-time leave balances and usage rules for scheduling absences.	M	N			Denovo is not proposing a solution for this requirement
81	Ability to ensure compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H	N			Denovo is not proposing a solution for this requirement
82	Ability to enter actual time worked regardless of existing scheduled hours.	M	N			Denovo is not proposing a solution for this requirement
83	Ability to fill open shifts automatically, using user-defined priority rules.	M	N			Denovo is not proposing a solution for this requirement
84	Ability to have a notification for approver that indicates which staff have entered hours short of or over their scheduled hours, based on a defined tolerance level.	M	N			Denovo is not proposing a solution for this requirement
85	Ability to highlight open shifts that require coverage.	H	N			Denovo is not proposing a solution for this requirement
86	Ability to identify employees who are eligible for overtime scheduling based on factors such as last time offered overtime, seniority, rank, and vacation.	H	N			Denovo is not proposing a solution for this requirement
87	Ability to integrate with Outlook to send an e-mail when an employee is on vacation or out of the office for training, etc.	H	N			Denovo is not proposing a solution for this requirement
88	Ability to manage staffing workload of employees needed for each department or job by shift.	H	N			Denovo is not proposing a solution for this requirement
89	Ability to not accept leave time in excess of accruals (or, if needed, to provide a warning rather than a hard-stop).	H	N			Denovo is not proposing a solution for this requirement
90	Ability to provide a stand by list once the primary list is at full capacity for an activity.	H	N			Denovo is not proposing a solution for this requirement
91	Ability to provide for a shift for an individual employee within a schedule group to be modified for a temporary assignment without affecting the group schedule or the employee rotation.	H	N			Denovo is not proposing a solution for this requirement
92	Ability to recommend qualified, available staff members to fill open shifts when unplanned absences occur.	H	N			Denovo is not proposing a solution for this requirement
93	Ability to recommended qualified, available staff members to fill open shifts when unplanned absences occur.	H	N			Denovo is not proposing a solution for this requirement
94	Ability to report on No-Shows for a given scheduled activity for employees and volunteers.	H	N			Denovo is not proposing a solution for this requirement
95	Ability to schedule meals and breaks, as well as start and end times.	M	N			Denovo is not proposing a solution for this requirement
96	Ability to schedule transfers to an alternative work rule or pay policy.	M	N			Denovo is not proposing a solution for this requirement
97	Ability to schedule transfers to other departments, as well as to automatically assign a higher rate of pay when that transfer is worked if approved.	H	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
98	Ability to send bulk email within the application to workers in the system to all employees or by employee group.	H	N			Denovo is not proposing a solution for this requirement
99	Ability to set work schedules by worker or job class.	H	N			Denovo is not proposing a solution for this requirement
100	Ability to set work schedules by worker, pay group, or job class.	H	N			Denovo is not proposing a solution for this requirement
101	Ability to substitute Scheduled/Regular Day Off (RDO) days within a schedule without creating or assigning a new schedule for an employee (i.e., alternative day off).	H	N			Denovo is not proposing a solution for this requirement
102	Ability to support workflow for employees to initiate leave of absence events, route to managers for approval and HR notification	H	N			Denovo is not proposing a solution for this requirement
103	Ability to track budget, usage/actual, and cost related to shift substitutions; i.e. an EE calls in sick and another EE takes the shift at an OT rate - what is the cost? Employee needs to enter time in the appropriate cost center.	H	N			Denovo is not proposing a solution for this requirement
104	Ability to track the daily manpower count for units within a department (for instance, the firefighters working at a given point in time).	H	N			Denovo is not proposing a solution for this requirement
105	Ability to utilize a past template or activity to create a new activity in the system.	H	N			Denovo is not proposing a solution for this requirement
106	Ability to view online, an employee's complete work and schedule history.	H	N			Denovo is not proposing a solution for this requirement
107	Automatically manages leave such as vacation requests, sick leave and other leave types through pre-configured rules that monitor the number of workers off at any given time.	M	N			Denovo is not proposing a solution for this requirement
108	For employees who should enter actual hours worked, we need to have ability to identify employees who failed to fill out their timesheets for the pay period.	M	N			Denovo is not proposing a solution for this requirement
109	Provide a "wizard" in the workflow when an employee requests a leave. Assist in understanding the processes, the timing, the dollars to be paid, and the phases of a leave. Include policies, procedures, and legislative content.	M	N			Denovo is not proposing a solution for this requirement
110	Scheduled hours that become worked hours should be automatically treated the same way as time entered on the timesheet for the purposes of leave accruals.	M	N			Denovo is not proposing a solution for this requirement
111	Track leave previously granted and/or revoked.	H	N			Denovo is not proposing a solution for this requirement
112	<b>Time and Attendance - Employee Set-Up</b>					
113	Ability to store Time and Attendance records for employees and volunteers.	H	N			Denovo is not proposing a solution for this requirement
114	Ability to setup workers default time and attendance settings with the following:	-	N			Denovo is not proposing a solution for this requirement
115	Standard work week (40.0 hours) divided into 5 working days (Monday-Friday)	H	N			Denovo is not proposing a solution for this requirement
116	Alternate work schedule (other than 8 hours a day)	H	N			Denovo is not proposing a solution for this requirement
117	Days worked other than a Monday through Friday work week	H	N			Denovo is not proposing a solution for this requirement
118	Standard differential shift	H	N			Denovo is not proposing a solution for this requirement
119	Various programmatic cost accounting codes (grant accounting)	H	N			Denovo is not proposing a solution for this requirement
120	Multi-site data entry	H	N			Denovo is not proposing a solution for this requirement
121	Ability for authorized users to update the status of a worker to in-active when the worker has been terminated or is on long-term unpaid leave.	H	N			Denovo is not proposing a solution for this requirement
122	<b>Time and Attendance - Data Collection</b>					



4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
123	Ability to remotely enter time sheet data with immediate editing for errors, through department work stations.	H	N			Denovo is not proposing a solution for this requirement
124	Ability to "clock in" and "clock out" with an electronic time tracking system that could replace timesheets/manual entry for tracking employee time.	H	N			Denovo is not proposing a solution for this requirement
125	Ability to prevent employees from "clocking in" before their scheduled time within an allowable range.	H	N			Denovo is not proposing a solution for this requirement
126	Ability to accommodate rounding of employee transactions, regardless of source. System should accommodate rounding to the nearest tenth hour, quarter hour, or actual time.	H	N			Denovo is not proposing a solution for this requirement
127	Ability to provide for the prevention of overlapping or redundant punches.	H	N			Denovo is not proposing a solution for this requirement
128	Ability to restrict punching in at the data collection terminal or web-based entry screen during unauthorized times, including early, late, early out, late out, and unscheduled days.	H	N			Denovo is not proposing a solution for this requirement
129	Ability for employee requests for PTO at the data collection terminal to be validated against their real-time balances at the point of entry.	H	N			Denovo is not proposing a solution for this requirement
130	Ability to accommodate during heavy use periods, employee self service transactions that can be restricted by terminal, terminal group, or time of day for any terminal.	M	N			Denovo is not proposing a solution for this requirement
131	Ability to allow for the inactivation of lost badge numbers and the reassignment of badge numbers without affecting previous employee transactions.	H	N			Denovo is not proposing a solution for this requirement
132	Ability to provide employee self service capabilities that must be available on a PC or kiosk through standard web browsers.	H	N			Denovo is not proposing a solution for this requirement
133	Ability to create Time sheets by Pay Period, per individual worker (employees and volunteers).	H	N			Denovo is not proposing a solution for this requirement
134	Ability to adjust for daylight savings time related to time and attendance reporting.	H	N			Denovo is not proposing a solution for this requirement
135	Ability to adjust time and attendance, accrued balances, and cost accounting with single entry with proper security.	H	N			Denovo is not proposing a solution for this requirement
136	Ability to enter daily time and attendance transactions on-line/real time.	H	N			Denovo is not proposing a solution for this requirement
137	Ability to enter time and attendance data on an exception basis.	H	N			Denovo is not proposing a solution for this requirement
138	Ability to have on-line edits performed at the time of entry with all errors detected, highlighted for immediate correction.	H	N			Denovo is not proposing a solution for this requirement
139	Ability to enter time in hours up to one decimal point or to the quarter hour.	H	N			Denovo is not proposing a solution for this requirement
140	Ability to charge time to the following:	-	N			Denovo is not proposing a solution for this requirement
141	GL Accounts	H	N			Denovo is not proposing a solution for this requirement
142	Projects	H	N			Denovo is not proposing a solution for this requirement
143	Locations	H	N			Denovo is not proposing a solution for this requirement
144	Department	H	N			Denovo is not proposing a solution for this requirement
145	Grants	H	N			Denovo is not proposing a solution for this requirement
146	Fund	H	N			Denovo is not proposing a solution for this requirement
147	Other user-defined fields	H	N			Denovo is not proposing a solution for this requirement
148	Ability to provide mechanism for the worker and supervisor to certify time for federal grant reporting.	H	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
149	<b>Time and Attendance - Calculation Rules Enforcement and Time Evaluation</b>					
150	Ability to support time and attendance calculation rules that must be completely parameter driven and easy to set-up, change, and track without recourse to special programming or other technical skills.	H	N			Denovo is not proposing a solution for this requirement
151	Ability to provide for the configuration of an unlimited number of time and attendance calculation rules.	H	N			Denovo is not proposing a solution for this requirement
152	Ability to update user-defined rules and have the changes reflected immediately for time entry and processing.	H	N			Denovo is not proposing a solution for this requirement
153	Ability for time and attendance calculation rules and other system settings to be effective dated where required.	H	N			Denovo is not proposing a solution for this requirement
154	Ability to define time and attendance calculation rules at the employee, or group level.	H	N			Denovo is not proposing a solution for this requirement
155	Ability to apply time and attendance calculation rules online at the point of entry, such as activity transfers, job transfers and other changes of status that would result in a different rate or type of pay.	H	N			Denovo is not proposing a solution for this requirement
156	Ability to view immediately the outcome of the rules processing on the time entry web based time card.	H	N			Denovo is not proposing a solution for this requirement
157	Ability to apply time and attendance calculation rules (overtime, break rules, etc.) in accordance with federal, state, and local laws to reduce FLSA compliance risk.	H	N			Denovo is not proposing a solution for this requirement
158	Ability to accommodate multiple FLSA cycles	H	N			Denovo is not proposing a solution for this requirement
159	Ability to automatically calculate overtime and other premiums based on actual worked hours outside the employees' scheduled hours (schedule deviation).	H	N			Denovo is not proposing a solution for this requirement
160	Ability to automatically calculate overtime and other premiums based on the employees' actual hours without a schedule.	H	N			Denovo is not proposing a solution for this requirement
161	Ability to calculate Shift Differential automatically based on the time of day an employee works.	H	N			Denovo is not proposing a solution for this requirement
162	Ability to maintain a calendar of holidays. Separate and distinct holiday calendars can be maintained for different groups of employees, based on policy.	H	N			Denovo is not proposing a solution for this requirement
163	Ability to manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday. Eligibility rules for holiday pay (work scheduled day before and after, for example) must be automatically enforced.	H	N			Denovo is not proposing a solution for this requirement
164	Ability to perform multiple overtime calculations based on rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed.	H	N			Denovo is not proposing a solution for this requirement
165	Ability to provide for real time alerts to timekeeping exceptions, such as approaching overtime, minor rules violations, and absences.	M	N			Denovo is not proposing a solution for this requirement
166	Ability to convert compensatory time to overtime and vice versa.	H	N			Denovo is not proposing a solution for this requirement
167	Ability to earn compensatory time at half time, regular time, or time-and-a-half.	H	N			Denovo is not proposing a solution for this requirement
168	Ability to allocate time to a project or activity by work group (for indirect costing purposes).	H	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
169	Ability to track uncompensated benefit (i.e. vehicle usage) for taxable purposes.	H	N			Denovo is not proposing a solution for this requirement
170	<b>Time and Attendance - Approvals</b>					
171	Ability to electronically approve and route time and attendance data on at least six levels: employee, supervisor, department, payroll clerk, Personnel, Fiscal/Payroll.	H	N			Denovo is not proposing a solution for this requirement
172	Ability for employees to approve their timesheets. This approval must be available within employee self service and the data collection terminals.	H	N			Denovo is not proposing a solution for this requirement
173	Ability for an employee to signify that they attest to the accuracy of all time charges and totals as presented on the timesheet, before the actual Approval is accepted. The attestation language must be configurable. If the employee does not attest to the accuracy then the timecard is not approved.	M	N			Denovo is not proposing a solution for this requirement
174	Ability for Managers/Supervisors to view employee timesheets that require approval (both summary and detailed level).	H	N			Denovo is not proposing a solution for this requirement
175	Ability for Managers/Supervisors to update the employees time when approving, for instance for missed punches, missing PTO, etc.	H	N			Denovo is not proposing a solution for this requirement
176	Ability for an employee to acknowledge their time card if a change has been made by their supervisor or payroll (i.e. added, edited, and deleted items).	H	N			Denovo is not proposing a solution for this requirement
177	Ability to provide for a pay period lock function for use by payroll to prevent further timecard edits by supervisors or employees.	H	N			Denovo is not proposing a solution for this requirement
178	Ability to route back through approval workflow if changes are made to the time sheet.	H	N			Denovo is not proposing a solution for this requirement
179	Ability to limit updates to system based on level of approval authorization.	H	N			Denovo is not proposing a solution for this requirement
180	<b>Time and Attendance - Timecard Edits</b>					
181	Ability to adjust or correct time entries captured in the current period, but not yet paid.	H	N			Denovo is not proposing a solution for this requirement
182	Ability to adjust or correct time entries paid in previous pay periods.	H	N			Denovo is not proposing a solution for this requirement
183	Ability to allow manager edit, add, and deletes of any previous pay period data until a predetermined cut-off time.	H	N			Denovo is not proposing a solution for this requirement
184	Ability to provide a report that details prior period adjustments and corrections.	H	N			Denovo is not proposing a solution for this requirement
185	Ability to provide for retroactive pay period adjustments. Those retroactive adjustments can be paid in current pay period or special check run.	H	N			Denovo is not proposing a solution for this requirement
186	Ability to allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll.	H	N			Denovo is not proposing a solution for this requirement
187	Ability to recalculate all totals immediately after a value is changed.	H	N			Denovo is not proposing a solution for this requirement
188	Ability for all historical employee time and attendance information, including any adjustments, to be available online for audit or review purposes.	M	N			Denovo is not proposing a solution for this requirement
189	Ability to allow for historical edits by the payroll administrators.	L	N			Denovo is not proposing a solution for this requirement
190	Ability for the manager to make mass edits to selected employees.	M	N			Denovo is not proposing a solution for this requirement
191	Ability to provide user access to update current time and attendance data at any time.	M	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
192	Ability to make manual adjustments to prior time and attendance entries that automatically adjusts the daily record, the year-to-date leave balances and the to-date leave balances.	H	N			Denovo is not proposing a solution for this requirement
193	Ability to manually enter (positive or negative) adjustments including retroactive pay.	H	N			Denovo is not proposing a solution for this requirement
194	<b>PTO Accruals Calculations and Enforcement</b>					
195	Ability to configure multiple (at least 1000) categories of leave accumulators (including vacation, PTO, sick, FMLA, and comp adjustments) in the system.	H	N			Denovo is not proposing a solution for this requirement
196	Ability to identify which funds are to be used for accrual of vacation, sick time, etc., for those staff who are allocated to multiple funds.	M	N			Denovo is not proposing a solution for this requirement
197	Ability to calculate PTO/vacation and sick leave accrual based on current years of service, employee status (permanent, term), etc.	H	N			Denovo is not proposing a solution for this requirement
198	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc.	H	N			Denovo is not proposing a solution for this requirement
199	Ability to prevent the system from recording time lost as a result of limits on accruals.	M	N			Denovo is not proposing a solution for this requirement
200	Ability to selectively automatically allow employees to start using time off after completing their probationary period by CBA.	H	N			Denovo is not proposing a solution for this requirement
201	Ability to alert user at entry of exceeding accrued balances.	H	N			Denovo is not proposing a solution for this requirement
202	Ability to alert user if holiday, personal holiday, or sick incentive days have incorrect hours.	M	N			Denovo is not proposing a solution for this requirement
203	Ability to record leave time and accruals per pay period and annually based on combination of years of service and employee group for several types of leave plans (PTO, Police, traditional Vac/Sick, executive accrual, according to City policies).	H	N			Denovo is not proposing a solution for this requirement
204	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.)	H	N			Denovo is not proposing a solution for this requirement
205	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H	N			Denovo is not proposing a solution for this requirement
206	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on workers accumulated balances, with exceptions allowed.	H	N			Denovo is not proposing a solution for this requirement
207	Ability to automatically calculate and report a change in general leave accrual rate based on a change in standard pay hours for the pay period or an employee's years in service.	H	N			Denovo is not proposing a solution for this requirement
208	Ability to store and retrieve "to-date" and "year-to-date" leave accrued, taken, and paid.	H	N			Denovo is not proposing a solution for this requirement
209	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H	N			Denovo is not proposing a solution for this requirement
210	Ability to prohibit PTO and vacation payoffs for terminating probationary employees, by authorized users.	H	N			Denovo is not proposing a solution for this requirement
211	Ability to prohibit sick payoff except to retiring employees.	H	N			Denovo is not proposing a solution for this requirement
212	Ability to determine the dollar amount of sick and vacation liability.	H	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
213	Ability to create an automatic notification to the employee when an employee's vacation/PTO/sick time balance is running above / below a user defined maximum / minimum level.	H	N			Denovo is not proposing a solution for this requirement
214	Ability to have a PTO calendar that can be an annual or fiscal calendar.	H	N			Denovo is not proposing a solution for this requirement
215	Ability for PTO balances to be accrued as a percentage of designated worked hours.	M	N			Denovo is not proposing a solution for this requirement
216	Ability for comp in lieu of overtime balances to be calculated, reported, and enforced according to our policy.	M	N			Denovo is not proposing a solution for this requirement
217	Ability for different categories of PTO to be accrued by different methods; for instance, sick is accrued by hours worked and vacation is granted by pay period.	M	N			Denovo is not proposing a solution for this requirement
218	Ability for PTO balances to be adjusted manually with authorization as required with audit trail of such manual adjustments.	H	N			Denovo is not proposing a solution for this requirement
219	Ability to allow negative leave balances that can roll over into the following year for certain employee groups (for example, Police and Fire).	H	N			Denovo is not proposing a solution for this requirement
220	Ability to allow different employee groups to be assigned different PTO policies based on their employee type, status, or bargaining agreement.	H	N			Denovo is not proposing a solution for this requirement
221	Ability to have an unlimited number of such policies to be defined and assigned.	H	N			Denovo is not proposing a solution for this requirement
222	Ability for PTO processes to be supported by pre-configured workflow to manage the request, approval, or denial of PTO.	H	N			Denovo is not proposing a solution for this requirement
223	Ability for PTO workflow tasks to be available at the employee self service module as well as at the vendor-supplied data collection terminals.	H	N			Denovo is not proposing a solution for this requirement
224	<b>Absence Management - General</b>					
225	Ability to manage the employee's time away from work, including PTO, FMLA and other leave.	H	N			Denovo is not proposing a solution for this requirement
226	Ability to set-up pre-configured workflow, notifications, and alerts.	H	N			Denovo is not proposing a solution for this requirement
227	Ability to perform reporting, calendar views, and document generation capabilities.	H	N			Denovo is not proposing a solution for this requirement
228	Ability to integrate with time and labor and scheduling.	H	N			Denovo is not proposing a solution for this requirement
229	Ability to track hours worked and tenure to determine eligibility for FMLA, State mandated leaves and organizational leave of absence policies.	H	N			Denovo is not proposing a solution for this requirement
230	Ability to determine eligibility for concurrent leave polices, for instance, FMLA in concurrence with state mandated medical leave.	H	N			Denovo is not proposing a solution for this requirement
231	Ability to have Federal and State Family leave preconfigured templates built into in the system.	H	N			Denovo is not proposing a solution for this requirement
232	Ability to track hours and cost of time off, either with or without pay (e.g., military leave, jury duty, FMLA leave, etc.).	H	N			Denovo is not proposing a solution for this requirement
233	Ability to track FMLA leave used, either in pay of non-pay status, for previous 12 months (rolling calendar).	H	N			Denovo is not proposing a solution for this requirement
234	Ability to set the maximum allowed family medical leave time.	H	N			Denovo is not proposing a solution for this requirement
235	Ability to record and accumulate unpaid leave time.	H	N			Denovo is not proposing a solution for this requirement
236	Ability for all required letters and forms to be automatically generated to support leave processes.	H	N			Denovo is not proposing a solution for this requirement
237	Ability to provide notification when documentation such as medical certification or fit for duty forms have not been returned by the specified timeframe.	M	N			Denovo is not proposing a solution for this requirement

4.18 - Time and Attendance		Fusion Time and Labor Cloud Service/ Fusion Human Capital Management Base Cloud Service				
<i>Objective: To provide an automated system for tracking employees' hours.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
238	Ability to manage both paid and unpaid time concurrently.	H	N			Denovo is not proposing a solution for this requirement
239	Ability to allow for an easy capture and monitoring of intermittent leave time, for example, for recurring physical therapy, and apply all paid and unpaid leave rules correctly.	H	N			Denovo is not proposing a solution for this requirement
240	Ability to provide real time visibility to everyone who is on a leave of absence, time taken and time available.	H	N			Denovo is not proposing a solution for this requirement
241	Ability to provide FMLA calculations for time available for part time employees.	H	N			Denovo is not proposing a solution for this requirement
242	Ability to generate alerts if an employee punches in while on a leave of absence.	H	N			Denovo is not proposing a solution for this requirement
243	Ability to coordinate disability pay with vacation or other PTO pay to ensure a full paycheck for the employee.	H	N			Denovo is not proposing a solution for this requirement
244	Ability for approved leave time, including all paid and unpaid codes, to be put into employee schedule and time card in real time.	H	N			Denovo is not proposing a solution for this requirement
245	Ability to provide employee availability for scheduling and open shifts created in response to approved leave time.	M	N			Denovo is not proposing a solution for this requirement
246	Ability to handle leave without pay including stopping autopay, stopping accruals and tracking arrears.	H	N			Denovo is not proposing a solution for this requirement
247	Ability to identify an unlimited number of leave type codes and descriptions.	H	N			Denovo is not proposing a solution for this requirement
248	Ability to alert user for further action if employee's unpaid leave status has expired.	H	N			Denovo is not proposing a solution for this requirement
249	Ability to accommodate more than one year of leave information on-line and provide for carryover of leave balances.	H	N			Denovo is not proposing a solution for this requirement
250	Ability to view real-time leave balances in time entry mode.	H	N			Denovo is not proposing a solution for this requirement
251	<b>Absence Management - Attendance Policy Management</b>					
252	Ability to automate the administration and enforcement of attendance or absence control programs to reduce variability of workforce.	M	N			Denovo is not proposing a solution for this requirement
253	Ability to calculate absence points, occurrences, percentages or time missed as well as perfect attendance.	H	N			Denovo is not proposing a solution for this requirement
254	Ability to automatically generate letters and forms associated with disciplinary or perfect attendance policies.	H	N			Denovo is not proposing a solution for this requirement
255	Ability to identify patterns of absenteeism, for instance, Friday, Thursday or Monday absences.	H	N			Denovo is not proposing a solution for this requirement
256	Ability to track reasons for absences.	H	N			Denovo is not proposing a solution for this requirement
257	Ability to alert supervisors or managers of necessary actions associated with attendance violations.	H	N			Denovo is not proposing a solution for this requirement
258	Ability to automate workflow notifications when an employee has exceeded a threshold for disciplinary action.	H	N			Denovo is not proposing a solution for this requirement

## 9 Client References

*The Vendor must provide at least five references from clients that are similar in size and complexity to the City. The format for completing the Vendor references is provided in **section 7.17** of this document. In addition, the City requests a listing of all municipal or equivalent clients. If possible, at least one of these references should be a Vendor-hosted/SaaS solution.*

### Client Reference Form #1

Vendor name:	Denovo/Oracle
Customer name:	City of Aspen
Customer contact:	Please see below
Customer phone number:	Please see below
Customer E-mail address	Please see below
System which Solution Replaced	Tyler Technologies

<p><b>Describe Nature of Project and Services Provided to This Client:</b></p> <p>The City of Aspen, CO selected Oracle as the prime solution for the implementation of the full Oracle SaaS/Cloud solution – including the ERP/Financials cloud, Oracle Procurement cloud, Oracle Project Portfolio cloud, Oracle HCM cloud, Oracle Planning and Budgeting cloud, Taleo cloud, and Third-Party Software.</p> <p><b>Solutions:</b>                  Oracle Cloud/SaaS Applications, version 10                  Financials Cloud – General Ledger, Accounts Payable, Accounts Receivable, Assets, Cash Management, Expenses                  Projects Cloud                  HCM Cloud – HR, Self-Service HR, Payroll, Benefits, Compensation                  Taleo Cloud – Recruiting, Onboarding                  Planning and Budgeting Cloud</p> <p><b>Project Timeframe</b>                  Phase I Financials, Procurement, and Projects SaaS Modules: October 2015 – July 2016                  Phase II HCM, Payroll, and Planning and Budgeting: April 2016 – October 2016                  Client Size                  550 users; 700 employee users</p> <p>In order to protect client privacy and to ensure that the client’s respond, Oracle does not share personal client information in RFP responses. Denovo/Oracle can schedule the calls at a time convenient to both our reference customers as well as prospects and help minimize the back and forth that comes with setting up a call. A bridge line will be set up for all parties to dial into and after introductions, Denovo/Oracle will drop off the call if desired.</p>
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<p><b>Configuration of Solution Implemented (Hardware, Software):</b></p> <p>See above.</p>
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## Client Reference Form #2

Vendor name:	Denovo/Oracle
Customer name:	City of Detroit, MI
Customer contact:	Please see below
Customer phone number:	Please see below
Customer E-mail address	Please see below
System which Solution Replaced	Legacy

<p><b>Describe Nature of Project and Services Provided to This Client:</b></p> <p>Detroit is the most populous city in the U.S. state of Michigan, the fourth-largest city in the Midwest and the largest city on the United States–Canada border. It is the seat of Wayne County, the most populous county in the state.</p> <p>The municipality of Detroit had a 2015 estimated population of 677,116. The metropolitan area, known as Metro Detroit, is home to 4.3 million people and lies at the heart of the Great Lakes Megalopolis area, with around 60 million people. Roughly one-half of Michigan's population lives in Metro Detroit alone.</p> <p><b>Solutions:</b>                  Oracle Cloud Financials                  Oracle Cloud Expenses                  Oracle Cloud Grants                  Oracle Cloud Projects                  Oracle Cloud Purchasing                  Oracle Cloud Planning &amp; Budgeting</p> <p>In order to protect client privacy and to ensure that the client’s respond, Oracle does not share personal client information in RFP responses. Denovo/Oracle can schedule the calls at a time convenient to both our reference customers as well as prospects and help minimize the back and forth that comes with setting up a call. A bridge line will be set up for all parties to dial into and after introductions, Denovo/Oracle will drop off the call if desired.</p>
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<p><b>Configuration of Solution Implemented (Hardware, Software):</b></p> <p>See above.</p>
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### Client Reference Form #3

Vendor name:	Denovo/Oracle
Customer name:	State of Wisconsin
Customer contact:	Please see below
Customer phone number:	Please see below
Customer E-mail address	Please see below
System which Solution Replaced	Legacy

<p><b>Describe Nature of Project and Services Provided to This Client:</b></p> <p>State of Wisconsin STAR Project (State Transforming Agency Resources) is the State of Wisconsin’s initiative to replace its legacy finance, procurement, human resources/payroll/benefits and budget systems with Oracle software. The goal of the project is to have all agencies eventually using the same software to eliminate major redundancies and create data efficiencies across the State. Many lessons can be learned from this project and shared with the County. The State of Wisconsin is a great local reference and an account that can share a tremendous amount of lessons learned with the County.</p> <p><b>Solutions:</b></p> <ul style="list-style-type: none"> <li>ERP</li> <li>Financials</li> <li>Expenses</li> <li>Grants</li> <li>Projects</li> <li>Purchasing</li> <li>Procurement</li> <li>Planning &amp; Budgeting</li> <li>Human Resources</li> <li>Benefits Administration</li> <li>Payroll</li> <li>Recruiting</li> <li>Learning Management</li> <li>Reporting</li> </ul> <p>In order to protect client privacy and to ensure that the client’s respond, Oracle does not share personal client information in RFP responses. Denovo/Oracle can schedule the calls at a time convenient to both our reference customers as well as prospects and help minimize the back and forth that comes with setting up a call. A bridge line will be set up for all parties to dial into and after introductions, Denovo/Oracle will drop off the call if desired.</p>
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<p><b>Configuration of Solution Implemented (Hardware, Software):</b></p> <p>See above.</p>
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## Client Reference Form #4

Vendor name:	Denovo Ventures, LLC
Customer name:	Fedcap Rehabilitation Services
Customer contact:	Tammy Mickelson
Customer phone number:	(603) 759-9302
Customer E-mail address	<a href="mailto:tmickelson@fedcap.org">tmickelson@fedcap.org</a>
System which Solution Replaced	E-Business Suite

<p><b>Describe Nature of Project and Services Provided to This Client:</b></p> <p>Going live in October. Replacing E-Business Suite with Oracle Cloud ERP – Financials, Procurement, Projects. Utilizing Oracle Cloud PaaS to archive EBS instance with reporting solution to pull transactional data when needed.</p> <p>Oracle ERP Cloud:</p> <ul style="list-style-type: none"> <li>• Denovo utilized Oracle Modern Best Practice processes to implement Oracle Financials, Procurement, and Project Management Cloud</li> <li>• Oracle Modern Best Practice provides pre-defined integrated process flows engineered to support modern best business practices</li> <li>• Denovo identified the following MBP processes as the scope for Fedcap’s project:                     <ul style="list-style-type: none"> <li>Financial Flows:                             <ul style="list-style-type: none"> <li>– Period End Close to Reports</li> <li>– Asset Acquisition to Retirement</li> <li>– Budgets to Approval</li> <li>– Supplier Invoice to Payment</li> <li>– Customer Invoice to Receipt</li> <li>– Bank Transactions to Cash Position</li> <li>– Daily Close to Financial Forecast</li> <li>– Expense Report to Reimbursement</li> </ul> </li> <li>Procurement Flows:                             <ul style="list-style-type: none"> <li>– Requisition to Receipt</li> </ul> </li> <li>Project Management Flows:                             <ul style="list-style-type: none"> <li>– Initiation to Project Plan</li> <li>– Resource Deployment to Utilization</li> <li>– Project Execution to Control</li> <li>– Project Expenditure to Cost Control</li> <li>– Project Contract to Revenue</li> <li>– Analysis to Project Optimization</li> </ul> </li> </ul> </li> </ul>
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<p><b>Configuration of Solution Implemented (Hardware, Software):</b></p> <p>Financials, Procurement, Projects, Cloud Reporting solution (OTBI, Essbase, Financial Reporting Studio, BI Publisher), and Oracle PaaS.</p>
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## Client Reference Form #5

Vendor name:	Denovo Ventures, LLC
Customer name:	Cerebral Palsy Association of New York State
Customer contact:	Megan Schmidt
Customer phone number:	(212) 947-5770, ext 343
Customer E-mail address:	mschmidt@CPOFNYS.ORG
System which Solution Replaced	Ross, Ceridian, other (disparate)

<p><b>Describe Nature of Project and Services Provided to This Client:</b></p> <p>Implementing Oracle Cloud ERP to establish a new ERP system which is integrated platform for all business and operational processes. Project is a two phased effort utilizing Oracle Modern Best Practices:</p> <p>Phase 1: Financials, Procurement, HCM, Talent Management                  Phase 2: Payroll</p> <ul style="list-style-type: none"> <li>• Implementation Approach                     <ul style="list-style-type: none"> <li>• Leading Practices leveraging Oracle Standard Flows</li> <li>• Focus on Oracle Core functionality</li> <li>• Single Ledger and Business Unit</li> </ul> </li> <li>• Data Conversion                     <ul style="list-style-type: none"> <li>• GL Account Balances w/journal line detail</li> <li>• Suppliers and AP Open Invoices</li> <li>• Fixed Assets w/ cost, YTD depreciation expense and accumulated depreciation reserve</li> <li>• Benefits data</li> <li>• Salary, Payroll and Employees History</li> <li>• Interfaces</li> </ul> </li> <li>• Payroll time management</li> <li>• Benefits</li> </ul>
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<p><b>Configuration of Solution Implemented (Hardware, Software):</b></p> <p>Oracle Cloud ERP (SaaS): Financials, Procurement, HCM, Talent Management, Payroll, Cloud Reporting Solution as listed above (which is my term for all the reporting options included in Cloud).</p>
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## 10 License and Maintenance Agreements

*Sample license and maintenance agreements must be provided in this part of the Vendor's response for all components of the recommended solution (i.e., hardware, software, operating system, database, etc.). Indicate the basis on how licenses are determined.*

We have included these sample agreements on the following pages:

- Oracle Cloud Services Agreement
- Denovo Master Services Agreement
- Denovo Consulting Services Statement of Work



## ORACLE CLOUD SERVICES AGREEMENT

This Oracle Cloud Services Agreement (this "Agreement") is between (insert Local Country Oracle Subsidiary) ("Oracle") and the individual or entity that has executed this Agreement as identified in the signature block below ("You"). This Agreement sets forth the terms and conditions that govern orders placed by You for Services under this Agreement.

### 1. AGREEMENT DEFINITIONS

- 1.1. **"Ancillary Software"** means any software agent or tool that Oracle makes available to You for download for purposes of facilitating Your access to, operation of, and/or use with, the Services Environment.
- 1.2. **"Auto Renew"** or **"Auto Renewal"** is the process by which the Services Period of certain Cloud Services under an order is automatically extended for an additional Services Period unless such Services are otherwise terminated in accordance with the terms of the order or this Agreement. The Service Specifications incorporated into Your order define which Cloud Services are eligible for Auto Renewal as well as any terms applicable to any such renewal.
- 1.3. **"Cloud Services"** means, collectively, the Oracle cloud services (e.g., Oracle software as a service offerings and related Oracle Programs) listed in Your order and defined in the Service Specifications. The term "Cloud Services" does not include Professional Services.
- 1.4. **"Data Center Region"** refers to the geographic region in which the Services Environment is physically located. The Data Center Region applicable to the Cloud Services is set forth in Your order.
- 1.5. **"Oracle Programs"** refers to the software products owned or licensed by Oracle to which Oracle grants You access as part of the Cloud Services, including Program Documentation, and any program updates provided as part of the Cloud Services.
- 1.6. **"Professional Services"** means, collectively, the consulting and other professional services which You have ordered. Professional Services include any deliverables described in Your order and delivered by Oracle to You under the order. The term "Professional Services" does not include Cloud Services.
- 1.7. **"Program Documentation"** refers to the user manuals referenced within the Service Specifications for Cloud Services, as well as any help windows and readme files for the Oracle Programs that are accessible from within the Services. The Program Documentation describes technical and functional aspects of the Oracle Programs. For Oracle Infrastructure-as-a-Service (IaaS) Cloud Services, "Program Documentation" includes documentation, help windows and readme files for the IaaS hardware products. You may access the documentation online at <http://oracle.com/contracts> or such other address specified by Oracle.
- 1.8. **"Services"** means, collectively, both the Cloud Services and Professional Services that You have ordered.
- 1.9. **"Services Environment"** refers to the combination of hardware and software components owned, licensed or managed by Oracle to which Oracle grants You and Your Users access as part of the Cloud Services which You have ordered. As applicable and subject to the terms of this Agreement and Your order, Oracle Programs, Third Party Content, Your Content and Your Applications may be hosted in the Services Environment.
- 1.10. **"Service Specifications"** means the descriptions on [www.oracle.com/contracts](http://www.oracle.com/contracts), or such other address specified by Oracle, that are applicable to the Services under Your order, including any Program Documentation, hosting, support and security policies (for example, Oracle Cloud Hosting and Delivery Policies), and other descriptions referenced or incorporated in such descriptions or Your order.
- 1.11. **"Services Period"** refers to the period of time for which You have ordered Cloud Services as specified in Your order.

- 1.12. "Third Party Content"** means all text, files, images, graphics, illustrations, information, data, audio, video, photographs and other content and material, in any format, that are obtained or derived from third party sources outside of Oracle and made available to You through, within, or in conjunction with Your use of, the Cloud Services. Examples of Third Party Content include data feeds from social network services, rss feeds from blog posts, data libraries and dictionaries, and marketing data.
- 1.13. "Users"** means those employees, contractors, and end users, as applicable, authorized by You or on Your behalf to use the Cloud Services in accordance with this Agreement and Your order. For Cloud Services that are specifically designed to allow Your clients, agents, customers, suppliers or other third parties to access the Cloud Services to interact with You, such third parties will be considered "Users" subject to the terms of this Agreement and Your order.
- 1.14. "You" and "Your"** refers to the individual or entity that has executed this Agreement.
- 1.15. "Your Applications"** means all software programs, including any source code for such programs, that You or Your Users provide and load onto, or create using, any Oracle "platform-as-a-service" or "infrastructure-as-a-service" Cloud Services. Services under this Agreement, including Oracle Programs and Services Environments, Oracle intellectual property, and all derivative works thereof, do not fall within the meaning of the term "Your Applications."
- 1.16. "Your Content"** means all text, files, images, graphics, illustrations, information, data (including Personal Data as that term is defined in the Data Processing Agreement for Oracle Cloud Services described in Section 11.2 below), audio, video, photographs and other content and material (other than Your Applications), in any format, provided by You or on behalf of Your Users that reside in, or run on or through, the Services Environment.

## 2. TERM OF AGREEMENT

Unless this Agreement is terminated earlier as described below, You may place orders governed by this Agreement for a period of five years from the effective date of this Agreement (indicated below in Section 25). This Agreement will continue to govern any order for the duration of the Services Period of such order.

## 3. RIGHTS GRANTED

3.1 For the duration of the Services Period and subject to Your payment obligations, and except as otherwise set forth in this Agreement or Your order, You have the non-exclusive, non-assignable, worldwide limited right to access and use the Services that You ordered, including anything developed by Oracle and delivered to You as part of the Services, solely for Your internal business operations and subject to the terms of this Agreement and Your order, including the Service Specifications. You may allow Your Users to use the Services for this purpose and You are responsible for Your Users' compliance with this Agreement and the order.

3.2 You do not acquire under this Agreement any right or license to use the Services, including the Oracle Programs and Services Environment, in excess of the scope and/or duration of the Services stated in Your order. Upon the end of the Services ordered, Your right to access and use the Services will terminate.

3.3 To enable Oracle to provide You and Your Users with the Services, You grant Oracle the right to use, process and transmit, in accordance with this Agreement and Your order, Your Content and Your Applications for the duration of the Services Period plus any additional post-termination period during which Oracle provides You with access to retrieve an export file of Your Content and Your Applications. If Your Applications include third party programs, You acknowledge that Oracle may allow providers of those third party programs to access the Services Environment, including Your Content and Your Applications, as required for the interoperation of such third party programs with the Services. Oracle will not be responsible for any use, disclosure, modification or deletion of Your Content or Your Applications resulting from any such access by third party program providers or for the interoperability of such third party programs with the Services.

3.4 Except as otherwise expressly set forth in Your order for certain Cloud Services offerings (e.g., a private cloud hosted at Your facility), You acknowledge that Oracle has no delivery obligation for Oracle Programs and will not ship copies of such programs to You as part of the Services.

3.5 As part of certain Cloud Services offerings, Oracle may provide You with access to Third Party Content. The type and scope of any Third Party Content is defined in Your order or applicable Service Specifications. The third party owner, author or provider of such Third Party Content retains all ownership and intellectual property



rights in and to that content, and Your rights to use such Third Party Content are subject to, and governed by, the terms applicable to such content as specified by such third party owner, author or provider, unless otherwise specified in Your order.

#### 4. OWNERSHIP AND RESTRICTIONS

4.1 You retain all ownership and intellectual property rights in and to Your Content and Your Applications. Oracle or its licensors retain all ownership and intellectual property rights to the Services, including Oracle Programs and Ancillary Software, and derivative works thereof, and to anything developed or delivered by or on behalf of Oracle under this Agreement.

4.2 You may not, and may not cause or permit others to:

- a) remove or modify any program markings or any notice of Oracle's or its licensors' proprietary rights;
- b) make the programs or materials resulting from the Services (excluding Your Content and Your Applications) available in any manner to any third party for use in the third party's business operations (unless such access is expressly permitted for the specific Services You have acquired);
- c) modify, make derivative works of, disassemble, decompile, reverse engineer, reproduce, distribute, republish or download any part of the Services (the foregoing prohibitions include but are not limited to review of data structures or similar materials produced by programs), or access or use the Services in order to build or support, and/or assist a third party in building or supporting, products or Services competitive to Oracle;
- d) perform or disclose any benchmark or performance tests of the Services, including the Oracle Programs;
- e) perform or disclose any of the following security testing of the Services Environment or associated infrastructure: network discovery, port and service identification, vulnerability scanning, password cracking, remote access testing, or penetration testing; and
- f) license, sell, rent, lease, transfer, assign, distribute, host, outsource, permit timesharing or service bureau use, or otherwise commercially exploit or make available the Services, Oracle Programs, Ancillary Software, Services Environments or Oracle materials to any third party, other than as expressly permitted under the terms of the applicable order.

#### 5. SERVICE SPECIFICATIONS

5.1 The Services are subject to and governed by Service Specifications applicable to Your order. Service Specifications may define provisioning and management processes applicable to the Services (such as capacity planning), types and quantities of system resources (such as storage allotments), functional and technical aspects of the Oracle Programs, as well as any Services deliverables. You acknowledge that use of the Services in a manner not consistent with the Service Specifications may adversely affect Services performance and/or may result in additional fees. If the Services permit You to exceed the ordered quantity (e.g., soft limits on counts for Users, sessions, storage, etc.), then You are responsible for promptly purchasing additional quantity to account for Your excess usage. For any month that You do not promptly purchase such additional quantity, Oracle may require You to pay, in addition to the fees for the additional quantity, an excess usage fee for those Services equivalent to 10% of the fees for the additional quantity in the month in which such excess usage occurred.

5.2 Oracle may make changes or updates to the Services (such as infrastructure, security, technical configurations, application features, etc.) during the Services Period, including to reflect changes in technology, industry practices, patterns of system use, and availability of Third Party Content. The Service Specifications are subject to change at Oracle's discretion; however, Oracle changes to the Service Specifications will not result in a material reduction in the level of performance, security or availability of the applicable Services provided to You for the duration of the Services Period.

5.3 Your order will specify the Data Center Region in which Your Services Environment will reside. As described in the Service Specifications and to the extent applicable to the Cloud Services that You have ordered, Oracle will provide production, test, and backup environments in the Data Center Region stated in Your order. Oracle and its affiliates may perform certain aspects of Cloud Services, such as service administration and support, as well as other Services (including Professional Services and disaster recovery), from locations and/or through use of subcontractors, worldwide.

#### 6. USE OF THE SERVICES

6.1 You are responsible for identifying and authenticating all Users, for approving access by such Users to the Services, for controlling against unauthorized access by Users, and for maintaining the confidentiality of usernames, passwords and account information. By federating or otherwise associating Your and Your Users' usernames, passwords and accounts with Oracle, You accept responsibility for the confidentiality and timely and proper termination of user records in Your local (intranet) identity infrastructure or on Your local computers. Oracle is not responsible for any harm caused by Your Users, including individuals who were not authorized to have access to the Services but who were able to gain access because usernames, passwords or accounts were not terminated on a timely basis in Your local identity management infrastructure or Your local computers. You are responsible for all activities that occur under Your and Your Users' usernames, passwords or accounts or as a result of Your or Your Users' access to the Services, and agree to notify Oracle immediately of any unauthorized use. You agree to make every reasonable effort to prevent unauthorized third parties from accessing the Services.

6.2 You shall not use or permit use of the Services, including by uploading, emailing, posting, publishing or otherwise transmitting any material, including Your Content, Your Applications and Third Party Content, for any purpose that may (a) menace or harass any person or cause damage or injury to any person or property, (b) involve the publication of any material that is false, defamatory, harassing or obscene, (c) violate privacy rights or promote bigotry, racism, hatred or harm, (d) constitute unsolicited bulk e-mail, "junk mail", "spam" or chain letters; (e) constitute an infringement of intellectual property or other proprietary rights, or (f) otherwise violate applicable laws, ordinances or regulations. In addition to any other rights afforded to Oracle under this Agreement, Oracle reserves the right, but has no obligation, to take remedial action if any material violates the restrictions in the foregoing sentence (the "Acceptable Use Policy"), including the removal or disablement of access to such material. Oracle shall have no liability to You in the event that Oracle takes such action. You shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness and ownership of all of Your Content and Your Applications. You agree to defend and indemnify Oracle against any claim arising out of a violation of Your obligations under this section.

6.3 You are required to accept all patches, bug fixes, updates, maintenance and service packs (collectively, "Patches") necessary for the proper function and security of the Services, including for the Oracle Programs, as such Patches are generally released by Oracle as described in the Service Specifications. Oracle is not responsible for performance or security issues encountered with the Cloud Services that result from Your failure to accept the application of Patches that are necessary for the proper function and security of the Services. Except for emergency or security related maintenance activities, Oracle will coordinate with You the scheduling of application of Patches, where possible, based on Oracle's next available standard maintenance window.

## 7. TRIAL USE AND PILOT CLOUD SERVICES

7.1 For certain Cloud Services, Oracle may make available "trials" and "conference room pilots" for non-production evaluation purposes. Cloud trials and conference room pilots must be ordered under a separate agreement.

7.2 Oracle may make available "production pilots" for certain Cloud Services under this Agreement. Production pilots ordered by You are described in the Service Specifications applicable to Your order, and are provided solely for You to evaluate and test Cloud Services for Your internal business purposes. You may be required to order certain Professional Services as a prerequisite to an order for a production pilot.

## 8. FEES AND TAXES

8.1 All fees payable to Oracle are due within thirty (30) days from the invoice date. Once placed, Your order is non-cancelable and the sums paid nonrefundable, except as provided in this Agreement or Your order. You will pay any sales, value-added or other similar taxes imposed by applicable law that Oracle must pay based on the Services You ordered, except for taxes based on Oracle's income. Also, You will reimburse Oracle for reasonable expenses related to providing any Professional Services. Fees for Services listed in an order are exclusive of taxes and expenses.

8.2 You understand that You may receive multiple invoices for the Services You ordered. Invoices will be submitted to You pursuant to Oracle's Invoicing Standards Policy, which may be accessed at <http://oracle.com/contracts>.

8.3 You agree and acknowledge that You have not relied on the future availability of any Services, programs or updates in entering into the payment obligations in Your order; however, the preceding does not relieve Oracle of

its obligation during the Services Period to deliver Services that You have ordered per the terms of this Agreement.

## 9. SERVICES PERIOD; END OF SERVICES

9.1 Services provided under this Agreement shall be provided for the Services Period defined in Your order, unless earlier suspended or terminated in accordance with this Agreement or the order. If stated in the Service Specifications, certain Cloud Services that are ordered will Auto Renew for additional Services Periods unless (i) You provide Oracle with written notice no later than thirty (30) days prior to the end of the applicable Services Period of Your intention not to renew such Cloud Services, or (ii) Oracle provides You with written notice no later than ninety (90) days prior to the end of the applicable Services Period of its intention not to renew such Cloud Services.

9.2 Upon the end of the Services, You no longer have rights to access or use the Services, including the associated Oracle Programs and Services Environments; however, for a period of up to 60 days after the end of the applicable Services Period, Oracle will make available Your Content and Your Applications then in the Services Environment for the purpose of retrieval by You. At the end of such 60 day period, and except as may be required by law, Oracle will delete or otherwise render inaccessible any of Your Content and Your Applications that remain in the Services Environment.

9.3 Oracle may temporarily suspend Your password, account, and access to or use of the Services if You or Your Users violate any provision within the 'Rights Granted', 'Ownership and Restrictions', 'Fees and Taxes', 'Use of the Services', or 'Export' sections of this Agreement, or if in Oracle's reasonable judgment, the Services or any component thereof are about to suffer a significant threat to security or functionality. Oracle will provide advance notice to You of any such suspension in Oracle's reasonable discretion based on the nature of the circumstances giving rise to the suspension. Oracle will use reasonable efforts to re-establish the affected Services promptly after Oracle determines, in its reasonable discretion, that the situation giving rise to the suspension has been cured; however, during any suspension period, Oracle will make available to You Your Content and Your Applications as existing in the Services Environment on the date of suspension. Oracle may terminate the Services under an order if any of the foregoing causes of suspension is not cured within 30 days after Oracle's initial notice thereof. Any suspension or termination by Oracle under this paragraph shall not excuse You from Your obligation to make payment(s) under this Agreement.

9.4 If either of us breaches a material term of this Agreement and fails to correct the breach within 30 days of written specification of the breach, then the breaching party is in default and the non-breaching party may terminate the order under which the breach occurred. If Oracle terminates the order as specified in the preceding sentence, You must pay within 30 days all amounts that have accrued prior to such termination, as well as all sums remaining unpaid for the Services under such order plus related taxes and expenses. Except for nonpayment of fees, the nonbreaching party may agree in its sole discretion to extend the 30 day period for so long as the breaching party continues reasonable efforts to cure the breach. You agree that if You are in default under this Agreement, You may not use those Services ordered.

9.5 If You have used an Oracle Financing Division contract to pay for the fees due under an order and You are in default under that contract, You may not use the Services that are subject to such contract.

9.6 Provisions that survive termination or expiration of this Agreement are those relating to limitation of liability, indemnification, payment and others which by their nature are intended to survive.

## 10. NONDISCLOSURE

10.1 By virtue of this Agreement, the parties may have access to information that is confidential to one another ("Confidential Information"). We each agree to disclose only information that is required for the performance of obligations under this Agreement. Confidential information shall be limited to the terms and pricing under this Agreement, Your Content and Your Applications residing in the Services Environment, and all information clearly identified as confidential at the time of disclosure.

10.2 A party's Confidential Information shall not include information that: (a) is or becomes a part of the public domain through no act or omission of the other party; (b) was in the other party's lawful possession prior to the disclosure and had not been obtained by the other party either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the other party by a third party without restriction on the disclosure; or (d) is independently developed by the other party.

10.3 We each agree not to disclose each other's Confidential Information to any third party other than as set forth in the following sentence for a period of three years from the date of the disclosing party's disclosure of the Confidential Information to the receiving party; however, Oracle will hold Your Confidential Information that resides within the Services Environment in confidence for as long as such information resides in the Services Environment. We each may disclose Confidential Information only to those employees, agents or subcontractors who are required to protect it against unauthorized disclosure in a manner no less protective than required under this Agreement. Oracle will protect the confidentiality of Your Content or Your Applications residing in the Services Environment in accordance with the Oracle security practices defined as part of the Service Specifications applicable to Your order. In addition, Your Personal Data will be treated in accordance with the terms of Section 11 below. Nothing shall prevent either party from disclosing the terms or pricing under this Agreement or orders placed under this Agreement in any legal proceeding arising from or in connection with this Agreement or from disclosing the Confidential Information to a governmental entity as required by law.

## 11. DATA PROTECTION

11.1 In performing the Services, Oracle will comply with the *Oracle Services Privacy Policy*, which is available at <http://www.oracle.com/html/Services-privacy-policy.html> and incorporated herein by reference. The *Oracle Services Privacy Policy* is subject to change at Oracle's discretion; however, Oracle policy changes will not result in a material reduction in the level of protection provided for Your Personal Data provided as part of Your Content during the Services Period of Your order.

11.2 Oracle's *Data Processing Agreement for Oracle Cloud Services* (the "Data Processing Agreement"), which is available at <http://www.oracle.com/dataprocessingagreement> and incorporated herein by reference, describes the parties' respective roles for the processing and control of Personal Data that You provide to Oracle as part of the Cloud Services. Oracle will act as a data processor, and will act on Your instruction concerning the treatment of Your Personal Data residing in the Services Environment, as specified in this Agreement, the Data Processing Agreement and the applicable order. You agree to provide any notices and obtain any consents related to Your use of the Services and Oracle's provision of the Services, including those related to the collection, use, processing, transfer and disclosure of Personal Data.

11.3 The Service Specifications applicable to Your order define the administrative, physical, technical and other safeguards applied to Your Content residing in the Services Environment, and describe other aspects of system management applicable to the Services. You are responsible for any security vulnerabilities, and the consequences of such vulnerabilities, arising from Your Content and Your Applications, including any viruses, Trojan horses, worms or other programming routines contained in Your Content or Your Applications that could limit or harm the functionality of a computer or that could damage, intercept or expropriate data. You may disclose or transfer, or instruct Oracle to disclose or transfer, Your Content or Your Applications to a third party, and upon such disclosure or transfer Oracle is no longer responsible for the security or confidentiality of such content and applications outside of Oracle.

11.4 You may not provide Oracle access to health, payment card or similarly sensitive personal information that imposes specific data security obligations for the processing of such data unless specified in Your order. If available, You may purchase services from Oracle (e.g., Oracle Payment Card Industry Compliance Services, Oracle HIPAA Security Services, Oracle Federal Security Services, etc.) designed to address particular data protection requirements applicable to Your business or Your Content.

## 12. WARRANTIES, DISCLAIMERS AND EXCLUSIVE REMEDIES

12.1 Oracle warrants that it will perform (i) Cloud Services in all material respects as described in the Service Specifications, and (ii) Professional Services in a professional manner in accordance with the Service Specifications. If the Services provided to You were not performed as warranted, You must promptly provide written notice to Oracle that describes the deficiency in the Services (including, as applicable, the service request number notifying Oracle of the deficiency in the Services).

12.2 ORACLE DOES NOT GUARANTEE THAT (A) THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, OR THAT ORACLE WILL CORRECT ALL SERVICES ERRORS, (B) THE SERVICES WILL OPERATE IN COMBINATION WITH YOUR CONTENT OR YOUR APPLICATIONS, OR WITH ANY OTHER HARDWARE, SOFTWARE, SYSTEMS, SERVICES OR DATA NOT PROVIDED BY ORACLE, AND (C) THE SERVICES WILL MEET YOUR REQUIREMENTS, SPECIFICATIONS OR EXPECTATIONS. YOU ACKNOWLEDGE THAT ORACLE DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, AND THAT THE SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH

COMMUNICATIONS FACILITIES. ORACLE IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS. ORACLE IS NOT RESPONSIBLE FOR ANY ISSUES RELATED TO THE PERFORMANCE, OPERATION OR SECURITY OF THE SERVICES THAT ARISE FROM YOUR CONTENT, YOUR APPLICATIONS OR THIRD PARTY CONTENT. .

12.3 FOR ANY BREACH OF THE SERVICES WARRANTY, YOUR EXCLUSIVE REMEDY AND ORACLE'S ENTIRE LIABILITY SHALL BE THE CORRECTION OF THE DEFICIENT SERVICES THAT CAUSED THE BREACH OF WARRANTY, OR, IF ORACLE CANNOT SUBSTANTIALLY CORRECT THE DEFICIENCY IN A COMMERCIALY REASONABLE MANNER, YOU MAY END THE DEFICIENT SERVICES AND ORACLE WILL REFUND TO YOU THE FEES FOR THE TERMINATED SERVICES THAT YOU PRE-PAID TO ORACLE FOR THE PERIOD FOLLOWING THE EFFECTIVE DATE OF TERMINATION.

12.4 TO THE EXTENT NOT PROHIBITED BY LAW, THESE WARRANTIES ARE EXCLUSIVE AND THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS INCLUDING FOR SOFTWARE, HARDWARE, SYSTEMS, NETWORKS OR ENVIRONMENTS OR FOR MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE.

### 13. LIMITATION OF LIABILITY

NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY LOSS OF REVENUE OR PROFITS (EXCLUDING FEES UNDER THIS AGREEMENT), DATA, OR DATA USE. ORACLE'S AGGREGATE LIABILITY FOR ALL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR YOUR ORDER, WHETHER IN CONTRACT OR TORT, OR OTHERWISE, SHALL BE LIMITED TO THE TOTAL AMOUNTS ACTUALLY PAID TO ORACLE FOR THE SERVICES UNDER THE ORDER GIVING RISE TO THE LIABILITY IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY LESS ANY REFUNDS OR CREDITS RECEIVED BY YOU FROM ORACLE UNDER SUCH ORDER.

### 14. INDEMNIFICATION

14.1 Subject to the terms of this Section 14 (Indemnification), if a third party makes a claim against either You or Oracle ("Recipient" which may refer to You or Oracle depending upon which party received the Material), that any information, design, specification, instruction, software, service, data, hardware, or material (collectively, "Material") furnished by either You or Oracle ("Provider" which may refer to You or Oracle depending on which party provided the Material) and used by the Recipient infringes the third party's intellectual property rights, the Provider, at the Provider's sole cost and expense, will defend the Recipient against the claim and indemnify the Recipient from the damages, liabilities, costs and expenses awarded by the court to the third party claiming infringement or the settlement agreed to by the Provider, if the Recipient does the following:

- a. notifies the Provider promptly in writing, not later than 30 days after the Recipient receives notice of the claim (or sooner if required by applicable law);
- b. gives the Provider sole control of the defense and any settlement negotiations; and
- c. gives the Provider the information, authority and assistance the Provider needs to defend against or settle the claim.

14.2 If the Provider believes or it is determined that any of the Material may have violated a third party's intellectual property rights, the Provider may choose to either modify the Material to be non-infringing (while substantially preserving its utility or functionality) or obtain a license to allow for continued use, or if these alternatives are not commercially reasonable, the Provider may end the license for, and require return of, the applicable Material and refund any unused, prepaid fees the Recipient may have paid to the other party for such Material. If such return materially affects Oracle's ability to meet its obligations under the relevant order, then Oracle may, at its option and upon 30 days prior written notice, terminate the order. If such Material is third party technology and the terms of the third party license do not allow Oracle to terminate the license, then Oracle may, upon 30 days prior written notice, end the Services associated with such Material and refund to You any unused, prepaid fees for such Services.

14.3 The Provider will not indemnify the Recipient if the Recipient (a) alters the Material or uses it outside the scope of use identified in the Provider's user or program documentation or Service Specifications, (b) uses a version of the Material which has been superseded, if the infringement claim could have been avoided by using an unaltered current version of the Material which was made available to the Recipient, or (c) continues to use the applicable Material after the end of the license to use that Material. The Provider will not indemnify the

Recipient to the extent that an infringement claim is based upon any information, design, specification, instruction, software, service, data, hardware or material not furnished by the Provider. Oracle will not indemnify You for any portion of an infringement claim that is based upon the combination of any Material with any products or Services not provided by Oracle. Oracle will not indemnify You to the extent that an infringement claim is based on Third Party Content or any Material from a third party portal or other external source that is accessible or made available to You within or by the Services (e.g., a social media post from a third party blog or forum, a third party Web page accessed via a hyperlink, marketing data from third party data providers, etc.). Oracle will not indemnify You for infringement caused by Your actions against any third party if the Services as delivered to You and used in accordance with the terms of this Agreement would not otherwise infringe any third party intellectual property rights. Oracle will not indemnify You for any intellectual property infringement claim(s) known to You at the time Services rights are obtained.

14.4 This Section 14 provides the parties' exclusive remedy for any infringement claims or damages.

## 15. THIRD PARTY WEB SITES, CONTENT, PRODUCTS AND SERVICES

15.1 The Services may enable You to link to, transmit Your Content to, or otherwise access, other Web sites, platforms, content, products, services, and information of third parties. Oracle does not control and is not responsible for such Web sites or platforms or any such content, products, services and information accessible from or provided through the Services, and You bear all risks associated with access to and use of such Web sites and third party content, products, services and information.

15.2 Any Third Party Content made accessible by Oracle is provided on an "as-is" and "as available" basis without any warranty of any kind. Third Party Content may be indecent, offensive, inaccurate, infringing or otherwise objectionable or unlawful, and You acknowledge that Oracle is not responsible for and under no obligation to control, monitor or correct Third Party Content; however, Oracle reserves the right to take remedial action if any such content violates applicable restrictions under Section 6.2 of this Agreement, including the removal of, or disablement of access to, such content. Oracle disclaims all liabilities arising from or related to Third Party Content.

15.3 You acknowledge that: (i) the nature, type, quality and availability of Third Party Content may change at any time during the Services Period, and (ii) features of the Services that interoperate with third parties such as Facebook™, YouTube™ and Twitter™, etc. (each, a "Third Party Service"), depend on the continuing availability of such third parties' respective application programming interfaces (APIs) for use with the Services. Oracle may update, change or modify the Services under this Agreement as a result of a change in, or unavailability of, such Third Party Content, Third Party Services or APIs. If any third party ceases to make its Third Party Content or APIs available on reasonable terms for the Services, as determined by Oracle in its sole discretion, Oracle may cease providing access to the affected Third Party Content or Third Party Services without any liability to You. Any changes to Third Party Content, Third Party Services or APIs, including their availability or unavailability, during the Services Period does not affect Your obligations under this Agreement or the applicable order, and You will not be entitled to any refund, credit or other compensation due to any such changes.

15.4 Any Third Party Content that You store in Your Services Environment will count towards any storage or other allotments applicable to the Cloud Services that You ordered.

## 16. SERVICES TOOLS AND ANCILLARY SOFTWARE

16.1 Oracle may use tools, scripts, software, and utilities (collectively, the "Tools") to monitor and administer the Services and to help resolve Your Oracle service requests. The Tools will not collect or store any of Your Content or Your Applications residing in the Services Environment, except as necessary to provide the Services or troubleshoot service requests or other problems in the Services. Information collected by the Tools (excluding Your Content and Your Applications) may also be used to assist in managing Oracle's product and service portfolio, to help Oracle address deficiencies in its product and service offerings, and for license and Services management.

16.2 Oracle may provide You with on-line access to download certain Ancillary Software for use with the Services. If Oracle licenses Ancillary Software to You and does not specify separate terms for such Ancillary Software, then, subject to Your payment obligations, (i) You have the non-exclusive, non-assignable, worldwide limited right to use such Ancillary Software solely to facilitate Your access to, operation of, and/or use of the Services Environment, subject to the terms of this Agreement and Your order, including the Services Specifications, (ii) Oracle will maintain such Ancillary Software as part of the Cloud Services, and (iii) Your right to use such Ancillary Software will terminate upon the earlier of Oracle's notice (which may be through posting

on <https://support.oracle.com> or such other URL designated by Oracle) or the end of the Cloud Services associated with the Ancillary Programs. If Ancillary Software is licensed to You under separate third party license terms, then Your use of such software is subject solely to such separate terms.

## 17. SERVICE ANALYSES

Oracle may (i) compile statistical and other information related to the performance, operation and use of the Services, and (ii) use data from the Services Environment in aggregated form for security and operations management, to create statistical analyses, and for research and development purposes (clauses i and ii are collectively referred to as "Service Analyses"). Oracle may make Service Analyses publicly available; however, Service Analyses will not incorporate Your Content or Confidential Information in a form that could serve to identify You or any individual, and Service Analyses do not constitute Personal Data. Oracle retains all intellectual property rights in Service Analyses.

## 18. EXPORT

18.1 Export laws and regulations of the United States and any other relevant local export laws and regulations apply to the Services. You agree that such export laws govern Your use of the Services (including technical data) and any Services deliverables provided under this Agreement, and You agree to comply with all such export laws and regulations (including "deemed export" and "deemed re-export" regulations). You agree that no data, information, software programs and/or materials resulting from Services (or direct product thereof) will be exported, directly or indirectly, in violation of these laws, or will be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation, or development of missile technology.

18.2 You acknowledge that the Cloud Services are designed with capabilities for You and Your Users to access the Services Environment without regard to geographic location and to transfer or otherwise move Your Content and Your Applications between the Services Environment and other locations such as User workstations. You are solely responsible for the authorization and management of User accounts, as well as export control and geographic transfer of Your Content and Your Applications.

## 19. FORCE MAJEURE

Neither of us shall be responsible for failure or delay of performance if caused by: an act of war, hostility, or sabotage; act of God; pandemic; electrical, internet, or telecommunication outage that is not caused by the obligated party; government restrictions (including the denial or cancelation of any export, import or other license); or other event outside the reasonable control of the obligated party. We both will use reasonable efforts to mitigate the effect of a force majeure event. If such event continues for more than 30 days, either of us may cancel unperformed Services and affected orders upon written notice. This Section does not excuse either party's obligation to take reasonable steps to follow its normal disaster recovery procedures or Your obligation to pay for the Services.

## 20. GOVERNING LAW AND JURISDICTION

This Agreement is governed by the substantive and procedural laws of {insert Local Country name} and You and Oracle agree to submit to the exclusive jurisdiction of, and venue in, the courts in San Francisco or Santa Clara counties in California in any dispute arising out of or relating to this Agreement. ***{This section may be further localized as needed}*** The Uniform Computer Information Transactions Act does not apply to this Agreement or to orders placed under it. ***{may be deleted outside of the U.S.}***

## 21. NOTICE

21.1 Any notice required under this Agreement shall be provided to the other party in writing. If You have a legal dispute with Oracle or if You wish to provide a notice under the Indemnification Section of this Agreement, or if You become subject to insolvency or other similar legal proceedings, You will promptly send written notice to: {insert local Oracle subsidiary name and appropriate mailing address-ok to include Attn. General Counsel or something similar}.

21.2 To request a termination of Services in accordance with this Agreement, You must submit a service request to Oracle at the address specified in Your order or the Service Specifications.



21.3 Oracle may give notices applicable to Oracle's Cloud Services customer base by means of a general notice on the Oracle portal for the Cloud Services, and notices specific to You by electronic mail to Your e-mail address on record in Oracle's account information or by written communication sent by first class mail or pre-paid post to Your address on record in Oracle's account information.

## 22. ASSIGNMENT

You may not assign this Agreement or give or transfer the Services (including the Oracle Programs) or an interest in them to another individual or entity. If You grant a security interest in any portion of the Services, the secured party has no right to use or transfer the Services or any deliverables, and if You decide to finance Your acquisition of the Services, You will follow Oracle's policies regarding financing which are at <http://oracle.com/contracts>.

## 23. OTHER

23.1 Oracle is an independent contractor and we agree that no partnership, joint venture, or agency relationship exists between us. We are each responsible for paying our own employees, including employment related taxes and insurance. You understand that Oracle's business partners and other third parties, including any third parties with which Oracle has an integration or that are retained by You to provide consulting or implementation services or applications that interact with the Cloud Services, are independent of Oracle and are not Oracle's agents. Oracle is not liable for, bound by, or responsible for any problems with the Services, Your Content or Your Applications arising due to any acts of any such business partner or third party, unless the business partner or third party is providing Services as an Oracle subcontractor on an engagement ordered under this Agreement and, if so, then only to the same extent as Oracle would be responsible for Oracle resources under this Agreement.

23.2 If any term of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain effective and such term shall be replaced with another term consistent with the purpose and intent of this Agreement.

23.3 Except for actions for nonpayment or breach of Oracle's proprietary rights, no action, regardless of form, arising out of or relating to this Agreement may be brought by either party more than two years after the cause of action has accrued.

23.4 Oracle Programs and Services are not designed for or specifically intended for use in nuclear facilities or other hazardous applications. You agree that it is Your responsibility to ensure safe use of Oracle Programs and Services in such applications.

23.5 You shall obtain at Your sole expense any rights and consents from third parties necessary for Your Content, Your Applications, and Third Party Content, as well as other vendor's products provided by You that You use with the Services, including such rights and consents as necessary for Oracle to perform the Services under this Agreement.

23.6 You agree to provide Oracle with all information, access and full good faith cooperation reasonably necessary to enable Oracle to provide the Services and You will perform the actions identified in Your order as Your responsibilities.

23.7 You remain solely responsible for Your regulatory compliance in connection with Your use of the Services. You are responsible for making Oracle aware of any technical requirements that result from Your regulatory obligations prior to entering into an order governed by this Agreement. Oracle will cooperate with Your efforts to determine whether use of the standard Oracle Services offering is consistent with those requirements. Additional fees may apply to any additional work performed by Oracle or changes to the Services.

23.8 Oracle may audit Your use of the Services (e.g., through use of software tools) to assess whether Your use of the Services is in accordance with Your order and the terms of this Agreement. You agree to cooperate with Oracle's audit and provide reasonable assistance and access to information. Any such audit shall not unreasonably interfere with Your normal business operations. You agree to pay within 30 days of written notification any fees applicable to Your use of the Services in excess of Your rights. If You do not pay, Oracle can end Your Services and/or Your order. You agree that Oracle shall not be responsible for any of Your costs incurred in cooperating with the audit.

THIS DOCUMENT IS FOR REVIEW PURPOSES ONLY AND IS NOT EXECUTABLE

23.9 The purchase of Cloud Services, Professional Services, or other service offerings, programs or products are all separate offers and separate from any other order. You understand that You may purchase Cloud Services, Professional Services, or other service offerings, programs or products independently of any other order. Your obligation to pay under any order is not contingent on performance of any other service offerings or delivery of programs or products.

**24. ENTIRE AGREEMENT**

24.1 You agree that this Agreement and the information which is incorporated into this Agreement by written reference (including reference to information contained in a URL or referenced policy), together with the applicable order, is the complete agreement for the Services ordered by You and supersedes all prior or contemporaneous agreements or representations, written or oral, regarding such Services.

24.2 It is expressly agreed that the terms of this Agreement and any Oracle order shall supersede the terms in any purchase order, procurement internet portal, or other similar non-Oracle document and no terms included in any such purchase order, portal, or other non-Oracle document shall apply to the Services ordered. In the event of any inconsistencies between the terms of an order and the Agreement, the order shall take precedence; however, unless expressly stated otherwise in an order, the terms of the Data Processing Agreement shall take precedence over any inconsistent terms in an order. Except as otherwise permitted in Section 5 (Service Specifications), Section 11 (Data Protection) and Section 15 (Third Party Web Sites) with respect to the Services, this Agreement and orders hereunder may not be modified and the rights and restrictions may not be altered or waived except in a writing signed or accepted online through the Oracle Store by authorized representatives of You and of Oracle. No third party beneficiary relationships are created by this Agreement.

**25. CLOUD SERVICES EFFECTIVE DATE**

The Effective Date of this Cloud Services Agreement is \_\_\_\_\_ (DATE TO BE COMPLETED BY ORACLE)

**Company Name:** \_\_\_\_\_ **{Insert Local Country Subsidiary}**

Authorized

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signature Date: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Agreement No.: \_\_\_\_\_ [to be completed by Oracle]

A check this box indicates that this agreement has been changed from the original.

## MASTER SERVICES AGREEMENT

**THIS MASTER SERVICES AGREEMENT** (this “*MSA*”), dated as of the [00] day of [month], [year] (“*Effective Date*”), is by and between DENOVO VENTURES LLC, a Colorado limited liability company (“*Denovo*”), and [enter company name], a [enter state, enter corporation or LLC] (the “*Client*”) (each a “*Party*” and together the “*Parties*”).

### RECITAL

Client desires to engage Denovo to provide certain services, and Denovo desires to provide such services, pursuant to the terms and conditions set forth herein.

### AGREEMENTS

**NOW, THEREFORE**, in consideration of the recitals and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties to this MSA agree as follows:

1. **Construction.** This MSA sets forth the general terms and conditions of the Agreement. For each Service Denovo offers, there is a Statement of Work that sets forth more specifically the Services and Service Levels Denovo will provide the Client. If the Client requests software-as-a-service, hosting or other Services that require a software product license or purchase (whether from a third party or from Denovo), in addition to an SOW, Denovo will provide an Order Document to be executed by the Client. Each SOW and Order Document combined with any applicable Change Orders and the MSA shall constitute an independent contract. To the extent there are inconsistencies between the MSA and the SOW, the SOW will govern and control over the MSA. The terms and conditions of the Order Document apply exclusively to the products therein and govern and control over any inconsistencies elsewhere in the Agreement. The headings shall be disregarded in construing or interpreting the Agreement.
2. **Definitions.** Capitalized terms not otherwise defined herein or in the applicable SOW, Order Document or Change Order shall be defined as follows:
  - (i) **AAA.** American Arbitration Association
  - (ii) **Aggregated Data.** Any aggregated and statistical data derived from the operation of the Services, including, without limitation, the number of records in the Service, the number and types of transactions, configurations, and reports processed in the Service and the performance results for the Service
  - (iii) **Agreement.** Each SOW, applicable Order Document, applicable Change Order and other documents executed pursuant to the MSA, combined with the MSA
  - (iv) **Change.** The addition, subtraction or change to any Services related to the Agreement; a change that results in increased or reduced Fees for applicable Services; and changes to the Service Levels, or any other change to the Agreement
  - (v) **Change Order.** A fully executed Change Order Request form that details the Change agreed to by the Parties

- (vi) **Change Order Request.** A formal request submitted by one Party to the other for a Change, as further described in Section 17 below
- (vii) **Client Applications.** All software programs, including any source code for such programs, that the Client or the Client's clients provide in connection with the Agreement
- (viii) **Client Data.** Client's Confidential Information and all text, files, images, graphics, information, data, illustrations, personal data, video, audio, photographs, and other content and material in any format, provided or uploaded by the Client in connection with the Agreement (but not including Work Product or any materials provided by Denovo to Client and later provided or uploaded by Client)
- (ix) **Confidential Information.** Any proprietary information or data (including the terms of the Agreement), internal business information including, without limitation, business plans, strategies, goals, financial statements, business methods and procedures, services provided, contractual arrangements, client and customer lists, work product, contact information Trade Secrets (as defined below) and any other information designated as confidential by either Party is considered confidential
- (x) **Denovo Intellectual Property.** All Intellectual Property that was developed by Denovo or on Denovo's behalf prior to performance of, or independent of, this Agreement or that is generally applicable to or usable by any of Denovo's other customers or for its business in general regardless of when developed, or that Denovo may, in connection with the performance of Services hereunder, employ, provide, modify, create or acquire or otherwise obtain rights in
- (xi) **Dispute.** Any dispute, claim or controversy arising out of or relating to the Agreement, including without limitation a dispute regarding an alleged breach of the Agreement and a dispute regarding the arbitrability of the Dispute Resolution section
- (xii) **Expenses.** Reasonable out-of-pocket expenses that Denovo incurs, including, without limitation, all reasonable travel, meal, lodging and mileage expenses
- (xiii) **Fees or Charges.** Any fees or charges for the Services, software products or other products described in the Agreement
- (xiv) **Infringement Claim.** Third party claims against the Client that any Work Product or Denovo Intellectual Property infringes a presently existing United States copyright, patent or trademark or constitutes misappropriation of unlawful disclosures or use of a third party's trade secrets
- (xv) **Initial Term.** A period of five (5) years commencing on the Effective Date
- (xvi) **Intellectual Property.** Concepts, ideas, recommendations, methods, methodologies, procedures, processes, know-how and techniques, templates, programs, trademarks and service marks, Trade Secrets, copyrights, patents, software, inventions, discoveries, software, the generalized features of the structure, sequence and organization of software, user interfaces and screen designs, development tools (including without limitation general purpose consulting and software tools), utilities and routines, logic, integrations, coherence and methods of operation of systems, and all other intellectual property and improvements to any of the foregoing
- (xvii) **Late Charge.** The lesser of (i) one and one half percent (1.5%) per month or (ii) the highest rate allowable by law, in each case compounded monthly to the extent allowable by law

(xviii) **Law.** Any declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction of or by any Federal, state, municipal, local, territorial, or other governmental department, regulatory authority, judicial or administrative body, whether domestic, foreign or international

(xix) **Order Document.** A license or other agreement between Denovo and the Client or between a third-party vendor and the Client for specific software, as well as related terms and conditions in connection with the Services that require a software product license

(xx) **Service Levels.** The service levels, if any, that Denovo will adhere to as set forth in the applicable SOW

(xxi) **Service.** Generally, all of the services Denovo agrees to provide the Client as set forth in any applicable SOW, Order Document or Change Order including, without limitation, hosting, managed services, SaaS, software licensing, disaster recovery and consulting services

(xxii) **Statement of Work or SOW.** A statement of work that sets forth more specifically the Services and Service Levels Denovo will provide the Client, a schedule of Fees and Charges, as well as any further terms and conditions that may apply to the Services Denovo will provide the Client

(xxiii) **Successive Term.** A month-to-month term after the Initial Term

(xxiv) **Term.** The Initial Term and any Successive Term

(xxv) **Termination Date.** The date on which the Agreement is terminated or expires pursuant to the terms of the Agreement

(xxvi) **Trade Secrets.** Trade secrets as defined under C.R.S. § 7-74-102, including, without limitation, various computer systems and programs, techniques, developments, improvements, inventions, and processes that are, or may be, produced in the course of the applicable Party's operations, including any other information not generally known concerning such Party or its operations, including, products, suppliers, markets, sales, internal costs, costs, margins, profits, client needs and lists, and the pricing information made available in the Agreement or other information acquired, disclosed, or made known to employees or agents while in the employ of such Party, which, if used or disclosed by a party other than such Party, could adversely affect such Party's business or give competitors an advantage

(xxvii) **Work Product.** Any software modifications, enhancements, interfaces, together with related specifications, design documents, flow charts, documentation, training manuals, reports, and other tangible work product developed by Denovo for the Client in accordance with the Agreement, but not including Denovo Intellectual Property

3. **Scope of Services.** Denovo shall provide the Services to Client as set forth in the applicable SOW and/or Order Document on the terms and conditions set forth in the Agreement. The Services may include advice and recommendations, but all decisions in connection with the implementation of such advice and recommendations shall be the responsibility of, and made by, the Client. The Services are exclusively for the use of the Client and any of its employees or authorized users in accordance with the terms of the Agreement and may not be used by subsidiaries or other affiliates of the Client unless specifically permitted by the Agreement.

4. **Payment.**

(a) **Fees and Expenses.** Each SOW or Order Document shall set forth the Fees that are to be paid to Denovo. In addition, each SOW or Order Document shall set forth the Expenses (or types of Expenses to the extent the



amount of such Expenses aren't known) that are to be reimbursed by Client in accordance with Denovo's standard travel and expense policies.

(b) **Invoices.** Denovo will provide the Client with an invoice from time to time or when specified in the SOW or Order Document. Each invoice shall set forth the Fees and Expenses owed to Denovo in reasonable detail, the SOW and/or Order Document reference numbers, and, when applicable, the number of hours spent by Denovo personnel in providing the Services during the period invoiced and any accrued Late Charges. Payment terms are net thirty (30) days from the date of invoice.

(c) **Method of Payment.** Unless otherwise agreed to in writing by both parties, all amounts to be paid to Denovo under the Agreement shall be paid in U.S. dollars and may be made using electronic or automated clearing house (ACH), automatic bill pay mechanisms, or by federal wire transfer to the account or accounts designated below.

**Please remit payment to:**

Denovo Ventures, LLC

ACH/Wire: Pacific Mercantile Bank

ABA/Routing #122242869 Acct: #42696200

Beneficiary PMB Customer Account Name: Denovo Ventures Holdings, LLC

Checks: Denovo Ventures, LLC

6400 Lookout Road, Suite #101

Boulder, CO 80301

For International Wire Instructions please contact [AR@Denovo-us.com](mailto:AR@Denovo-us.com)

If the Client is not able to make payments using electronic means, and provided Client receives prior approval from Denovo, then all amounts to be paid to Denovo under the Agreement shall be paid in U.S. dollars by check made payable to: Denovo Ventures, LLC and delivered to:

Denovo Ventures, LLC

6400 Lookout Road, Suite #101

Boulder, CO 80301

(d) **Finance Charges.** If Denovo does not receive payment for invoices within thirty (30) days of the invoice date, the Late Charge shall accrue. Such Late Charges will be added to the following invoice and shall be due and payable immediately.

(e) **Taxes.** Except for federal, state or local income taxes solely based on the income earned by Denovo, the Client shall be responsible for all taxes in connection with the Agreement including any sales, use, excise, value-added, services, consumption and other taxes and duties assessed on the provision of Services or materials by Denovo to the Client, on Denovo's charges to the Client under the Agreement, and on any goods or Services used or consumed by either Party in connection with the provision of Services under the Agreement.

(f) **Fee Increases.** Denovo reserves the right to increase the applicable Fees after the initial term of the SOW or Order Document by the yearly percentage increase for the previous calendar year in the Consumer Price Index – All Items (CPI-U) as published by the U.S. Department of Labor Bureau of Labor Statistics. Denovo will notify Client in writing of any such increase in Fees for the following year by October 1 of the prior year, and such percentage increase will become effective as of January 1st of the following year.

## 5. **Term and Termination.**

(a) **Term.** This MSA shall commence on the Effective Date and remain in effect for the Initial Term unless earlier terminated in accordance with the Agreement. Unless otherwise terminated, this MSA shall be automatically renewed for a Successive Term at the end of the Initial Term and each Successive Term. Either Party may terminate this MSA during a Successive Term by providing the other Party fifteen (15) days advance written notice of termination. Notwithstanding the foregoing or any other provision herein, if a SOW or Order Document is still in effect, the Term shall be extended until such SOW or Order Document expires or is terminated

(b) **Termination for Cause by Either Party.** In addition to any termination rights set forth in an SOW or Order Document regarding termination of such SOW or Order Document, either Party may terminate the Agreement (and all SOWs and Order Documents) for the other Party's material breach of the Agreement after giving at least thirty (30) days prior written notice identifying specifically the basis for such notice and referring to this Section of this MSA unless the breaching Party cures such breach within such 30-day period.

(c) **Termination for Cause by Denovo.** In addition to any termination rights set forth in an SOW or Order Document regarding termination of such SOW or Order Document, Denovo may terminate the Agreement and any SOW or Order Document at any time immediately upon notice to Client if (i) an outstanding invoice remains unpaid forty-five (45) days after its applicable due date or (ii) the Client discloses Denovo's Confidential Information in violation of the Agreement

(d) **Termination for Insolvency.** Either Party may immediately terminate the Agreement (and all SOWs and Order Documents) in whole or in part if the other Party:

(i) Makes an assignment for the benefit of creditors, admits in writing its inability to pay debts as they mature, or ceases operating in the normal course of business;

(ii) Has a receiver or trustee appointed by a court over the Party or any substantial part of the Client's assets;

(iii) Becomes insolvent or is unable to pay its debts as they become due;

(iv) Authorizes, applies for or consents to the appointment of a trustee or liquidator of all or a substantial part of its assets or has proceedings seeking such an appointment commenced against it which are not terminated within ninety (90) days of such commencement;

(v) Has any substantial part of its property subjected to any levy, seizure, assignment or sale for, or by any creditor or governmental agency without said levy, seizure, assignment or sale being lifted, released, reversed or satisfied within ten (10) days;

(vi) Files a voluntary petition under any chapters of the United States Bankruptcy Code or any other insolvency law or an involuntary proceeding has been commenced by any Party against the Party under any one of the chapters of the United States Bankruptcy Code or any other insolvency law and (A) the proceeding has been pending for at least sixty (60) days; or (B) the Party has consented, either expressly or by operation of law, to the entry of an order for relief; or (C) the Party has been decreed or adjudged a debtor or equivalent.

## 6. **Employment Matters.**

(a) **Denovo Staffing.** Denovo shall assign personnel to the Client account that possess the training, education, expertise and skill levels appropriate for the Services to be provided by such personnel. Denovo reserves the right to determine which of its personnel shall be assigned to perform Services, and to replace or reassign such personnel during the Term; provided, however, that Denovo, subject to scheduling and staffing considerations, shall use good faith efforts to honor the Client's request for or lawful objection to specific individuals.



(b) **Client Staffing.** Client shall assign personnel to the performance of Client responsibilities that possess the appropriate training, education, expertise and skill levels to perform such Client responsibilities. Client reserves the right to determine which of its personnel shall be assigned to perform Client responsibilities, and to replace or reassign such personnel during the Term; provided that, the Client shall ensure that the performance by such personnel of Client responsibilities does not adversely affect the ability of Denovo to perform its obligations under the Agreement.

(c) **Non-solicitation.** Neither Denovo nor the Client shall solicit for employment, offer employment to, or employ or hire as an independent contractor the other Party's employees, agents, or subcontractors during the Term of the Agreement and for a period of twelve (12) months following expiration or termination of the Agreement except as may be agreed to in writing by both parties. The Parties acknowledge that the damages caused by a breach of this Section would be difficult to ascertain. Therefore, if either Party violates the foregoing restriction, as the breaching Party's sole obligation and the non-breaching Party's sole and exclusive remedy, the breaching Party will pay the non-breaching Party two (2) times the solicited employee's current annual salary.

(d) **Independent Contractor.** Denovo shall provide Services to Client as an independent contractor and nothing contained herein shall be construed to create a relationship of employer-employee or principal-agent between Denovo and Client. Neither Party is, nor shall represent itself to be, an agent, partner, fiduciary, joint venture, co-owner or representative of the other.

## 7. **Assignment and Subcontracting.**

(a) Neither Party shall assign or subcontract any portion of the Agreement without the express and prior written consent of the other Party. Notwithstanding the foregoing, in the event of a merger, acquisition or sale of substantially all its assets, or reorganization, Denovo may assign the Agreement or any portion thereof to a successor-in-interest or any affiliate of Denovo that has the ability to perform the assigned obligations and has agreed to do so in writing.

(b) Notwithstanding Section 7(a), Denovo may subcontract any of its duties under the Agreement, including, without limitation, any SOW, Order Document or portion thereof, to a subcontractor in the ordinary course of business; provided, however, Denovo will remain liable to the extent provided herein for its performance under the Agreement.

## 8. **Confidentiality.**

(a) **General.** To the extent that either Party comes into possession of any Confidential Information of the other Party in connection with the Agreement or otherwise, such Party agrees to use the Confidential Information of the other Party solely for the purposes of the Agreement, and will not disclose such Confidential Information to any third party without the prior written consent of the other Party.

(b) **Exclusions.** Notwithstanding any provision herein to the contrary, Confidential Information shall not include information that (i) is or becomes publicly available (other than by breach of the Agreement), (ii) was disclosed to the receiving Party on a non-confidential basis from a source other than the disclosing Party, which the receiving Party reasonably believes is not prohibited from disclosing such information as a result of an obligation in favor of the disclosing Party, (iii) is developed by the receiving Party independent of and without reference to any Confidential Information of the disclosing Party, or was known by the receiving Party prior to any disclosure of such information made by the disclosing Party, in each case as evidenced by the receiving Party's written records, or (iv) is disclosed with the written consent of the owner of the Confidential Information.

(c) **Protection.** Each Party shall maintain the confidentiality of the Confidential Information of the other Party using at least the same degree of care as it employs in maintaining the confidentiality of its own Confidential Information, but in no event less than a reasonable degree of care.

(d) **Remedies.** If a Party discloses or uses (or threatens to use or disclose) any Confidential Information of the other Party in breach of the confidentiality protections under the Agreement, the other Party shall have the right, in addition to any other remedies available, to seek injunctive relief to enjoin such acts, as the Parties acknowledge that any other available remedies may be inadequate.

(e) **Compelled Disclosure.** Notwithstanding the above, the receiving Party shall not be in violation of this confidentiality obligation with regard to a disclosure that was in response to a valid order of a court of competent jurisdiction, administrative agency or governmental body, or by any law, rule or regulation, or by subpoena, summons or any other administrative or legal process, or by applicable regulatory or professional standards, provided that the receiving Party provides the disclosing Party with reasonably prior written notice of such disclosure in order to permit the disclosing Party to seek confidential treatment of such information.

(f) **Trade Secrets.** Denovo employs trade secrets that contain privileged or confidential commercial or financial information that would result in a competitive disadvantage if disclosed without prior permission by Denovo. Because it would cause irreparable harm to Denovo if any of its Trade Secrets were known to its competitors, to the extent that Client learns any of Denovo's Trade Secrets, Client shall not disclose or use such Trade Secrets in its own business for the benefit of any party other than Denovo. In the event that the Client is a public entity and awards a contract to Denovo, the Client shall have the restricted right to disclose the entire contract dollar amount, however this disclosure shall not include itemized data or any Trade Secrets.

## 9. **Ownership of Intellectual Property.**

### (a) **Denovo Ownership.**

(i) Denovo shall retain all right, title and interest in and to Denovo Intellectual Property.

(ii) All rights, title and interest in Work Product shall vest in Denovo unless otherwise expressly provided in the applicable SOW or Order Document.

(iii) Denovo shall own the Aggregated Data. Denovo may utilize the Aggregated Data for purposes of operating Denovo's business unrelated to the provision of Services hereunder, provided that Denovo shall not reveal any Client Confidential Information.

(iv) Except for any license expressly granted in the Agreement, neither the Client nor any third party shall acquire any right, title or interest in or to Denovo Intellectual Property or Work Product.

(b) **Client Ownership.** The Client shall retain all right, title or interest in and to the Client Data. Client hereby grants to Denovo limited license to use the Client Data solely to the extent necessary for Denovo to perform the Services hereunder.

### (c) **Infringement Indemnity.**

(i) **Infringement Indemnity.** Denovo shall defend and hold harmless the Client against Infringement Claims so long as the Client promptly notifies Denovo in writing of the Infringement Claims. Denovo shall provide such defense at its expense and will pay any costs or damages that may be finally awarded by a court of competent jurisdiction against the Client. Denovo will not indemnify the Client, however, if the Infringement Claim is caused by (i) the Client's misuse or modification of the Work Product, Denovo Intellectual Property or other deliverables in a manner that causes the infringement; (ii) the Client's use of the Work Product, Denovo Intellectual Property

or other deliverables in combination with any hardware, software or information not owned or developed by Denovo; (iii) the Client's failure to use corrections or enhancements to such Work Product, Denovo Intellectual Property or other deliverables made available by Denovo, (iv) the Client's distribution, marketing or use for the benefit of third parties of such Work Product, Denovo Intellectual Property or other deliverables or (v) information, specifications, software or materials provided by the Client or a third party. If any Work Product is, or in Denovo's judgement is likely to become, the subject of an Infringement Claim, Denovo, at its expense and option, shall either (a) procure the right for the Client to continue using it, (b) replace it with a non-infringing equivalent, (c) modify it to make it non-infringing, or (d) direct the return of the Work Product and refund to the Client the Fees paid for such Work Product less a reasonable amount for the Client's use of the Work Product up to the time of return.

(ii) **Exclusive Remedy.** The foregoing constitutes the Client's sole and exclusive remedy and Denovo's entire liability with respect to infringement claims.

## 10. **Indemnification.**

(a) **General.** The Parties shall have the following general indemnity obligations:

(i) Each Party shall indemnify, defend and hold harmless the other and its officers, directors, members, managers, employees, subcontractors and agents from and against any and all taxes, interest, penalties and fines imposed by any governmental agency that are such Party's responsibility hereunder.

(ii) Denovo shall indemnify, defend and hold harmless the Client and its officers, directors, members, managers, employees, subcontractors and agents from and against any and all losses arising from claims by third parties relating to bodily injury or death of any person or damage to real and/or tangible personal property directly caused by the gross negligence or willful misconduct of Denovo, its personnel or agents in connection with the performance of the Services under the Agreement.

(iii) The Client shall indemnify, defend and hold harmless Denovo and its officers, directors, members, managers, employees, subcontractors and agents from and against any and all losses arising from claims by third parties relating to bodily injury or death of any person or damage to real and/or tangible personal property directly caused by the gross negligence or willful misconduct of the Client, its personnel or agents in connection with the Agreement.

(b) **Procedure.** To receive any indemnities specified in this Section, the Party seeking indemnification must promptly notify the other Party in writing of a claim or suit and provide reasonable cooperation (at the indemnifying Party's expense) and full authority to defend or settle the claim or suit. The indemnifying Party shall have no obligation to indemnify the indemnified Party under any settlement made without the indemnifying Party's written consent.

11. **Limitation of Liability; Disclaimer of Warranties.** Unless otherwise specifically stated in an SOW or Order Document with respect to the Services described in, or products or software provided or licensed under, such SOW or Order Document, the following limitations of liability and disclaimers of warranties shall apply to the Agreement.

(a) **Limitation of Liability.** IF DENOVO SHALL BE LIABLE TO THE CLIENT FOR ANY MATTER RELATING TO OR ARISING FROM THE AGREEMENT, WHETHER BASED UPON AN ACTION OR CLAIM IN CONTRACT, WARRANTY, EQUITY, NEGLIGENCE, INTENDED CONDUCT OR OTHERWISE, THE AGGREGATE AMOUNT OF DAMAGES RECOVERABLE AGAINST DENOVO WITH RESPECT TO ANY AND ALL BREACHES, PERFORMANCE, NONPERFORMANCE, ACTS OR OMISSIONS HEREUNDER WILL NOT EXCEED THE AGGREGATE AMOUNT OF FEES

ACTUALLY PAID BY THE CLIENT TO DENOVO UNDER THE SOW OR ORDER DOCUMENT PURSUANT TO WHICH DENOVO IS PERFORMING THE SERVICES OR SELLING THE PRODUCTS GIVING RISE TO SUCH BREACH.

(b) **Exclusion of Damages.** IN NO EVENT SHALL EITHER PARTY OR ITS PERSONNEL BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR EXEMPLARY DAMAGES, COSTS, EXPENSES, OR LOSSES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS AND OPPORTUNITY COSTS) NOR SHALL THEY BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST THE OTHER PARTY BY ANY THIRD PARTY EXCEPT AS OTHERWISE SPECIFICALLY STATED HEREIN. THE PROVISIONS OF THIS SECTION SHALL APPLY REGARDLESS OF THE FORM OF ACTION, DAMAGE, CLAIM, LIABILITY, COST, EXPENSE, OR LOSS, WHETHER IN CONTRACT, STATUTE, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE.

(c) **Limitation on Actions.** No action, regardless of form, arising under or relating to the Agreement, may be brought by either Party more than one year after the event giving rise to the cause of action has occurred, except that an action for non-payment may be brought by a Party not later than one year following the date of the last payment due to such Party hereunder.

(d) **Subcontractor Liability.** The exclusions and limitations of liability under the Agreement will operate to the benefit of Denovo's subcontractors under the Agreement to the same extent that such provisions operate to the benefit of Denovo. Any limitations of liability hereunder will be computed for Denovo and its subcontractors in the aggregate. Denovo's subcontractors shall be deemed third-party beneficiaries of this Section.

(e) **Disclaimer of Warranties.** EXCEPT AS OTHERWISE SPECIFICALLY SET FORTH IN THE AGREEMENT DENOVO MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, AND DENOVO CANNOT AND DOES NOT GUARANTY ANY RESULT OR THE EFFECTIVENESS OF THE SERVICES, WORK PRODUCTS, DENOVO INTELLECTUAL PROPERTY OR OTHER GOODS SOLD OR SOFTWARE LICENSED HEREUNDER. ANY SERVICES, WORK PRODUCT, DENOVO INTELLECTUAL PROPERTY OR OTHER GOODS SOLD OR SOFTWARE LICENSED HEREUNDER ARE PROVIDED "AS IS," AND ANY IMPLIED WARRANTY, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT IS EXPRESSLY DISCLAIMED.

12. **Insurance.** Denovo shall at its own expense maintain commercial automobile liability insurance and either commercial general liability insurance or, if necessary, professional liability insurance with minimum coverage as outlined below:

(a) **Business Automobile Liability.** Covering all vehicles that Denovo owns, hires, or leases with a limit of no less than \$1,000,000 per accident/employee.

(b) **Commercial General Liability.** Including Contractual Liability Coverage, with coverage for products liability, completed operations, property damage and bodily injury, including death, with a minimum limit of no less than \$1,000,000 each occurrence and a minimum limit of \$2,000,000 in the aggregate.

(c) **Professional Liability Insurance.** Including Errors and Omissions coverage with a limit of no less than \$5,000,000 per occurrence and in the aggregate.

13. **Dispute Resolution.**

(a) **General.** In the event of any Dispute, one Party shall notify the other Party in writing of the Dispute in sufficient detail to put the other Party on notice of the nature of the Dispute. The Parties shall work together in good faith first to informally resolve the Dispute internally by escalating it as necessary to progressively higher levels of the administrative structure.

(b) **Mediation.** If informal discussion fails, the Parties agree that any and all Disputes shall be submitted to the AAA, or its successor, for mediation prior to commencing arbitration proceedings. Either Party may commence mediation by providing AAA and the other Party a written request for mediation, setting forth the subject of the

dispute and the relief requested. The mediation shall take place at the AAA office in Denver, Colorado. The Parties shall participate in the mediation in good faith and will share the costs equally. The Parties will cooperate in the selection of a mediator from the AAA panel of neutrals and the scheduling of the mediation proceedings. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any AAA employees, are confidential, privileged and inadmissible for any purpose, including impeachment, in other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. All applicable statutes of limitation and defenses based upon the passage of time shall be tolled from the date of the written request for mediation until fifteen (15) days after the conclusion of mediation. The Parties will take such action, if any, required to effectuate such tolling.

(c) **Binding Arbitration.** If mediation fails, any and all Disputes shall then be determined by binding arbitration pursuant to the Commercial Arbitration Rules of the AAA. The location of any and all arbitration proceedings shall be Denver, Colorado. Any such dispute, controversy or claim shall be determined by one (1) arbitrator selected by mutual agreement of the parties. If the parties are not able to expeditiously agree upon the arbitrator, an arbitrator shall be determined by striking names from a list of potential arbitrators provided by the AAA. Any and all arbitrators selected shall be independent of the parties to the Agreement. Arbitration shall be conducted expeditiously as time shall be deemed to be of the essence in determining any matters subject to arbitration. The decision or award of the arbitrator shall be final and binding upon the parties to same extent and to the same degree as if the matter had been adjudicated by a court of competent jurisdiction and shall be enforceable under the Federal Arbitration Act. The costs and expenses of the arbitration and of the prevailing Party (including reasonable attorneys' fees) shall be paid by the non-prevailing Party.

(d) **Equitable Relief.** Notwithstanding other provisions of this Section, either Party may seek preliminary or other equitable relief from a court of law of competent jurisdiction at any time.

14. **Authority.** Each Party represents and warrants to the other that (i) it is duly organized, validly existing and in good standing under the laws of the state in which it is organized or incorporated, (ii) it has all requisite power and authority to enter into the Agreement and to perform its obligations hereunder, and the execution of the Agreement and (iii) it has been duly authorized to consummate the transactions contemplated in the Agreement.

15. **Marketing.** Denovo is allowed the nonexclusive use of the Client's name, logo, trademarks and service marks on Denovo's sales and marketing materials for presentation to current and prospective customers. Upon the Client's request, Denovo will provide the Client a copy of any such marketing materials in which the Client is referenced. Notwithstanding the foregoing, Denovo will request written permission from Client to use Client's name, logo, trademarks and service marks on Denovo's website or in media releases.

16. **Law and Regulation.** Each Party shall be responsible for obeying Laws applicable to its business, including, without limitation, data privacy, intellectual property, employment and tax laws.

17. **Change Order Process.** A Change Order Request is the method by which either Party may communicate and eventually effectuate Changes to the Services outlined in the applicable SOW or Order Document. The Client or Denovo may request Changes by initiating the Change Order process. To initiate the Change Order process, the Party requesting the Change must fill out the then-current Change Order Request form and submit it to the appropriate project leader of the other Party. The Change Order Request must at a minimum describe the requested Change in sufficient detail for Client and Denovo to make a reasonable assessment of the request.

The Client and Denovo will review the Change Order Request promptly and follow up with each other as necessary for further clarification or to discuss the impact that the Change will have on the Services, deliverables, implementation schedule, Service Levels, terms and conditions, Fees and other provisions of the Agreement. A



Change Order Request will not be effective nor will a Change be implemented unless the Change Order Request is executed by duly authorized representatives from both Client and Denovo.

Upon mutual acceptance of the change Order Request, it becomes part of the entire Agreement between Denovo and Client with respect to the subject matter thereof.

Each Party will be responsible for all costs and expenses incurred by it in participation of the Change Order process unless otherwise agreed in writing. The failure of either Party to insist upon strict performance of the Change Order process for every Change shall not constitute a waiver of its rights as set forth in the Agreement, at law or equity.

18. **Miscellaneous.**

(a) **Modification.** The Agreement may not be modified or amended except by a written instrument executed by or on behalf of each of the Parties to the Agreement which specifically states that it amends the Agreement.

(b) **Waiver.** The failure of either Party to insist upon strict performance of any of the provisions contained in the Agreement shall not constitute a waiver of its rights as set forth in the Agreement, at law or in equity, or a waiver of any other provisions or subsequent default by the other Party.

(c) **Survival.** The provisions of Sections 1, 2, 4, 6(c) 8, 9, 10, 11, 13, 15, and 18 shall survive, notwithstanding the termination or invalidity of the Agreement for any reason.

(d) **Entire Agreement.** The Agreement, including without limitation, any addenda, exhibits, attachments, supplements, SOWs, Order Documents, Change Orders and Schedules, constitutes the entire agreement between Denovo and the Client with respect to the subject matter hereof and supersedes all other oral and written representations, understandings or agreements relating to the Agreement.

(e) **Force Majeure.** Except for payment of money, neither Party shall be liable for any delays or other non-performance resulting from circumstances or causes beyond its reasonable control, including, without limitation, acts or omissions of the other Party or third parties, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.

(f) **Notices.** Wherever under the Agreement one Party is required or permitted to give notice to the other Party, such notice shall be in writing and shall be delivered personally, sent by facsimile transmission, sent by nationally recognized express courier, sent by certified mail (return receipt requested), or sent by email. Any such notice shall be deemed given when actually received and shall be addressed as follows:

If to Client:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_



If to Denovo:

Denovo  
6400 Lookout Road, Suite #101  
Boulder, CO 80301  
Attention: Legal Department  
Email: legal-notices@denovo-us.com  
Fax: \_\_\_\_\_

With a copy to:

Ireland Stapleton Pryor & Pascoe, PC  
717 17<sup>th</sup> Street, Suite 2800  
Denver, Colorado 80202  
Attention: Michael R. Miller  
Email: mmiller@irelandstapleton.com  
Fax: 303-623-2062

Either Party may change its address for notices upon giving written notice of the change to the other Party in the manner provided above.

(g) **No Third Party Beneficiaries.** Nothing contained in the Agreement is intended to confer upon any person (other than the Parties hereto, the indemnified parties specifically identified in Section 10, and any subcontractors expressly mentioned elsewhere in the Agreement) any rights, benefits or remedies of any kind or character whatsoever, and, except as otherwise specifically stated herein, no person shall be deemed a third party beneficiary under or by reason of the Agreement.

(h) **Counterparts.** The Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement binding on the Parties, notwithstanding that both Parties are not signatories to the original or the same counterpart. A facsimile or other electronic copy of a signature on the Agreement shall be acceptable as and deemed to be an original signature.

(i) **Severability.** If any term or condition of the Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of the Agreement are declared severable.

(j) **Governing Law; Jurisdiction.** The Agreement, shall be governed by, and construed in accordance with, the laws of the State of Colorado (without giving effect to the choice of law principles thereof). To the extent any claim or dispute is not required to be submitted to binding arbitration under the terms of the Agreement, each Party hereby irrevocably consents and waives any objection to the personal jurisdiction and venue of the state and federal courts for the City and County of Denver, Colorado.

(k) **Legal Representation and Construction of Agreement.** The Parties acknowledge that the Agreement was prepared by counsel for Denovo. The Parties have had the opportunity to retain their own independent legal and financial counsel with respect to the negotiation of the Agreement. They have independently, separately, and freely negotiated each and every provision of the Agreement as if all parties drafted it, and therefore, waive any statutory or common-law presumption that would serve to have this document construed in favor of, or against, any Party.

[SIGNATURE PAGE TO FOLLOW]



**IN WITNESS WHEREOF**, Denovo and the Client have executed this MSA as of the date set forth above.

DENOVO VENTURES, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**[CLIENT]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR PREVIEW ONLY

A check in this box indicates that this agreement has been changed from the original.

## CONSULTING SERVICES STATEMENT OF WORK

THIS CONSULTING SERVICES STATEMENT OF WORK ("**Consulting Services SOW**" or "**SOW**"), dated as of the [00] day of [month], [year] ("**SOW Effective Date**"), is by and between DENOVO VENTURES, LLC, a Colorado limited liability company ("**Denovo**"), and [enter company name], a [enter state, enter corporation or LLC] (the "**Client**") (each a "**Party**" and together the "**Parties**").

Pursuant to **Section 3 (Scope of Services)**, in the Master Services Agreement (MSA) dated [enter Master Services Agreement date], Denovo and Client desire to enter this Statement of Work for the performance by Denovo of certain Consulting Services, described herein. This Statement of Work provides details of the Services, related products if any, definitions, Services-specific terms, the Client's one-time and recurring fees, and third party license agreements as applicable.

*Effective Date:* Click here to enter text.

Delivery Period: **June 1, 2016** through Click here to enter a date.

### 1. **Definitions**

Capitalized terms not otherwise defined herein or in the MSA shall be defined as follows:

- i. **Additional Consulting Services** means any services or responsibilities that are necessary to provide the Consulting Services and any additional services or responsibilities to which the Parties may mutually agree through the Change Order process.
- ii. **Agreement.** This SOW and any related Order Document(s) and Change Order(s) combined with the MSA, which together shall constitute an independent contract.
- iii. **Client Input** means any suggestions, enhancement requests, recommendations or other feedback from the Client or its employees or agent relating to the performance of the Services.
- iv. **Consulting Services** means the Services denoted as consulting services in this SOW.
- v. **New Service** means Services that are materially different from the Services to which this SOW applies.
- vi. **Termination Date** means the date on which the Agreement is terminated or expires.

### 2. **Term and Termination**

- i. **Term.** The initial term of this Consulting Services SOW one (1) year following the Effective Date (the "**Term**").
- ii. **Termination for Cause by Denovo; Termination without Cause by Client.** If either Denovo terminates pursuant to Section 5(b) and (c) of the MSA or the Client terminates this Agreement, any

part of it, without cause, i.e., for convenience, during the Initial Term, the Client shall be liable for the following fees:

1. All amounts owed for Services provided by Denovo up to and including the Termination Date;
  2. One hundred percent (100%) of all deferred payments and amounts owed from outstanding invoices; and
  3. An early termination fee equal to fifty percent (50%) of the Fees remaining in the Term payable in a lump sum upon termination.
- iii. **Termination for Cause by Client, for Insolvency or Expiration.** If the Agreement is terminated by Client pursuant to Section 5(b) of the MSA, the Term expires and any successive term is cancelled, or either party terminates due to insolvency pursuant to Section 5(d) of the MSA, then the Client shall only be liable for Services actually provided and Expenses actually incurred.
- iv. **Termination Date.** The Client shall immediately cease accessing and otherwise utilizing Denovo's Confidential Information and the Consulting Services upon the Termination Date (except as otherwise permitted herein), and Denovo shall have no further obligation to provide the consulting Services.
- v. **Suspension.** Denovo reserves its right to temporarily suspend the Consulting Services if the Client violates any material provision of the Agreement. Denovo will use reasonable efforts to restore Consulting Services promptly after Denovo determines, in its reasonable discretion that the issues have been resolved or the situation has been cured.
- vi. **No Excuse for Non-Payment.** Any suspension or termination by Denovo under this Section shall not excuse the Client from the Client's obligation to make payment(s) under the Agreement.

### 3. **Scope of Consulting Services.**

Denovo will provide the Client with Consulting Services as set forth in this Consulting Services SOW. In addition, Denovo, in its discretion, will provide the Client with any Additional Consulting Services. Denovo has no obligation to provide (a) any New Service or (b) any other service with respect to any adaptations, configurations or modifications of the Consulting Services made by the Client or any third party, any non-conformance caused by unauthorized misuse, alteration, modification or enhancement of the Consulting Services, or any use or implementation of the Consulting Services by the Client that is not in compliance with the Agreement. The Consulting Services, schedule for Consulting Services, and billing rates applicable to this Consulting Services SOW are as set forth below:

#### i. **Consulting Services and Deliverables**

#### ii. **Schedule**

**iii. Billing Rates**

Role	Bill Rate
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

\* Denovo rates listed above apply to this Statement of Work only

**4. Service Upgrades and Additional Consulting Services.**

Denovo may introduce Additional Consulting Services, including, without limitation, new features and enhanced functionality, at any time. The Parties shall utilize the Change Order Process to add any such Additional Consulting Services to the SOW, provided, however, that if the Client requests Additional Consulting Services within ninety (90) days of the SOW Effective Date, those Additional Consulting Services will be priced according to the fees listed at the time of the SOW Effective Date. Any Additional Consulting Services requested by Client after ninety (90) days from the SOW Effective Date will be subject to Denovo's then-current rates for such Additional Consulting Services.

**5. Service Fees**

Consulting Services	Service Fees
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Total Consulting Service Fees	<b>\$000,000</b>

The above is an estimate of hours that may be required. This is a time and materials project and only actual hours incurred will be billed.

Unless otherwise agreed to in writing by both parties, Denovo will invoice the Client on a time and materials bi-weekly (every two weeks) basis for Consulting Services delivered, commencing two weeks after the Effective Date at the rates specified in Section 3 (Billing Rates).

## 6. **Service Fee Assumptions**

Services may be added, revised or deducted via the Change Order process.

Additional Consulting Services requested by Client and added to the SOW within 90 days of Client's and Denovo's acceptance of the SOW ("Acceptance") will be priced according to the fees listed at the time of SOW acceptance. Any Additional Consulting Services requested by Client after 90 days from the date of Client and Denovo's Acceptance of the SOW will be subject to the then current rates for such Services.

It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for Services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Denovo for the State of use.

## 7. **Expenses**

Expenses (reimbursed according to the following schedule)		
Expense	Action*	Detail/Notes
Airfare	Actual Cost	Per Denovo Travel and Expense Policy
Meals	Per Diem	Per Denovo Travel and Expense Policy
Lodging	Actual Cost	Per Denovo Travel and Expense Policy
Auto Mileage	Actual Cost	Per Denovo Travel and Expense Policy
Parking	Actual Cost	Per Denovo Travel and Expense Policy
Taxis, Car Rentals, Gasoline	Actual Cost	Per Denovo Travel and Expense Policy
Laundry (if onsite for 5+ straight days)	Not Reimbursed	
Other incidental expenses	Not Reimbursed	

\*Actual Cost, Per Diem, Not to Exceed, or Not Reimbursed

## 8. **Access to Client Locations and Networks; Compliance.**

The Client will supply Denovo personnel with reasonable accommodations and any physical or online access to any Client facilities, locations or networks as reasonably necessary to perform the Consulting Services. If it becomes necessary for Denovo personnel to be on-site at a Client location, Denovo will give the Client advance notice. Denovo will obey, and will ensure that all Denovo personnel obey, whenever on site at any Client location or any other facility that is owned, leased or operated by the Client or any of its affiliates, all lawful, applicable rules and regulations as well as the Client's policies, standards, and procedures, as such policies are communicated in writing by the Client to Denovo from time to time. The Client will have the same obligations with regard to its personnel on Denovo premises. Such rules and policies will not operate to materially change the terms of the Agreement.

## 9. **Intellectual Property.**

Denovo shall retain all right, title and interest in and to any Denovo Intellectual Property used or included in the Consulting Services and all Work Product created in connection therewith. Upon Client's payment of all fees set forth herein, Denovo shall grant to Client a perpetual, irrevocable, worldwide, royalty-free, fully paid-up, nonexclusive, nonsublicensable license to the Work Product resulting from the Consulting Services. Client shall use the Work Product in a manner and for the purposes for which it was designed and in accordance with the terms of this Agreement. In the event that the Consulting Services include the delivery by Denovo to Client of any software ("**Licensed Software**"), Client shall not hack, decompile, reverse engineer, or modify such Licensed Software for any reason and shall agree to be bound by a separate license agreement.

## 10. **Warranty and Disclaimer.**

- i. **Express Warranties.** Denovo warrants that: the Consulting Services will be performed in a good and workmanlike manner by individuals with levels of knowledge, skill and experience commensurate with the requirements of the Agreement.
- ii. **Disclaimer of Warranties.** EXCEPT AS OTHERWISE EXPRESSLY PROVIDED HEREIN, DENOVO MAKES NO REPRESENTATIONS OR WARRANTIES TO CLIENT, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. DENOVO DOES NOT WARRANT THAT THE CONSULTING SERVICES WILL BE COMPLETELY ERROR FREE. THE LIMITED WARRANTIES PROVIDED HEREIN ARE THE SOLE AND EXCLUSIVE WARRANTIES PROVIDED TO THE CLIENT IN CONNECTION WITH THE PROVISION OF THE CONSULTING SERVICES.
- iii. **Exclusivity of Remedies.** DENOVO'S SOLE LIABILITY AND THE CLIENT'S EXCLUSIVE REMEDY FOR BREACH OF THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION SHALL CONSIST OF, IN DENOVO'S DISCRETION, (I) DENOVO CORRECTING THE NON-CONFORMING CONSULTING SERVICE AT NO ADDITIONAL CHARGE TO THE CLIENT; OR (II) DENOVO REFUNDING TO THE CLIENT AMOUNTS PAID THAT ARE ATTRIBUTABLE TO THE DEFECTIVE CONSULTING SERVICE FROM THE DATE DENOVO RECEIVED NOTICE OF SAME. IN ORDER TO RECEIVE WARRANTY REMEDIES, THE CLIENT MUST PROMPTLY REPORT DEFICIENCIES IN WRITING TO DENOVO NO LATER THAN THIRTY (30) DAYS AFTER THE DATE THE CLIENT IDENTIFIES THE DEFICIENCY.

## 11. **Limitation of Liability.**

- i. **Limitation of Liability.** EXCEPT FOR INDEMNIFICATION CLAIMS AND MATTERS RELATING TO BREACHES OF THE SECTIONS ON INTELLECTUAL PROPERTY, IF DENOVO SHALL BE LIABLE TO THE CLIENT FOR ANY MATTER RELATING TO OR ARISING FROM THE SOW, WHETHER BASED UPON AN ACTION OR CLAIM IN CONTRACT, WARRANTY, EQUITY, NEGLIGENCE, INTENDED CONDUCT OR OTHERWISE, THE AGGREGATE AMOUNT OF DAMAGES RECOVERABLE AGAINST DENOVO WITH RESPECT TO ANY AND ALL BREACHES, PERFORMANCE, NONPERFORMANCE, ACTS OR OMISSIONS HEREUNDER WILL NOT EXCEED THE AGGREGATE AMOUNT OF FEES ACTUALLY PAID BY THE CLIENT TO DENOVO UNDER THIS SOW.
- ii. **Exclusion of Damages.** IN NO EVENT SHALL EITHER PARTY OR ITS PERSONNEL BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR EXEMPLARY DAMAGES, COSTS, EXPENSES, OR LOSSES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS AND OPPORTUNITY COSTS) NOR SHALL THEY BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST THE OTHER PARTY BY ANY THIRD PARTY EXCEPT AS OTHERWISE SPECIFICALLY STATED HEREIN. THE PROVISIONS OF THIS

SECTION SHALL APPLY REGARDLESS OF THE FORM OF ACTION, DAMAGE, CLAIM, LIABILITY, COST, EXPENSE, OR LOSS, WHETHER IN CONTRACT, STATUTE, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE.

- iii. **Limitation on Actions.** No action, regardless of form, arising under or relating to the Agreement, may be brought by either Party more than one year after the event giving rise to the cause of action has occurred, except that an action for non-payment may be brought by a Party not later than one year following the date of the last payment due to such Party hereunder.
- iv. **Subcontractor Liability.** The exclusions and limitations of liability under the Agreement will operate to the benefit of Denovo's subcontractors under the Agreement to the same extent that such provisions operate to the benefit of Denovo. Any limitations of liability hereunder will be computed for Denovo and its subcontractors in the aggregate. Denovo's subcontractors shall be deemed third-party beneficiaries of this Section.

[SIGNATURE PAGE TO FOLLOW]

FOR PREVIEW ONLY



**IN WITNESS WHEREOF**, Denovo and the Client have executed this Statement of Work as of the date set forth above.

DENOVO VENTURES, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**[CLIENT]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR PREVIEW ONLY

## 11 Exceptions and Deviations

*If the Vendor finds it impossible or impractical to adhere to any portion of these specifications and all attachments, it shall be so stated in its proposal, with all deviations grouped together in a separate section entitled, “exceptions/deviations from proposal requirements.” This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific RFP sections. Objections or deviations expressed only in other parts of the proposal, either directly or by implication, will not be accepted as deviations, and the Vendor in submitting a proposal, will accept this stipulation without recourse.*

### Contract Terms & Conditions Compliance Checklist

*Proposal responders are to mark the Comply, Exception, or Not Comply column. Comply indicates the proposal responder understands and agrees to comply fully. Exceptions must be fully explained on the bottom portion of this page. If item is not relevant to Vendor’s solution, please mark as an exception and state that on the bottom portion of the page. The Client reserves the right to reject any proposal for non-compliance.*

#	Title	Comply	Exception	Not Comply
5.1.	Agreement	X		
5.2.	Notice to Proceed	X		
5.3.	Force Majeure		X	
5.4.	Governing Law	X		
5.5.	Litigation Venue	X		
5.6.	Sovereign Immunity	X		
5.7.	Survival	X		
5.8.	Indemnification and Hold Harmless Agreement	X		
5.9.	Patent and Copyright Indemnification	X		
5.10.	Insurance Requirements	X		
5.11.	Nature of the Agreement	X		
5.12.	Authority of the City’s Project Manager		X	
5.13.	Mutual Obligations	X		
5.14.	Subcontractual Relations	X		
5.15.	Prompt Payment: Late Payments by Proposer to Subproposer and Material Suppliers; Penalty	X		
5.16.	Termination for Convenience and Suspension of Work	X		
5.17.	Event of Default	X		
5.18.	Remedies in the Event of Default		X	
5.19.	Cancellation for Unappropriated Funds	X		
5.20.	Verbal Instructions Procedure	X		
5.21.	E-Verify	X		
5.22.	Bankruptcy	X		
5.23.	Budgetary Constraints	X		
5.24.	Cost Adjustments	X		
5.25.	Documentation	X		
5.26.	Incorporation by Reference	X		
5.27.	Grant of License		X	
5.28.	Use of Licenses by Personnel who are not Employees		X	
5.29.	Replication of Software		X	
5.30.	Disaster Recovery & Disaster Recovery Testing		X	
5.31.	Risk During Software Installation		X	
5.32.	Subcontractors	X		
5.33.	Control of Sub-Contractor, Project Team and Project Manager Designation	X		
5.34.	Effect of Regulation	X		
5.35.	Assignments	X		
5.36.	Password Security	X		
5.37.	Project Schedule and Acceptance.	X		
5.38.	Programming Services	X		
5.39.	Acceptance Testing	X		
5.40.	Ineffective Training	X		

#	Title	Comply	Exception	Not Comply
5.41.	Non-Performance Escalation Procedures	X - a, c, d, e, f	X - b	
5.42.	Payment Terms		X	
5.43.	Annual Maintenance and Support Services		X	
5.44.	Travel and Expense Reimbursement		X	
5.45.	Funding Out	X		
5.46	Termination of Annual Maintenance and Support		X	
5.47	Source Code Escrow		X	
5.48	Video and Audio Recording	X		
5.49	Federally Mandated Changes	X		
5.50	Future Releases/Upgrades	X		
5.51	Solution Longevity	X		
5.52	Successor Software Products		X	
5.53	Functionality Replacement	X		
5.54	Right to Outsource	X		
5.55	Vendor Merger or Acquisition	X		

## Contract Terms and Conditions – Exception Explanations

For all items marked as “Exception” in the Agreement Terms and Conditions Compliance Checklist, a Vendor must fully explain the exception on the Exception Explanations form below.

### Denovo Ventures, LLC - Exceptions

Exception Explanations		
#	Title	Explanation of Exception
5.3	Force Majeure	Replace this section with the following, “Except for payment of money, neither Party shall be liable for any delays or other non-performance resulting from circumstances or causes beyond its reasonable control, including, without limitation, acts or omissions of the other Party or third parties, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.”
5.12	Authority of the City’s Project Manager	Denovo requests to negotiate this section to provide for a more collaborative issue resolution process and not be subject to the single decisions of the City Project Manager.
5.18	Remedies in the Event of Default	Denovo requests to negotiate this section as Denovo cannot be responsible for costs incurred by the City to use replacement resources and Denovo has no control of these costs. Outside of their control.
5.18	Remedies in the Event of Default	Denovo would like to add the following to section 5.18  (a) <b>Limitation of Liability.</b> IF DENOVO SHALL BE LIABLE TO THE CLIENT FOR ANY MATTER RELATING TO OR ARISING FROM THE AGREEMENT, WHETHER BASED UPON AN ACTION OR CLAIM IN CONTRACT, WARRANTY, EQUITY, NEGLIGENCE, INTENDED CONDUCT OR OTHERWISE, THE AGGREGATE AMOUNT OF DAMAGES RECOVERABLE AGAINST DENOVO WITH RESPECT TO ANY AND ALL BREACHES, PERFORMANCE, NONPERFORMANCE, ACTS OR OMISSIONS HEREUNDER WILL NOT EXCEED THE AGGREGATE AMOUNT OF FEES ACTUALLY PAID BY THE CLIENT TO DENOVO UNDER THE SOW OR ORDER DOCUMENT PURSUANT TO WHICH DENOVO IS PERFORMING THE SERVICES OR SELLING THE PRODUCTS GIVING RISE TO SUCH BREACH.  (b) <b>Exclusion of Damages.</b> IN NO EVENT SHALL EITHER PARTY OR ITS PERSONNEL BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR EXEMPLARY DAMAGES, COSTS, EXPENSES, OR LOSSES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS AND OPPORTUNITY COSTS) NOR SHALL THEY BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST THE OTHER PARTY BY ANY THIRD PARTY EXCEPT AS OTHERWISE SPECIFICALLY STATED HEREIN. THE PROVISIONS OF THIS SECTION SHALL APPLY REGARDLESS OF THE FORM OF ACTION, DAMAGE, CLAIM, LIABILITY, COST, EXPENSE, OR LOSS, WHETHER IN CONTRACT, STATUTE, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE.

Exception Explanations		
#	Title	Explanation of Exception
5.27	Grant of License	Denovo takes exception to these sections as they pertain to Software and Maintenance contract terms as the Software License and Maintenance support will be provided through the Oracle Cloud Services Agreement.
5.28	Use of Licenses by Personnel Who Are Not Employees	Denovo takes exception to these sections as they pertain to Software and Maintenance contract terms as the Software License and Maintenance support will be provided through the Oracle Cloud Services Agreement.
5.29	Replication of Software	Denovo takes exception to these sections as they pertain to Software and Maintenance contract terms as the Software License and Maintenance support will be provided through the Oracle Cloud Services Agreement.
5.30	Disaster Recovery & Disaster Recovery Testing	Denovo takes exception to these sections as they pertain to Software and Maintenance contract terms as the Software License and Maintenance support will be provided through the Oracle Cloud Services Agreement.
5.31	Risk During Software Installation	Denovo takes exception to these sections as they pertain to Software and Maintenance contract terms as the Software License and Maintenance support will be provided through the Oracle Cloud Services Agreement.
5.41 (b)	Non-Performance Escalation Procedures (b-withhold payment)	Denovo requests to limit the right to withhold payment to payments for the affected area of non-performance. Also Denovo requests to remove the reference to the non-payment of support and maintenance fees as these are controlled by the Oracle software license agreement.
5.42	Payment Terms	Denovo requests to negotiate the amount of the retainage to 10% and the retainage will be on the services only, not software or travel expenses. Denovo also notified Client that the Annual Maintenance and Support fees will be included in the Software Cloud License fees and not billed separately.
5.43	Annual Maintenance and Support Fees	Annual Maintenance and Support fees will be included in the Software Cloud License fees and not billed separately.
5.44	Travel Expense Reimbursement	Denovo recommends to treat the Travel expenses as actuals and not part of the fixed fee.
5.46	Termination of Annual Maintenance and Support	Annual Maintenance and Support fees will be included in the Software Cloud License fees and not billed separately.
5.47	Source Code Escrow	Source Code escrow will be governed by the Oracle Software Cloud License agreement.
5.52	Successor Software Products	The Oracle Software License agreement does not automatically provide for Successor Products to be provided at no charge and this would need to be negotiated.

## Oracle America - Exceptions

Exception Explanations		
#	Title	Explanation of Exception
2.27	Public Records Law	Oracle takes exception to the last sentence of Section 2.27 of the RFP, and hereby states its intent and expectation that by accepting Oracle’s portion of the response, the City shall protect Oracle’s trade secret information by exempting it from disclosure. Oracle’s understanding is that if the City receives a request to disclose information that would include Oracle trade secrets, it will promptly notify Oracle of such request and provide Oracle with a reasonable opportunity to respond and seek exemption from disclosure (or such other protections as may be available).

## 12 Other Required Forms and Attachments

*Please provide all other required forms in this section:*

- a. Contract terms and conditions compliance checklist*
- b. Contract terms and conditions compliance checklist – Exception explanation*
- c. Acknowledgement and Signature Page*
- d. Hold Harmless and Indemnity Clause*
- e. Noncollusion Affidavit*
- f. Sworn Statement Pursuant To Section 287.133 (3) (1) Florida Statutes On Public Entity Crimes*
- g. Certifications Regarding Debarment, Suspension and Other Responsibility Matters*
- h. Drug-Free Workplace Program*
- i. Solicitation, Giving, And Acceptance Of Gifts Policy*
- j. Minimum Criteria*
- k. Please additionally supply a copy of your Independent Service Auditor’s Opinion Letter from your most recent SSAE 16 Type II audit.*

We have included the following forms in this section:

- a. Contract terms and conditions compliance checklist  
**(Included in Section 11 Exceptions and Deviations)**
- b. Contract terms and conditions compliance checklist – Exception explanation  
**(Included in Section 11 Exceptions and Deviations)**
- c. Acknowledgement and Signature Page
- d. Hold Harmless and Indemnity Clause
- e. Noncollusion Affidavit
- f. Sworn Statement Pursuant To Section 287.133 (3) (1) Florida Statutes On Public Entity Crimes
- g. Certifications Regarding Debarment, Suspension and Other Responsibility Matters
- h. Drug-Free Workplace Program
- i. Solicitation, Giving, And Acceptance Of Gifts Policy
- j. Minimum Criteria
- k. Please additionally supply a copy of your Independent Service Auditor’s Opinion Letter from your most recent SSAE 16 Type II audit.  
**(Included in Appendix A as Oracle Fusion 2016 SOC 1 Type 2 Report and Oracle Fusion 2016 SOC 2 Type 2 Report)**

## Acknowledgement and Signature Page

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (include d/b/a if applicable): Denovo Ventures, LLC

Federal Tax Identification Number: 51-0453048

If Corporation - Date Incorporated/Organized: February 27, 2003

State Incorporated/Organized: Colorado

Company Operating Address: 6400 Lookout Road, Suite #101

City Boulder State Colorado Zip Code 80301

Remittance Address (if different from ordering address): same as above

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Contact Person: Mike Petrarca Email Address: mpetrarca@denovo-us.com

Phone Number (include area code): 240) 676-4875 Fax Number (include area code): 877-433-6686

Company's Internet Web Address: www.denovo-us.com

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

\_\_\_\_\_  
Bidder/Proposer's Authorized Representative's Signature:                      Date

Type or Print Name: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

**ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FORM THE AWARD PROCESS.**

## Hold Harmless and Indemnity Clause

\_\_\_\_\_  
Denovo Ventures, LLC and \_\_\_\_\_  
**(Company Name and Authorized Representative's Name)**

the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Denovo Ventures, LLC  
COMPANY OF NAME

\_\_\_\_\_  
DATE

Failure to sign or changes to this page shall render your bid non-responsive.



## Noncollusion Affidavit

**STATE OF:** Colorado

**COUNTY OF:** Boulder, being first duly sworn, deposes and says that:

- (1) He/she is \_\_\_\_\_ of Denovo Ventures, LLC, the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

**(SIGNED)** \_\_\_\_\_  
Title

**Failure to sign or changes to this page shall render your bid non-responsive.**

## Sworn Statement Pursuant To Section 287.133 (3) (1) Florida Statutes On Public Entity Crimes

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to City of Hollywood, FL  
by \_\_\_\_\_ for Denovo Ventures, LLC  
(Print individual's name and title) (Print name of entity submitting sworn statement)  
whose business address is 6400 Lookout Road, Suite #101, Boulder, CO 80301  
and if applicable its Federal Employer Identification Number (FEIN) is 51-0453048. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_ Notary Public-State of \_\_\_\_\_

\_\_\_\_\_ my commission expires \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

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## Certifications Regarding Debarment, Suspension and Other Responsibility Matters

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Denovo Ventures, LLC

6400 Lookout Road, Suite #101

Boulder, CO 80301

Application Number and/or Project Name:

Solicitation #RFP-4542-17-PB City End Duplication Gain Efficiency (E.D.G.E.) Core ERP

Applicant IRS/Vendor Number: FEIN 51-0453048

Type/Print Name and Title of Authorized Representative:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure to sign or changes to this page shall render your bid non-responsive.**

## Drug-Free Workplace Program

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
VENDOR'S SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Denovo Ventures, LLC  
NAME OF COMPANY

## Solicitation, Giving, And Acceptance Of Gifts Policy

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - “No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.”. The term “public officer” includes “any person elected or appointed to hold office in any agency, including any person serving on an advisory body.”

The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of “gifts” includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

_____ SIGNATURE	_____ PRINTED NAME
_____ Denovo Ventures, LLC NAME OF COMPANY	_____ TITLE

**Failure to sign this page shall render your bid non-responsive.**

## Minimum Criteria

As noted in section **Error! Reference source not found.** of this RFP, proposed solutions **MUST** meet all of the following requirements. **Proposals not meeting these requirements will be rejected.** Vendors should acknowledge acceptance of these terms and include the following checklist in their RFP response.

Minimum Criteria	Yes/No
<b>Minimum Client Software Installations</b> Must have provided ERP related software as Prime for at least two municipalities or government entities, of similar or greater size, and complexity, as the City.	Yes
<b>Past Experience</b> Must provide contact information for at least two ERP projects/solutions.	Yes
<b>Response Authorization</b> The RFP response is signed by an authorized company officer.	Yes
<b>Response Completeness</b> Vendor complied with all instructions in the RFP and provided a response to all items requested with sufficient detail, which provides for the proposal to be properly evaluated. Any deficiencies in this regard will be determined by the City’s Purchasing Director to be either a defect that the Director will waive or that the proposal can be sufficiently modified to meet the requirements of the RFP.	Yes



## 13 Addenda

*The Procurement Services Division may issue an addendum in response to any inquiry received, prior to proposal opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Proposer should not rely on any representation, statement or explanation, whether written or verbal, other than those made in this RFP solicitation document or in any addenda issued. Where there appears to be a conflict between this RFP solicitation and any addendum, the last addendum issued shall prevail. It is the proposer's responsibility to ensure receipt of all addenda and any accompanying documents. Proposer(s) shall acknowledge receipt of any formal Addenda by signing the addendum and including it with their proposal. Failure to include signed formal addenda in its proposal shall cause the City to deem the proposal non-responsive provided, however, that the City may waive this requirement in its best interest. Include all original, signed copies of addenda in this section.*

There have been no Addendums issued for this RFP. We have reviewed all Q & A that has been posted to BidSync and considered it in our proposal response.

## Appendix A – Additional Oracle Information

### Oracle Cloud Network Access Data Sheet

ORACLE DATA SHEET

## ORACLE CLOUD NETWORK ACCESS

**KEY FEATURES**

- Multifactor Authentication
- Advanced Posture Assessment
- Role- and Identity-Based Access Levels
- Oracle Identity Manager for Automated Provisioning
- Automated and Manual Monitoring Performed Continuously
- Advanced Security Option Available for Oracle Fusion Cloud Service

**KEY BENEFITS**

- Multi-layer bastion model protects customer data
- Third-party monitoring ensures security

*Oracle Cloud Operations uses many security measures to ensure the security of customer data and reduce the risk of intrusion.*

**System Overview**

The Oracle Cloud uses many layers of protection designed to restrict access to a specific group of approved users. The bastion model is designed to prevent staff from directly accessing production servers. Access must be gained through a globally-redundant secured virtual private network (VPN) tunnel using multifactor authentication. When connecting through the VPN, a systems security posture assessment is performed before access is granted, ensuring the user's system contains defined security measures, such as virus protection, a firewall, and operating system security patches.

Once access is granted to the Oracle Cloud, role- and identity-based authorization limits access to the user's approved areas. The network is monitored from the Network Operations Center (NOC), the Security Operations Center (SOC), and an intrusion prevention system (IPS).

**Figure 1: Cloud Security Information and Event Management System**

#### Authentication

When connecting to the network and navigating within it, multiple methods of authentication confirm the identity and access level of the user. First, multifactor authentication uses a physical token (protected by strong cryptography) in combination with a user-designated password to create a one-time VPN password. This one-time password contains more than 40 characters and adheres to password policies that meet PCI Level 1 standards. Authentication encryption and associated data are generated within the Oracle Cloud and stored on hardware-hardened security modules.

#### Posture Assessment

After a connection is established, security systems perform a pre-check posture assessment before authentication can occur. This posture assessment validates software versions, forces software updates, and validates high-security encryption algorithms and certificates. The post-authentication system assessment verifies minimum system requirements are met and confirms the presence of active and up-to-date security software, a local firewall, and system management control. Additionally, this system assessment verifies role- and identity-based access levels used in the authorization stage.

#### Bastion Servers

The bastion security model further improves security by providing an additional degree of defense. Bastion servers (sometimes called “bastion hosts”) are designed to prevent direct access to Oracle Cloud environments. Specifically configured for a high level of network security, bastions servers are the gateway to other Oracle Cloud environments.

#### Authorization

Role- and identity-based access levels make sure that users can access only those data centers, technology stacks, applications, and services to which they have been granted access. This combination of access levels creates dynamic controls during connections and provides for flexibility in access levels. Roles can be as broad as a location (such as a data center) or as narrow as a single host, but typically roles are based on a specific application instance. Identity attributes (such as employee type, line of business, or location) are added for each user to provide additional control and can be mapped to roles as needed.

#### Provisioning

Oracle Identity Manager (OIM), an access-request system responsible for provisioning and de-provisioning network users, grants roles and maintains identity attributes for the Oracle Cloud. All access requests through OIM require approval from, at minimum, a management-level approver. Depending on which systems or applications the access request applies, additional approval workflows may be activated, requiring additional approval steps (for example, approval from application owners or Oracle Cloud Security, or an approval based on a government background investigation).

When an employee or contingent worker leaves the company or changes roles within the organization, de-provisioning occurs through the automated human-resources and contingent-workforce systems. When de-provisioning is complete, users will no longer have access to systems that are not required for their new positions.

#### Monitoring and Logging

Staff and automated systems in the NOC and SOC monitor the entire infrastructure. Carefully designed rules correlate actions across multiple devices to identify unapproved activities, and source-reputation information (collected daily) is used in threat detection. Additionally, configuration management is monitored on Oracle systems, and Security personnel are notified of configuration changes so they can validate and approve the configuration changes.

Logs from capable devices are sent to the Cloud Security Information and Event Monitoring

(SEDM) system where original, tamper-resistant logs are time-stamped, signed, and validated in order to retain their forensic quality.

**Additional Controls**

In addition to the security measures discussed previously, the Oracle Cloud also uses the following security measures.

- An IPS monitors incoming and outgoing network traffic looking for unauthorized activities.
- VPN system administrators must pass a government background inspection.
- Third-party vulnerability scanning is performed daily and the results are imported directly into the Cloud SEDM system.

 Oracle is committed to developing practices and products that help protect the environment.

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**Hardware and Software, Engineered to Work Together**

## Oracle Cloud Disaster Recovery Service Overview

**ORACLE DATA SHEET**

Disclaimer: This document is for informational purposes. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described in this document remains at the sole discretion of Oracle.

# ORACLE CLOUD DISASTER RECOVERY SERVICE OVERVIEW

**ORACLE**  
**CLOUD**

**CONTENTS**

- Maximum Availability Architecture Overview
- Maximum Availability Architecture Features
- Infrastructure
- Backup and Recovery
- Disaster Recovery Plan
- Disaster Recovery Process
- Disaster Recovery Launch Operation Procedure
- Disaster Recovery Customer Communication

**RECOVERY OBJECTIVES**

- Recovery time objective (RTO) is the maximum length of time for which a service can be down after a disaster is declared.
- Recovery point objective (RPO) is the maximum possible length of time for which data could be lost if a disaster occurs – usually equivalent to the time between replica sets/backups.

Oracle Cloud provides Disaster Recovery services to customers subscribing to the following Enterprise services:

- Oracle BigMachines CPQ Cloud Service
- Oracle Fusion SaaS Cloud Services
- Oracle Responsys Automatic Failover for Transactional Messages Cloud Service
- Oracle RightNow Cloud Service
- Oracle Taleo Enterprise Cloud Service
- Oracle Field Service Cloud Service

If a disaster occurs at the primary site, Oracle maintains redundant and resilient infrastructure, comprehensive replication and data backup strategies. This ensures operational excellence to bring Cloud Services back online at the secondary site, with matching service and security levels.

### Maximum Availability Architecture Overview

Oracle's Disaster Recovery (DR) service is based on the principles and best practices of ensuring maximum availability for delivering robust and redundant solutions, which prevent, detect, and recover from unplanned outages within Oracle's recovery objectives. The service uses Oracle High Availability (HA) technologies in conjunction with proven best practices delivered and managed by Oracle Cloud.

The disaster recovery plan may be activated if one or more of the following criteria are met:

- A catastrophic event or condition occurs that causes a complete loss of access to the primary site used to provide the Oracle Cloud services such that the customer production environments at the primary site are not available.
- The type of outage indicates that the Oracle Cloud services will be unavailable for more than the RTO, if recovery operations are not initiated.
- Other criteria, as appropriate.

**ORACLE**



### Maximum Availability Architecture Features

Oracle Maximum Availability Architecture provides the following features:

- **Site Synchronization** – Site Synchronization encompasses application and data synchronization. Oracle ensures that the Oracle Cloud application services and complementary applications on the primary site and the secondary site are maintained at the same patch and version level. Oracle uses various technologies to minimize data loss within the recovery point objective (RPO), while providing maximum performance for the production instance.
- **Operational Readiness Assurance** – Oracle manages both primary and secondary sites and the associated network infrastructure. Oracle conducts internal disaster recovery failovers annually, as well as DR tabletop sessions on a quarterly basis using well-established processes and test plans.
- **Fast Disaster Recovery** – Oracle recovers production data and active applications on the secondary site within the recovery time objective (RTO) after declaring a disaster or unplanned outage at the primary site.
- **Consistent Service Levels** – Oracle provisions identical hardware and software at the secondary site, to provide the same performance for the production instance. The topology is symmetric. Redundant high-speed network connections are used to synchronize the database and applications.

### Infrastructure

- **Regional Recovery:** Oracle has a global data center strategy, designed with regional recovery as an objective within the following regions: APAC, NA, and EMEA. Oracle only deploys into the highest quality facilities that can pass our compliance frameworks including those followed by the US/UK Governments and numerous other control frameworks, including, but not limited to PCI, SSAE16, FISMA, and HIPAA.
- **Network Routing:** Using the DNS service, Oracle routes the network traffic to a secondary site in the event of a disaster. Network device configuration is also backed up periodically.
- **Servers and Storage:** Oracle has established alternate processing sites to accommodate full operating capability in the event of loss of service at a primary facility.

### Backup and Recovery

- **Storage Replication:** The storage configuration used by Oracle Cloud services supports volume snapshots, volume replication, and file replication, so that shared volumes on the primary site and the secondary site are up-to-date.
- **Data Replication:** Customer data is replicated from the primary database to the DR database through log transmission and replay to ensure that customer data is protected and meets RPO.
- **Data Archival** - Oracle offers data synchronization to all customers regardless of data retention requirements and is defined by each product's unique data store capabilities. In most cases, data is not required to be purged and can be kept in the database for the duration the customer requires it. This data is replicated, as described above, to the regional DR location. Backups are performed as per the schedule defined by each product. Backups are done using, but not limited to, the following: tape, disk and disk-dedup. In most cases, backups are not intended for use in DR events, but they can be used, if required.

#### SITE IDENTIFICATION

- **Primary Hosting Site** – The Primary Oracle hosting facility is the regional data center hosting location the customer is actively operating from.
- **Secondary Hosting Site** – The Secondary Regional Oracle hosting facility is the data center hosting location in the same region as the primary hosting site where the customer's data and services are being replicated to for the purposes of recovering in the event of a disaster..

### Disaster Recovery Plan

For each enterprise cloud service, Oracle maintains an exclusive disaster recovery plan (DRP) that describes the DR process and recovery procedures.

The following are the objectives of this plan:

- In an emergency, Oracle's top priority and objective is human health and safety.
- Maximize the effectiveness of contingency operations through the established Disaster Recovery Plan that consists of the following phases:
  - Phase 1 - Disaster Recovery Launch Authorization phase to detect service disruption or outage at the primary site, determine the extent of the damage, and activate the Plan. This is applicable only to production environments and not stage environments.
  - Phase 2 - Recovery phase to restore temporary operations at the secondary hosting site.
  - Phase 3 - Reconstitution phase to restore processing capabilities and resume normal operations at the primary hosting site.
- Identify the activities, resources, and procedures to carry out processing requirements during prolonged interruptions to normal operations.
- Assign responsibilities to designated personnel and provide guidance for recovering during prolonged periods of interruption to normal operations.
- Ensure coordination with other personnel responsible for disaster recovery planning strategies.
- Ensure coordination with external points of contact and vendors for the execution of this plan.
- Conduct annual disaster recovery rehearsals to ensure that data backup can be recovered, and all personnel involved are fully trained. Oracle uses the results of the test for the continuous improvement of the DR process.
- This plan is subject to change at Oracle's discretion; however, Oracle policy changes will not result in a material reduction in the level of performance or availability of services provided during the period for which customers have paid for enterprise application services.

### Disaster Recovery Process

This section outlines the procedures, actions, and processes Oracle will follow in the event of an actual disaster that impacts a data center facility such that normal operations cannot be recovered inside the RTO, as defined in the Oracle policy documents.

#### Disaster Recovery Launch Authorization Phase

This phase defines the initial actions taken after a disaster at the primary hosting site that may reasonably extend beyond the RTO if recovery operations are not initiated. This phase includes activities to activate the DRP and notify recovery personnel. After the Senior Vice President, Cloud Operations has declared activation of the DRP, Oracle staff will perform recovery measures to restore Oracle system functions at the secondary hosting site.

The Disaster Recovery and Launch Authorization Phase addresses the following areas:

- **Alerts and Notifications** – When a service disruption or outage occurs at the primary hosting site, the on-call infrastructure operator is notified. The operator notifies the



Cloud Operations Manager of any disruption or outage severe enough to prohibit physical access, logical access, or operations in the primary hosting site.

- **Outage Assessment** – Following an alert of service disruption or outage, Oracle conducts an outage assessment to determine the extent of the disruption, any damage, and expected recovery time. The operator makes a determination concerning the seriousness of the disruption or outage. Subsequently, the Infrastructure Manager will contact the colocation facility vendor for further details on the disruption or outage. The Infrastructure Manager will analyze the situation, determine whether the Plan activation criteria could be met and if so, will contact the Senior Vice President of Cloud Operations and Vice President of Cloud Infrastructure.
- **Contingency Plan Activation** – The contingency plan is activated as follows:
  - The Cloud Operations Manager will notify production personnel.
  - The Operation team will initiate a phone conference.
  - The Operations team will conduct discussions regarding the incident and decide on its recommendation to present to the Senior Vice President of Cloud Operations.
  - If required, the Senior Vice President of Cloud Operations may authorize Disaster Recovery launch.
  - Upon authorization, the Disaster Recovery launch is activated.

#### Recovery Phase

The Recovery Phase provides formal recovery operations that begin after the DR Plan has been activated, outage assessments have been completed (if possible), personnel have been notified, and appropriate teams have been mobilized. Recovery Phase activities focus on implementing recovery strategies to restore system capabilities, repair damage, and resume operational capabilities at the original or a secondary location.

The Recovery Phase addresses the following areas:

- **Sequence of Recovery Activities** – The sequence of recovery will first target infrastructure resources that restore key product functionality to normal operation and allow customers to deliver key business functions. This will be followed by all infrastructure resources and full product functionality.
- **Data Validation Testing** – Validation data testing is the process of testing and validating data to ensure that data files or databases have been recovered completely at the secondary hosting site.
- **Functionality Validation Testing** – Functionality validation testing is the process of verifying that recovered Oracle Cloud Service functionality has been tested, and the service is ready to return to normal operations.
- **Recovery Declaration** – After the testing and validation is completed, the Senior Vice President of Cloud Operations will formally declare recovery efforts complete, and that the Oracle application is operating normally. The Plan Coordinator notifies Oracle business and technical stakeholders.

#### Reconstitution Phase

Reconstitution is the process by which recovery activities are completed and normal system operations are resumed. If the original facility is unrecoverable, the activities in this phase can also be applied to preparing a new permanent location to support system processing requirements. A determination must be made as to whether the system has undergone significant change and will require reassessment and reauthorization. The phase consists of two major activities: validating successful reconstitution and deactivation of the plan.

The Reconstitution Phase addresses the following areas:

- Reconstitution Analysis
- Site Preparation
- Procurement
- Delivery
- Build-out of New System
- Validation of Successful Reconstitution
- Deactivation of the Contingency Plan

Once all activities have been completed and documentation has been updated, the Senior Vice President of Cloud Operations will formally deactivate the recovery plan and reconstitution effort. Notification of this declaration will be provided to all business and technical stakeholders.

### Disaster Recovery Launch Operation Procedure

The following flow chart illustrates the procedure used to launch Disaster Recovery (DR) operations.

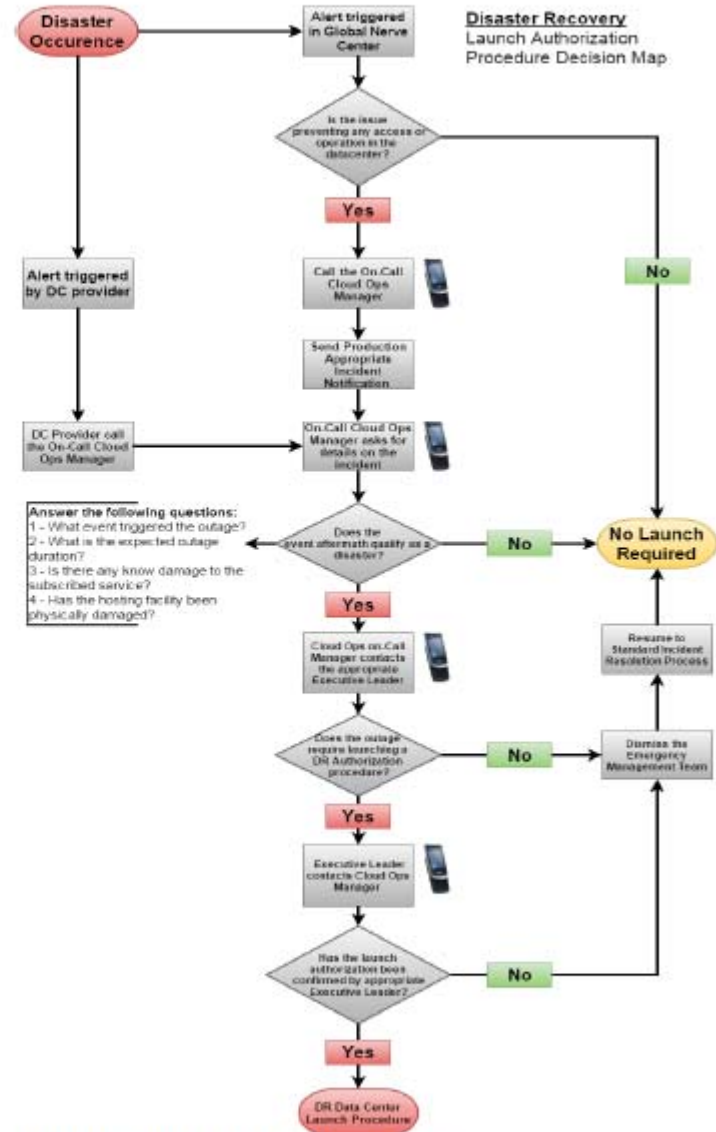


Figure 1. Launching Disaster Recovery (DR) operations

### Disaster Recovery Customer Communication

Oracle Cloud Services use various tools and mechanisms for notifications delivery. Notifications methods could include but are not limited to email and portal notifications.

During the course of an outage periodic notifications will be provided to customers to keep customers apprised of the outage.

Upon the end of the Disaster declaration all affected customers will be notified of the termination of the declaration.

When the outage root cause has been determined a report will be supplied by Oracle Cloud Services to all affected subscribers.



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#### Integrated Cloud Applications & Platform Services

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## Oracle Fusion 2016 SOC 1 Type 2 Report



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## Oracle Fusion 2016 SOC 2 Type 2 Report



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